

## Housing Authority of the City of Austin

# 2019 PUBLIC HOUSING AUTHORITY ANNUAL PLAN



A 45-Day Public Comment Period for the draft 2019 PHA Annual Plan and Five-year Plan will commence on Friday, October 19, 2018 and conclude on Monday, December 3, 2018. Three Public Hearings will be held: November 13, 2018 at 10:00AM (Pathways at Georgian Manor 110 Bolles Circle 78753) in conjunction with the Citywide Advisory Board Meeting, Friday, November 16, 2018 at 12:00PM at the HACA Central Office (1124 S. IH-35 78704), and Tuesday, November 27, 2018, at 5:30PM at the Henry Flores Education Training Center (1201 W. Live Oak 78704) to receive public input for the draft 2019 Annual Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 20, 2018 Board of Commissioners meeting.

# Streamlined Annual PHA Plan (High Performer PHAs)

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

OMB No. 2577-0226  
Expires: 02/29/2016

**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-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

## 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.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and 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 or 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><b>PHA Name:</b> <u>Housing Authority of the City of Austin</u> <b>PHA Code:</b> <u>TX001</u>  <b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>04/2019</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>741</u>; <b>however, HACA continues to convert its Public Housing portfolio to the Rental Assistance Demonstration program</b> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>5,381</u>  <b>Total Combined</b> <u>6,122</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> A 45-Day Public Comment Period for the draft 2019 PHA Annual Plan and update to the Five-Year Plan will commence on Friday, October 18, 2018 and conclude on Monday, December 3, 2018. Three Public Hearings will be held: November 13, 2018 at 10:00AM (Pathways at Georgian Manor 110 Bolles Circle 78753) in conjunction with the Citywide Advisory Board Meeting, Friday, November 16, 2017 at 12:00PM at the HACA Central Office (1124 S. IH-35 78704), and Tuesday, November 27, 2018, at 5:30PM at the Henry Flores Education Training Center (1201 W. Live Oak 78704) to receive public input for the draft 2018 Annual Plan. The final draft will be presented to the HACA Board of Commissioners for approval at the December 20, 2018 Board of Commissioners meeting.</p> <p>Copies of the 2019 Annual Plan are available at all Public Housing sites, the HACA Central Office and on the HACA website, <a href="http://www.hacanet.org">www.hacanet.org</a>. All supporting documentation is available at the HACA Central Office or via the HACA website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <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		PH	HCV	Lead PHA:	N/A	N/A	N/A	N/A	N/A												
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:	N/A	N/A	N/A	N/A	N/A																						

<b>B.</b>	<b>Annual Plan Elements</b>																																																									
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y    N</p> <table style="width: 100%;"> <tr> <td style="width: 30px;"><input type="checkbox"/></td> <td style="width: 30px;"><input checked="" type="checkbox"/></td> <td>Statement of Housing Needs and Strategy for Addressing Housing Needs.</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Financial Resources.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Rent Determination.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Homeownership Programs.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Safety and Crime Prevention.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Pet Policy.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Substantial Deviation.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Significant Amendment/Modification</td> </tr> </table> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p><b><u>Statement of Housing Needs and Strategy for Addressing Housing Needs</u></b></p> <p>The 2018 published income limits* for the Austin-Round Rock-San Marcos Metro Area based on a family of four:  Extremely Low (0-30% Area Median Income (AMI)): \$25,800  Very Low (&gt;30%-50% AMI): \$43,000  Low Income (&gt;50%-80% AMI): \$68,800</p> <p>July 1, 2017 United States Census Bureau Population Estimate for Austin: 950,715</p> <p>* Based on the 2016 American Community Survey (ACS) 5-year Estimates Subject Tables, the average median household income of an occupied housing unit in the Austin CCD is \$58,527. The average renter occupied median household income is \$41,161. There are over 181,874 renter occupied housing units.</p> <p>Monthly Housing Costs:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9d9d9;"> <th style="width: 33%;">RENT</th> <th style="width: 33%;">Owner-Occupied</th> <th style="width: 33%;">Renter-Occupied</th> </tr> </thead> <tbody> <tr> <td>Less than \$300</td> <td>3.3%</td> <td>1.7%</td> </tr> <tr> <td>\$300-\$499</td> <td>7.0%</td> <td>2.0%</td> </tr> <tr> <td>\$500-\$799</td> <td>12.4%</td> <td>14.2%</td> </tr> <tr> <td>\$800-\$999</td> <td>7.7%</td> <td>22.0%</td> </tr> <tr> <td>\$1,000-\$1,499</td> <td>24.1%</td> <td>38.3%</td> </tr> <tr> <td>\$1,500-\$1,999</td> <td>18.8%</td> <td>14.4%</td> </tr> <tr> <td>\$2,000-\$2,499</td> <td>9.9%</td> <td>3.5%</td> </tr> <tr> <td>\$2,500-\$2,999</td> <td>6.6%</td> <td>1.0%</td> </tr> <tr> <td>\$3,00 or more</td> <td>10.2%</td> <td>.9%</td> </tr> </tbody> </table> <p>Over 52% of the renter occupied units pay a rent between \$1,000 - \$1,999 per month. This data reaffirms the data provided by the City of Austin Consolidated Plan 2014-19, that there are over 74,000 renters who have a rent burden over 30% or more of their income and the need for more affordable housing rental units in the Austin area continues to grow.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Resources.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rent Determination.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homeownership Programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Safety and Crime Prevention.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pet Policy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Substantial Deviation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Significant Amendment/Modification	RENT	Owner-Occupied	Renter-Occupied	Less than \$300	3.3%	1.7%	\$300-\$499	7.0%	2.0%	\$500-\$799	12.4%	14.2%	\$800-\$999	7.7%	22.0%	\$1,000-\$1,499	24.1%	38.3%	\$1,500-\$1,999	18.8%	14.4%	\$2,000-\$2,499	9.9%	3.5%	\$2,500-\$2,999	6.6%	1.0%	\$3,00 or more	10.2%	.9%
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs.																																																								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.																																																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Resources.																																																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rent Determination.																																																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homeownership Programs.																																																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Safety and Crime Prevention.																																																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pet Policy.																																																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Substantial Deviation.																																																								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Significant Amendment/Modification																																																								
RENT	Owner-Occupied	Renter-Occupied																																																								
Less than \$300	3.3%	1.7%																																																								
\$300-\$499	7.0%	2.0%																																																								
\$500-\$799	12.4%	14.2%																																																								
\$800-\$999	7.7%	22.0%																																																								
\$1,000-\$1,499	24.1%	38.3%																																																								
\$1,500-\$1,999	18.8%	14.4%																																																								
\$2,000-\$2,499	9.9%	3.5%																																																								
\$2,500-\$2,999	6.6%	1.0%																																																								
\$3,00 or more	10.2%	.9%																																																								

**City of Austin Consolidated Plan 2014-19  
Priority Housing Needs/Housing Problems**

Renter						Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing Cost burden greater than 50% of income	27,590	8,565	1,945	110	38,210	4,730	3,700	2,990	1,170	15,200
Housing cost burden greater than 30% of income	2,570	12,865	14,875	2,105	32,415	1,010	2,100	6,140	4,390	33,325
Zero/Negative Income	3,645	0	0	0	3,645	554	0	0	0	554

The Housing Authority of the City of Austin is only able to address a small percentage of the need of affordable housing through its Public Housing and Housing Choice Voucher programs for the extremely low to very low income families in Austin. Thus, the Housing Authority of the City of Austin continues to have a high demand to provide services through its programs to address safe, decent, affordable, and accessible units that are located throughout Austin. The demand for extremely low to low-income assisted housing through the Public Housing and Housing Choice Voucher programs is shown below. The greatest demands for HACA are one-bedroom and two-bedroom units.

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

- ☒ Section 8 tenant-based assistance (In 2014, the Section waiting list opened. As of August 2018, the waiting list contained 614 applicants. The Section 8 waiting list will open September 17-24, 2018)
- ☒ Public Housing-waiting lists reopened on 08/15/18 at 12PM for the following properties:
- Booker T Washington- one, two, three and four bedrooms
  - Chalmers Court-two bedrooms
  - Gaston Place (designated elderly/disabled)- one and two bedrooms
  - Lakeside-(designated elderly/disabled)- one and two bedrooms
  - North Loop (designated elderly/disabled)- one and two bedrooms
  - Rosewood- efficiency, two and three bedrooms
  - Salina (designated elderly/disabled)- efficiency, two and three bedrooms
  - Santa Rita Courts-two, three and four bedrooms
  - Thurmond Heights- two bedrooms
- ☐ Combined Section 8 and Public Housing
- ☒ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
- If used, identify which development/sub jurisdiction: HACA changed to site based waiting lists in 2016.
- Note: The site-based waiting lists for the RAD converted and Public Housing properties.

Waiting list total	# of families		% of total families	
	PH 8846	HCV 551	PH	HCV
Extremely low income <=30% AMI	7917	445	89.50	80.29
Very low income (>30% but <=50% AMI)	801	87	9.05	16.29
Low income (>50% but <80% AMI)	118	19	1.33	3.42
Families with children	4284	209	48.43	37.93
Elderly families	379	7	4.28	1.27
Disabled	2970	79	33.58	14.34
Single	1213	256	13.71	46.46
White	4761	158	53.82	28.68
Asian	150	10	1.70	1.27
Native Hawaiian/Other Pacific Island	41	7	.46	.54
Black/African American	3738	375	42.3	68.06
American Indian/Alaska Native	112	6	1.3	1.09
Not Assigned	44	2	.04	.36
Ethnicity-Hispanic or Latino	3433	108	38.10	19.60
Ethnicity-Not Hispanic or Latino	5407	441	61.87	80.04

Public Housing Site Based Waiting List as of 09/06/18								
Property	# of Units	Efficiency Waitlist	1 Bedroom Waitlist	2 Bedroom Waitlist	3 Bedroom Waitlist	4 Bedroom Waitlist	5 Bedroom Waitlist	Total for property waitlist
Booker T Washington (Plus 6 scattered site homes)	216	3	889	569	394	188	21	2064
Bouldin Oaks	144	0	215	165	132	61	0	573
Chalmers Courts	158	0	173	25	69	36	0	303
Coronado Hills	48	0	180	125	132	0	0	437
Gaston Place	100	0	121	22	0	0	0	143
Georgian Manor	94	0	128	83	76	39	0	326
Goodrich Place	40	0	121	93	65	39	0	318
Lakeside	164	48	516	106	2	0	0	672
Manchaca II	33	0	174	114	84	41	0	413
Manchaca Village	33	0	197	127	104	45	20	493
Meadowbrook	160	0	2	615	382	193	8	1200
Northgate (Plus 14 scattered site homes)	50	0	163	103	88	37	12	403
North Loop	130	0	182	42	0	0	0	224
Rosewood Courts	124	19	124	14	18	32	0	207
Salina	32	11	82	0	0	0	0	93
Santa Rita Courts	97	0	149	25	14	7	9	204
Shadowbend Ridge (Plus 2 scattered site homes)	50	0	177	144	97	49	12	479
Thurmond Heights	144	0	145	16	85	48	0	294
<b>TOTAL</b>	<b>1839</b>	<b>81</b>	<b>3738</b>	<b>2388</b>	<b>1742</b>	<b>815</b>	<b>82</b>	<b>8846</b>

### CLOSING OF PROPERTY-SPECIFIC PUBLIC HOUSING WAITING LISTS

Due to high demand for public and affordable housing in the Austin community, the Housing Authority of the City of Austin (HACA) has received a high volume of applications for placement on the public housing waiting list at HACA properties. At a number of these properties, the anticipated waiting time for a unit is expected to exceed 36 months. Due to estimated wait times greater than 36 months, HACA will be closing the following property-specific public housing waiting lists **effective December 15th, 2016 at 5:00 pm CST**:

- Bouldin Oaks – all bedroom sizes
- Coronado Hills – all bedroom sizes
- Georgian Manor – all bedroom sizes
- Goodrich Place – all bedroom sizes
- Northgate – all bedroom sizes
- Manchaca Village – all bedroom sizes
- Manchaca II – all bedroom sizes
- Shadowbend Ridge – all bedroom sizes
- Thurmond Heights – (one, three and four bedroom sizes)
- Booker T. Washington – (five bedrooms)
- Meadowbrook – all bedroom sizes
- Santa Rita Courts – (one bedroom size)
- Salina (designated elderly/disabled) – (one bedroom size)
- Chalmers Courts – (one, three and four bedroom sizes)
- Rosewood Courts – (one bedroom size)

### Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

#### Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income new tenants into lower income projects and lower income new tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)]. The income targeting requirement states that at least 40% of all new admissions each year must be extremely low-income families (as defined by HUD).

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) Public Housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or Public Housing funds [24 CFR 903.2(b)].

**B.1** *Steps for Implementation [24 CFR 903.2(c)(1)]*

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

HACA Policy

HACA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

HACA Policy

HACA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans or added amenities.
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments.
- Establishing a preference for admission of working families in developments below the EIR.
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration.
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives.

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

HACA Policy

For developments outside the EIR, HACA will take the following actions to provide for deconcentration of poverty and income mixing:

HACA will ensure for the deconcentration of poverty in public housing by admitting new higher income tenants into lower income developments and new lower income tenants into higher income developments. HACA is assisted in this by its new site-based waiting lists. When a development is outside the EIR, HACA will focus on admitting higher or lower income families to help the development get back within the EIR.

It is also the goal of HACA to make housing available to assisted housing tenants in higher income areas than are traditionally available. In furtherance of this goal, HACA will intensify its marketing efforts to promote the participation of housing choice voucher program landlords whose rental properties are in relatively higher income areas.

**B.1**

It is the policy of HACA to utilize mixed-income criteria in the selection of conventional public housing tenants. The purpose of utilizing mixed-income criteria is to provide for the deconcentration of poverty and income-mixing by bringing higher income tenants into lower income developments and lower income tenants into higher income developments. This policy shall not be construed to impose or require any specific income or racial quotas for any development or developments.

When a Public Housing unit becomes vacant in an extremely low to very low income development, such unit will be offered to the first eligible family on the waiting list with a verified income above 30% and lower than 80% of median income, regardless of the applicant's rank on the wait list. This incentive will only be granted to the extent that it does not exceed the income targeting limits. Due to the nature of public housing needs, currently the majority of applicants on the conventional public housing waiting list have extremely low incomes. Therefore, when a conventional public housing unit becomes vacant in any other area other than those mentioned above, the selection from the waiting list shall be by rank and an incentive is not necessary.

It shall be within the sole discretion of the family being offered an incentive to determine whether to accept or refuse the incentive. If the family refuses the incentive offer, HACA will not take adverse action against the family. If the family refuses the incentive, the family will be placed back on the waiting list according to their original application date and time and local preference, if any. Additionally, the family will not be offered an incentive from the waiting list again; the family will therefore have to wait until their name reaches the top of the waiting list before they are offered a unit again. Accordingly, for purposes of this provision, it shall not be considered an adverse action if a family on the waiting list that has refused an incentive is skipped in order to reach another family to implement this policy.

***Order of Selection [24 CFR 960.206(e)]***

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

**HACA Policy**

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by HACA.

When selecting applicants from the waiting list, HACA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. HACA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and HACA policy.

**Policies that Govern Eligibility, Selection, and Admissions****[24 CFR §903.7(b)]**

HACA is responsible for ensuring that every individual and family admitted to the Public Housing and Housing Choice Voucher programs meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by HACA to confirm eligibility and determine the level of the family's assistance.

To be eligible for the Public Housing and Housing Choice Voucher programs the applicant family must:

- Qualify as a family as defined by HUD and HACA.
- Have income at or below HUD-specified income limits.
- Qualify on the basis of citizenship or the eligible immigrant status of family members.
- Provide social security number information for family members as required.
- Consent to HACA's collection and use of family information as provided for in HACA-provided consent forms.
- HACA must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or HACA.

The policies regarding the Eligibility, Selection and Admissions to both the Public Housing and Housing Choice Voucher programs in their entirety can be found on the HACA webpage: [www.hacanet.org](http://www.hacanet.org).



**3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ADMISSION**

HUD permits, but does not require the PHA to deny admission for the reasons discussed in this section.

**HACA Policy****Preliminary Eligibility Criteria**

All applications will be screened for preliminary eligibility before they are added to the HACA public housing waiting list. If an applicant is found to be preliminarily ineligible, their application will not be added to the program's waiting list. The following criteria shall be used to determine preliminary ineligibility:

- HACA shall prohibit admission to the public housing program of an applicant for five years from the date of eviction or termination if a household or family member has been evicted or terminated from federally assisted housing for drug-related criminal activity.
- If the household or family vacated in lieu of eviction from a HACA property due to a household or family member engaging in drug-related criminal activity within 5 years from the date of application, HACA will prohibit the admission to the public housing program if the following criteria have been met:
  - HACA has documentation confirming the household or family member engaged in the drug-related criminal activity (e.g. criminal records, including but not limited to, probable cause affidavits, court records, police reports, criminal background report, and / or other official documents); and
  - HACA has documentation confirming that it started the eviction process with the family (e.g. issuance of a 30 day notice or termination lease letter, issuance of a 3 day notice to vacate letter, notice of intent to vacate in lieu of eviction signed by tenant, filing a forcible detainer lawsuit against the family and / or other records); and
  - The offender that is identified in the documentation is still listed as a member of the household or family on the new application.
- An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if they were the head of household, spouse or cohead at the time of past residency at HACA and owes a move-out balance or debt to HACA which is not barred by a statute of limitations. There is a four-year statute of limitation, which ends the latter of:
  - Four years from the date the debt became delinquent, or
  - Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.
- An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if they were terminated or evicted for any reason other than drug-related activity from either program within a two-year period from date of new application. Abandonment of unit in the housing choice voucher program is considered a termination; abandonment of unit in the conventional public housing program is considered an eviction. This restriction applies only to the former head of household and/or spouse or co-head.
- If the family vacated in lieu of eviction from any HACA property for any reason other than drug-related criminal activity within the two years from the date of application, HACA will prohibit admission to the public housing program if the following criteria have been met:
  - HACA has documentation supporting the grounds for termination that would have led to the eviction of the household or family (e.g. criminal records including, but not limited to, probable cause affidavits, court records, police reports, criminal background reports, etc.; other records, including but not limited to Elite notes, photographs, resident ledgers, complaint records, HACA incident reports, prior tenant file documentation, etc; and / or other official documents); and
  - HACA has documentation confirming that it started the eviction process with the family (e.g. issuance of a 30 day notice of termination letter, issuance of a 3 day notice to vacate letter, notice of intent to vacate in lieu of eviction signed by tenant, filing a forcible detainer lawsuit against the family, and / or other records); and
  - The family member or members identified in that documentation are still listed as members of the family on the new application.
- An applicant is deemed preliminarily ineligible and shall be rejected if applying for the housing choice voucher program if they have been issued a voucher within one year from the date of application, whether or not the voucher was utilized. Expiration of an unused voucher is not cause for preliminary ineligibility for the public housing program.
- An applicant is deemed preliminarily ineligible and shall be rejected and not placed on the HACA waiting list if currently housed in this same program and listed as the head of household or co-head of household.
- For the purpose of providing a housing opportunity to as many applicants as possible, 12 months should elapse before an applicant is preliminarily eligible to reapply for the same program they have just moved out of. This shall include voluntary move outs from the conventional public housing program.
- An applicant is deemed preliminarily ineligible and shall be rejected if applying for the same program for which they have already been denied admissions due to criminal history or derogatory rental history, unreported income or fraud within a 12-month period. The applicant will not be eligible to request an informal review of this rejection due to the fact that the applicant was offered an informal review when they were initially denied admissions for criminal history and/or derogatory rental history. Twelve months should elapse from the date of denial or date of the hearing decision whichever is later.



**B.1**

- An applicant is deemed preliminarily ineligible and shall be rejected if applying for the conventional public housing program and has rejected a public housing unit offer from HACA within the last 12 months from the date of the last housing offer.
- A family is deemed evicted if a lease termination/violation letter had been sent to the family alleging a breach of the lease based upon drug-related criminal activity, criminal activity, non-payment of rent or other breach and the family has voluntarily vacated, or if a judgment for eviction is rendered, or if the family vacated due to the oral threatened termination of the lease.
- HACA complies with all Fair Housing laws. Applicants have the right to request a Reasonable Accommodation. HACA will consider all Reasonable Accommodation requests under the Fair Housing Act and Section 504 of the American Disabilities Act. Information related to the Fair Housing Act, Section 504 and Requests for Reasonable Accommodation will be included in the denial letters.
- If the basis for the denial relates to family violence, the applicant may qualify for an exception under the VAWA Amendments. Information related to VAWA will be included in the denial letters.

**Criminal Activity [24 CFR 960.203 (c)]**

Under the Public Housing Assessment System (PHAS), PHAs that have adopted policies, implemented procedures and can document that they successfully screen out and deny admission to certain applicants with unfavorable criminal histories receive points.

The PHA is responsible for screening family behavior and suitability for tenancy. In doing so, the PHA may consider an applicant's history of criminal activity involving crimes of physical violence to persons or property and other criminal acts that would adversely affect the health, safety or welfare of other tenants.

**HACA Policy**

If any household member has been convicted of the following criminal activities during the designated review (look back) period, the family will be denied admission. The designated review period commences as of the date of the criminal offense.

If any household member has been convicted of any of the following criminal activities regardless of the date committed the family will be denied admission:

- Capital murder
- Kidnapping
- Rape or crimes of a sexual nature
- Arson
- Indecency with a child
- First degree felony injury to a child, elderly individual or disabled individual
- Crimes involving terrorism
- Crimes involving explosives

**Five year review (look back) period**

If any household member has been convicted of the following criminal activities, the family will be denied admission:

- Manslaughter – felony conviction
- Criminally Negligent Homicide – felony conviction

**Four year review (look back) period**

If any household member has been convicted of the following criminal activities, the family will be denied admission:

- Drug-related offenses for Manufacture, distribution, or possession with intent to distribute – felony conviction
- Robbery-related offenses – felony conviction
- Illegal possession/discharge/display/carrying of firearm or illegal weapon/ deadly weapon - felony conviction
- Physical violence to persons that has one of its elements the use or threatened use of physical force against the person or property of another such as assault, aggravated assault, assault by threat, terroristic threat and domestic violence offenses – felony conviction.
- Physical violence to property to include vandalism – felony conviction
- Fraud committed against a government entity – felony conviction
- Burglary of a habitation – felony conviction
- Unlawful Restraint – felony conviction

B.1	<p><b><u>Three year review (look back) period</u></b></p> <p>If any household member has been convicted of the following criminal activities, the family will be denied admission:</p> <ol style="list-style-type: none"> <li>(1) Stalking- felony conviction</li> <li>(2) Theft or fraud committed against a non-government entity- felony conviction</li> <li>(3) Public lewdness and indecent exposure offenses- felony conviction</li> </ol> <p><b><u>Two year review (look back) period</u></b></p> <p>If any household member has been convicted of the following criminal activities, the family will be denied admission:</p> <ul style="list-style-type: none"> <li>• Drug-related offenses for possession – felony conviction</li> </ul> <p><b><u>One year review (look back) period</u></b></p> <p>If any household member has been convicted of the following criminal activities, the family will be denied admission:</p> <ul style="list-style-type: none"> <li>• DWI/DUI – felony conviction</li> </ul> <p><b><u>Patterns of Criminal Activity</u></b></p> <p>If any household member has been convicted of or has a pattern of engaging in any of the following criminal activities the family will be denied admission. A pattern consists of three or more incidences, with a minimum of two or more incidences occurring within the last three years.</p> <ol style="list-style-type: none"> <li>(1) A pattern of organized criminal activity</li> <li>(2) A pattern of prostitution</li> <li>(3) A pattern of misdemeanor harassment or domestic violence offenses</li> <li>(4) A pattern of misdemeanor terroristic threat offenses</li> </ol> <p>If an applicant has one misdemeanor offense within the past four years, HACA will not deny the applicant. More than one misdemeanor may be considered a pattern (for the purpose of determining eligibility) and the applicant may be subject to denial based on the nature of the offenses.</p> <p>HACA will not deny an application solely on the basis of an arrest. If, however, HACA receives arrest information for a disqualifying activity, in addition to a prior conviction within a respective look-back period, it may take that arrest into consideration in making a decision with regard to an applicant's assistance. Additional information may be considered, if available, including police reports, statements, disposition of criminal charges such as abandonment, plea, dismissal, prosecution or acquittal, and any other evidence relevant to determining whether or not the applicant engaged in the disqualifying activity. In sum, any evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety of residents and/or property.</p> <p><b><u>Individualized Assessment</u></b></p> <p>In making its decision to deny assistance, HACA will consider the criminal background discussed in Sections 3-III.E and 3-III.F on an individual and case-by-case basis taking into consideration the nature and gravity of the offense and any other mitigating factors known and available. Upon consideration of such factors, HACA may, on a case-by-case basis, decide not to deny assistance.</p> <p><b><u>Previous Behavior [960.203(c) and (d) , PH Occ GB, p. 48 and 24 CFR 982.552c]</u></b></p> <p>HUD authorizes the PHA to deny admission based on relevant information pertaining to the family's previous behavior and suitability for tenancy.</p> <p>In the event of the receipt of unfavorable information with respect to an applicant, the PHA must consider the time, nature and extent of the applicant's conduct (including the seriousness of the offense). As discussed in Section 3-III.F, the PHA may also need to consider whether the cause of the unfavorable information may be that the applicant is the victim of domestic violence, dating violence, sexual assault, or stalking</p> <p><b><u>HACA Policy</u></b></p> <p>HACA will deny admission to an applicant family for the following reasons.</p> <ol style="list-style-type: none"> <li>1) If the head of household, spouse, or co-head owes rent or other amounts to HACA or any other PHA in connection with Section 8 or other public housing assistance under the 1937 Act. Any amounts owed to HACA or other federally subsidized programs will have to be repaid by the applicant before Admissions approval.</li> </ol> <p>HACA will not deny admissions if the head or co-head are moving from the HACA Public Housing program to the HACA Section 8 program (or vice versa) and are in compliance with their HACA repayment agreements. There is a four-year statute of limitations that ends the latter of:</p> <ol style="list-style-type: none"> <li>a. Four years from the date the debt became delinquent, or</li> </ol>
-----	--

B.1

- b. Four years from the date the final payment would have been due if a repayment agreement was signed by the former tenant.
- 2) Misrepresented or does not provide complete information related to eligibility, including income, award of preferences for admission, expenses, family composition or rent.
- 3) Any family member has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program. This includes intentional misrepresentation of citizenship or immigration status within the last four years.
- 4) Refuses to sign and submit consent forms for obtaining information necessary to determine eligibility and continued eligibility for housing assistance.
- 5) Any family member has been evicted from federally-assisted housing in the last five years.
- 6) Has engaged in or threatened violent or abusive behavior that threaten the health or safety of property owners, management staff, HACA staff, persons performing contract administration functions or other responsibilities on behalf of HACA including contractors, subcontractors or agents within the last four years.

Abusive or violent behavior towards HACA personnel includes verbal as well as physical abuse or violence.

Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

*Threatening* refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

HACA will conduct an individualized assessment of each candidate's application. In making a decision to deny admission, HACA will consider the factors discussed in Sections 3-III.E and 3-III.F. Upon consideration of such factors, HACA may, on a case-by-case basis, decide not to deny admission.

HACA will consider the existence of mitigating factors, such as loss of employment or other financial difficulties, before denying admission to an applicant based on the failure to meet prior financial obligations.

### **Screening for Eligibility**

HACA is authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists HACA in complying with HUD requirements and PHA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records HACA must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

#### **HACA Policy**

HACA requires criminal background checks for all applicant household and family members 17 years of age or older. HACA will use a third party vendor or other government agency to provide the criminal history reports. The report will be requested after a consent form has been signed. The report encompasses a national criminal history search.

If the applicant and/or household member 17 years of age or older or the live-in aide applicant has not resided in the state of Texas for the most recent 2 years from the date of application, HACA will require a FBI criminal history report that includes information from the National Crime Information Center (NCIC), in addition to reviewing the criminal history report provided by HACA's third party vendor or other government agency.

HACA is required to perform criminal background checks necessary to determine whether any household member is subject to a lifetime registration requirement under a state sex offender program in the state where the housing is located, as well as in any other state where a household member is known to have resided [24 CFR 982.553(a)(2)(i)].

#### **HACA Policy**

An online National Sex Offender check covering sex offender registries in all states is performed for all adults.

Additionally, HACA must ask whether the applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state [Notice PIH 2012-28].

### **Applicants' Grievance Procedure**

If HACA proposes to deny admission based on a criminal record or on sex offender registration information, HACA must notify the household of the proposed action and must provide the subject of the record and the applicant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to a denial of admission [24 CFR 5.903(f) and 5.905(d)]. Individuals denied admissions based on criminal record or sex offender

**B.1**

registration information will be permitted to present mitigating and extenuating reasons for why they should be considered in light of a conviction including facts and circumstances surrounding criminal conduct, age at the time of conviction, evidence of good tenant history, employment, or rehabilitation.

#### HACA Criminal Record Policy & Process

HACA complies with HUD requirements, including 24 CFR 5.903(f) and 5.905(d) in the following manner:

- Authorization -- HACA will require each household member age 17 and older to sign a consent form allowing HACA to request the criminal history report.
- Criminal Records --Once the consent is signed, HACA will request the criminal history report from its third party vendor or other government agency. HACA does not obtain criminal conviction records directly from law enforcement agencies.
- Information Sharing -- Upon review of the criminal history report, if there is information on the report that may be grounds for denial, HACA will share the information with the applicant and provide an opportunity for the family to dispute the accuracy of the information or provide additional relevant information.
- Notice of Denial-- After review of the report and any information provided by the family, HACA will determine if a denial is applicable. If a denial is warranted, a written notice of denial will be given to the family if they are present or mailed if they are not. The notice will provide the detailed summary of the criminal history that caused the reason for the proposed denial.
- Right to Appeal --Additionally, the denial notice will advise the applicant of the right to request an informal hearing to dispute the accuracy of the data and the basis for the denial. The request must be made in writing within 15 calendar days of the date of the denial notice. If the family fails to request an informal hearing within 15 calendar days of the date of the official denial letter, the denial shall become final.

### **SELECTION FOR PUBLIC HOUSING**

#### **4-III.B. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that HACA will use [24 CFR 960.206 & 24 CFR 982.202(d)].

#### **Local Preferences [24 CFR 960.206; ACOP p. 61-63]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits HACA to establish other local preferences, at its discretion. Any local preferences established must be consistent with HACA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### HACA Policy for the Public Housing Program

Eligible applicants shall be offered a dwelling unit based on the date and time of application, after taking into consideration the size of the unit and, if applicable, the appropriate local preference.

For purposes of establishing priority, applicants involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units will receive priority over all other local preference, and then other local preferences are weighted equally and each applicant family can be granted a maximum of one local preference at one time.

HACA will use the following local preferences on each of its public housing waiting lists:

- A. Involuntarily Displaced by HACA Action: Current HACA public housing families involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units will receive highest priority. This priority will apply to all public housing waiting lists and HACA's Housing Choice Voucher program waiting list.
- B. Elderly Preference: Families in which the head of household, spouse or co-head are age 62 or older are eligible for the Elderly preference.
- C. Disability Preference: Families in which the head of household, spouse or co-head meet HUD's definition of disability are eligible for the Disability preference.

The following mixed population developments will be reserved for elderly and/or disabled families:

- o Lakeside Apartments
- o Salina Apartments

**B.1**

- A. Involuntarily Displaced Preference: Families displaced as a result of natural disaster or government action are eligible for the Involuntarily Displaced preference. The following documentation will be used to verify displacement status:
- B. Certification from a unit of government concerning displacement due to natural disaster; or
- C. Certification from a unit of government concerning displacement due to code enforcement or public improvement/development or displacement by inaccessibility of a unit.

The displacement must have occurred within six months of requesting the involuntary displacement preference.

HACA is piloting an additional local preference in connection with the Jobs Plus program. As part of this pilot project, HACA will add an Upward Mobility preference for applicants on the waiting lists for Chalmers Courts and Booker T Washington Terraces. This preference will be weighted equally to the local preferences listed above.

- Upward Mobility Preference: Families in which the head of household, spouse, cohead or any other adult family member (does not include live-in aides or other nonfamily household members) who meet at least one of the following eligibility criteria are eligible for the Upward Mobility preference.
  - *Employed*: To meet this criteria, the family member must be working at least 20 hours per week.
  - *GED Student*: To meet this criteria, the family member must be regularly attending a GED program that meets the standards of the Texas Education Agency or the equivalent in another state; and making progress toward earning their GED; or have completed a GED program within the last 12 months.
  - *Higher Education Student*: To meet this criteria, the family member must be enrolled in an institution of higher education (as defined by HUD) and taking at least 6 credit hours; or have graduated from an institution of higher education within the last 12 months.
  - *Job Training Participant*: To meet this criteria, the family member must be participating in a formal job training program designed to lead to a higher level of proficiency or to obtain employment; or have graduated from a job training program within the last 12 months.

The pilot project will last for the duration of the Jobs Plus grant program and will be evaluated for possible continuation at these properties and possible expansion to other HACA properties.

## **PART I: EMERGENCY TRANSFERS**

### **12-I.A. OVERVIEW**

HUD categorizes certain situations that require emergency transfers [PH Occ GB, p. 147]. The emergency transfer differs from a typical transfer in that it requires immediate action by the PHA.

In the case of a genuine emergency, it may be unlikely that the PHA will have the time or resources to immediately transfer a tenant. Due to the immediate need to vacate the unit, placing the tenant on a transfer waiting list would not be appropriate. Under such circumstances, if an appropriate unit is not immediately available, the PHA should find alternate accommodations for the tenant until the emergency passes, or a permanent solution, i.e., return to the unit or transfer to another unit, is possible.

### **12-I.B. EMERGENCY TRANSFERS**

If the dwelling unit is damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants, the PHA must offer standard alternative accommodations, if available, where necessary repairs cannot be made within a reasonable time [24 CFR 966.4(h)].

#### HACA Policy

The following are considered an emergency circumstances warranting an immediate transfer of the tenant or family:

- Maintenance conditions in the resident's unit, building or at the site that pose an immediate, verifiable threat to the life, health or safety of the resident or family members that cannot be repaired or abated within 24 hours. Examples of such unit or building conditions would include: a gas leak, toxic contamination, serious water leaks, etc.
- A verified incident of domestic violence, dating violence, sexual assault, or stalking. For instances of domestic violence, dating violence, sexual assault, or stalking, the threat may be established through documentation outlined in section 17-VII.D of the Admissions and Continued Occupancy Policy.

HACA will immediately process requests for transfers due to domestic violence, dating violence, sexual assault, or stalking. HACA will allow a tenant to make an internal emergency transfer under VAWA when a safe unit is immediately available. If an internal transfer to a safe unit is not immediately available, HACA will assist the resident in seeking an external emergency transfer within HACA's PBRA and HCV programs.

HACA has adopted an emergency transfer plan, which is included as Exhibit 17-3 to the Admissions and Continued Occupancy Policy.

**SELECTION FOR HCV ASSISTANCE****4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families are selected from the waiting list depends on the selection method chosen by HACA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted funding also may affect the order in which families are selected from the waiting list.

HACA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to HACA's selection policies [24 CFR 982.204(b) and 982.207(e)].

**4-III.B. SELECTION AND HCV FUNDING SOURCES****Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically named families living in specified types of units. In these cases, HACA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. HACA will maintain records showing that such families were admitted with special program funding. HACA will provide special admission to the following:

1. Current HACA public housing families involuntarily displaced because of HACA action involving rehabilitation, demolition or other disposition of dwelling units.
2. Families residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project.
3. Families residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term.

**Targeted Funding [24 CFR 982.204(e)]**

HUD may award HACA funding for a specified category of families on the waiting list. HACA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, HACA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

**HACA Policy**

- HACA administers the following types of targeted funding:
- Mainstream Vouchers for Persons with Disabilities  
Mainstream Vouchers for non-elderly persons with disabilities who are homeless or who are transitioning out of institutions or other segregated settings
- VASH – Veterans Affairs for Supportive Housing
- Family Unification Program
- Non-elderly Disabled

**Order of Selection – specified category vouchers**

When HACA resumes voucher issuance after a funding shortfall, HACA will first issue vouchers to specified category vouchers until HACA is assisting the required number of special purpose families.

**Regular HCV Funding**

Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

**4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that HACA will use [24 CFR 960.206 & 24 CFR 982.202(d)].

B.1	<p><b>Local Preferences [CFR 982.207; HCV p. 4-16]</b></p> <p>PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits HACA to establish other local preferences, at its discretion. Any local preferences established must be consistent with HACA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.</p> <p><u>HACA Policy for the Housing Choice Voucher Program</u></p> <p>Families can claim eligibility for any local preference any time from the date they applied verified once they have been drawn off the waiting list during the interview process. If HACA is unable to verify a preference claim, the family will be placed back on the waiting list without the preference.</p> <p>HACA will open the waiting list or leave the waiting list open for certain preference groups as needed to meet the preference caps listed below.</p> <p>Non-specified category vouchers will use the following local preferences for purposes of establishing priority. The local preferences are weighted differently, with the higher number representing a higher ranking. Each applicant family can be granted a maximum of one local preference plus the residency preference (if they qualify). Weights for each preference are as follows:</p> <ul style="list-style-type: none"> <li>Elderly = 2</li> <li>Disabled = 2</li> <li>Involuntarily Displaced = 2</li> <li>Homeless = 3</li> <li>Families with Minor Children = 2</li> <li>Residency = 1</li> <li>RAD Choice Mobility = 3</li> <li>RAD Relocation = 4</li> <li>PH Special Accommodation = 3</li> <li>FUP Youth = 3</li> <li>NED+Homeless/Institutionalized=2</li> <li>HACA VAWA Emergency= 5</li> </ul> <p>(A) <b>Elderly Preference:</b> HACA will give preference to elderly families. An elderly family is a family in which the head, spouse or co-head is age 62 or older.</p> <p>(B) <b>Disabled Preference:</b> HACA will give preference to disabled families. A disabled family is a family in which the head, spouse or co-head is disabled using the current HUD definition of disability.</p> <p>(C) <b>Involuntary Displacement Preference:</b> HACA will give preference to families displaced as a result of natural disaster or government action. The following documentation will be used to verify displacement status:</p> <ul style="list-style-type: none"> <li>• Certification from a unit of government concerning displacement due to natural disaster; or</li> <li>• Certification from a unit of government concerning displacement due to code enforcement or public improvement/development or displacement by inaccessibility of a unit.</li> </ul> <p>The displacement must have occurred within six months of requesting the involuntary displacement preference. Also, HACA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.</p> <p>(D) <b>Homeless Preference:</b> HACA will give preference to homeless applicants. Each fiscal year HACA will give a preference to no more than 100 applicants or 25% of all applicants drawn (whichever is less) meeting all of the following criteria:</p> <ol style="list-style-type: none"> <li>a. Meet the HUD definition of homeless. See definitions section at the end of the Administrative Plan.</li> <li>b. Are referred to HACA by a coalition of homeless service providers with whom HACA has executed a Memorandum of Understanding (MOU) outlining the provider's responsibilities with respect to the provision of housing search assistance and supportive services for the referred household.</li> <li>c. Have received a written commitment from the referring homeless service provider for housing search / location assistance.</li> <li>d. Have received a written commitment from the homeless service provider to offer support services on an as needed basis to help the household transition from homelessness to permanent housing; and</li> <li>e. Have received a written commitment from the homeless service provider to offer supportive services to help the household maintain housing and comply with HCV rules.</li> </ol> <p>While a referral from the coalition of homeless service providers is required for this preference, use of the offered supportive services is not a requirement. The choice of the applicant to refuse the offered services will not jeopardize any housing assistance for which they are eligible.</p>
-----	--



B.1

HACA will execute a Memorandum of Understanding with one entity representing a coalition of homeless service providers that will serve as the primary point of contact for communicating homeless referrals to HACA. HACA reserves the right to establish additional MOUs as necessary to ensure that homeless applicants have the opportunity to apply for housing assistance under this preference.

If it is determined that an applicant referred by a homeless service provider, as described above, does not meet the criteria described therein, the applicant will not receive the preference and:

- if the applicant was only on the HCV waiting list because of the homeless referral, the applicant will be removed from the HCV waiting list
- if the applicant was on the HCV waiting list through the regular application process, the applicant will return to their lottery position on the waiting list without the homeless preference.

If HACA denies an applicant's homeless preference claim, HACA will notify the applicant and referring service provider in writing, including the reason(s) for the preference denial. Applicants have the right to appeal the denial of eligibility for the homeless preference using the established process for informal hearings.

Persons transitioning out of the City of Austin's 1115 Waiver Permanent Supportive Housing Assertive Community Treatment Team program into permanent housing will be included as a priority group as part of this preference. This would require a referral from the current case manager as well as documentation that the family was homeless prior to entering into the current program. This documentation must be provided as part of the referral.

Individuals and families transitioning, or "moving up," from Permanent Supportive Housing (PSH) units will also be included as a priority group as part of this homeless preference. These are persons that were previously homeless prior to entry into a PSH program but who no longer require that level of supportive services. This would require a referral from the current case manager or PSH provider as well as documentation that the family was homeless prior to entering into the PSH unit. This documentation must be provided as part of the referral.

(E) **Families with Minor Children Preference:** HACA will give preference to families with minor children. A minor child is a child under age 18 who meets HUD and HACA's definition of a family member (See Section 3.1.B for the definition of Family Members).

- Minor children of a live in aide do not qualify the family for this preference.
- Minor children that are foster children of an authorized adult member of the assisted family do not qualify the family for this preference.

(F) **Residency Preference:** HACA will give preference to persons who reside in the following Texas Counties: Travis, Hays, Bastrop, Caldwell and Williamson counties. The residency status will be determined at the time of the eligibility interview. This preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, sexual orientation, religion, disability, or age of any member of an applicant family.

Applicants who are working or who have been notified that they are hired to work in a residency preference area will be treated as residents of the residency preference area with documented proof of employment in the residency preference area. Applicants who are graduates of, or active participants in, education and training programs in a residency preference area are eligible for this preference if the education or training program is designed to prepare individuals for the job market.

(G) **Rental Assistance Demonstration (RAD) Choice Mobility Preference (Ch 18 HCV Administrative Plan):** As required by HUD and in accordance with all HUD RAD guidelines, if HACA participates in RAD, HACA will provide a Choice-Mobility option to residents of covered RAD projects in accordance with the following:

*Resident Eligibility.* Residents have a right to move with tenant based rental assistance (e.g. Housing Choice Voucher (HCV)) the later of: (a) 24 months from date of execution of the HAP or (b) 24 months after the move-in date.

*Voucher Inventory Turnover Cap.* Recognizing the limitation on the availability of turnover vouchers from year to year, HACA in any year, will only provide one-third of its turnover vouchers to the residents of covered projects. HACA will establish this voucher inventory turnover cap, and if implemented HACA will create and maintain a waiting list in the order in which the requests from eligible households are received.

B.1

*Project Turnover Cap.* Also recognizing the limited availability of turnover vouchers and the importance of managing turnover in the best interests of the property, in any year, HACA will limit the number of Choice-Mobility moves exercised by eligible households to 15 % of the assisted units in the project. HACA will establish this project turnover cap, and if implemented HACA will create and maintain a waiting list in the order in which the requests from eligible households are received.

- (H) **Public Housing Special Accommodation Preference:** HACA will give preference to families that are currently housed in Public Housing or Project-Based Rental Assistance developments (PBRA) and waiting on the transfer list for a unit with an accessible accommodation as well as to families that have been certified eligible off the Public Housing or PBRA waiting list and are waiting for a unit with an accessible accommodation. To qualify for this preference, the family must meet all of the following criteria:

***For current Public Housing or PBRA families waiting on the transfer list to be eligible, they must:***

- a) Be currently housed in Public Housing or PBRA and waiting on the transfer list for a unit with the needed special accommodation;
- b) Have a documented need for a reasonable accommodation which requires a specific type of housing unit (including but not limited to wheelchair accessibility, no stairs, etc).
- c) Have waited more than 9 months since the reasonable accommodation was approved and they were placed on the transfer waiting list without receiving a housing offer specifically because the availability of the needed accommodation is limited within HACA's portfolio and all units with that accommodation are occupied by families needing that accommodation.

If the needed accommodation is not structurally or economically feasible in HACA's existing Public Housing or PBRA portfolio, the family will not be required to wait 9 months.

- d) Have verified income at the time of their last annual or interim recertification which was below the current income limit for the Housing Choice Voucher program.

***For families drawn off the Public Housing or PBRA waiting list and waiting for their first housing offer, they must:***

- a) Have a current application on the Public Housing or PBRA waiting list which was drawn according to the regular rules and guidelines of the Public Housing or PBRA waiting list.
- b) Have completed eligibility certification and are eligible for the Public Housing or PBRA program.
- c) Have a documented need for a reasonable accommodation which requires a specific type of housing unit (including but not limited to wheelchair accessibility, no stairs, etc).
- d) Have waited more than 9 months since completing the eligibility process for Public Housing or PBRA without receiving a housing offer specifically due to either
  1. The needed accommodation is not economically feasible to be done in HACA's existing Public Housing or PBRA portfolio; or
  2. The availability of the needed accommodation is limited within HACA's portfolio and all units with that accommodation are occupied by families needing that accommodation.
- e) Had verified income at the time of their eligibility processing which was below the current income limit for the Housing Choice Voucher program.

***For both current Public Housing or PBRA families and families drawn off the Public Housing waiting list:***

- a) If the family chooses the special accommodation preference for HCV, they will be placed on the HCV waiting list with the special accommodation preference.
- b) When the family's name is drawn from the waiting list, they will be required to meet the eligibility requirements for the HCV program at that time in order to receive a voucher.
- c) The total number of families (from the combination of both the current Public Housing or PBRA families and families drawn off the Public Housing or PBRA waiting list) eligible to receive this preference will be capped at no more than 10 families per calendar year.

- (I) **FUP Youth Preference:** HACA will give preference to FUP youth whose 18 month FUP voucher is expiring and they will lack adequate housing as a result of voucher expiration. To be eligible for this voucher, the FUP Youth must be referred by the Texas Department of Family Protective Services (TDFPS), Lifeworks or another social service agency. The referral must indicate that without continued voucher assistance, the FUP Youth will lack adequate housing. Receipt of this preference is not a guarantee of uninterrupted voucher assistance, as issuance of vouchers is dependent on funding availability.
- (J) **RAD Relocation Preference:** HACA may give preference to families currently housed in Public Housing properties that are undergoing significant renovation or redevelopment through RAD and would require long term (more than 6 months) relocation of residents. If HACA chooses to exercise this option for valid business purposes, HACA will have a special opening of the waiting list only for the identified properties. Families that select this option and apply during the open period will receive this preference.
- (K) **HACA VAWA Emergency Preference:** HACA will give preference to families living in a HACA owned Public Housing property or Project Based Rental Assistance (PBRA) property who are victims of domestic violence, dating violence, sexual assault or stalking and meet the eligibility requirements outlined in HACA's VAWA Emergency Transfer Move Plan. Due to the potentially life-threatening nature of a VAWA emergency, this preference is the most heavily weighted preference.
- (L) **Non-Elderly Disabled Preference for those transitioning from institutions or are homeless:** HACA will provide a preference in its administrative plan for non-elderly persons with disabilities transitioning out of institutional and other congregate settings, or who are non-elderly persons with disabilities who are homeless.

### Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>1. Federal Grants (FY 2018 grants)</b>		
a) Public Housing Operating Fund *excluding RAD Properties for 2017	\$3,557,448	
b) Public Housing Capital Fund	\$1,747,395	
c) HOPE VI Revitalization	-	
d) HOPE VI Demolition	-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$49,965,003	
f) Resident Opportunity and Self-Sufficiency Grants	-	
g) Community Development Block Grant	-	
h) HOME	\$527,000	
Other Federal Grants (list below)		
Properties	\$1,185,410	
<b>Continuum of Care Program</b>	\$704,371	
<b>Section 8 Mod-Rehab SRO</b>	\$312,000	
<b>Section 8 FSS Coordinator</b>	\$248,317	
<b>Jobs Plus</b>	\$450,000	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Public Housing Capital Fund	\$2,000,000	
Jobs Plus	\$1,600,000	
<b>3. Public Housing Dwelling Rental Income</b>	\$1,931,190	
<b>4. Other income (list below)</b>		
Interest	\$25,000	
Income	\$500,000	
<b>5. Non-federal sources (list below)</b>		
Component Unit	\$2,500,000	
<b>Total resources</b>	\$67,253,134	

## B.1 Rent Determination

### INCOME AND RENT DETERMINATION

A family's income determines eligibility for assistance and is also used to calculate the family's rent payment. The PHA will use the policies and methods described in this chapter to ensure that only eligible families receive assistance and that no family pays more or less than its obligation under the regulations.

The general regulatory definition of *annual income* shown below is from 24 CFR 5.609.

5.609 Annual income.

(a) Annual income means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
  - (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
  - (3) Which are not specifically excluded in paragraph [5.609(c)].
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

In addition to this general definition, HUD regulations establish policies for treating specific types of income and assets.

### HOUSEHOLD COMPOSITION AND INCOME

Income received by all family members must be counted unless specifically excluded by the regulations. It is the responsibility of the head of household to report changes in family composition. The rules on which sources of income are counted vary somewhat by family member. The chart below summarizes how family composition affects income determinations.

Summary of Income Included and Excluded by Person	
Live-in aides	Income from all sources is excluded [24 CFR 5.609(c)(5)].
Foster child or foster adult	Income from all sources is excluded [24 CFR 5.609(a)(1)].
Head, spouse or co head	All sources of income not specifically excluded by the regulations are included.
Other adult family members	
Children under 18 years of age	Employment income is excluded [24 CFR 5.609(c)(1)]. All other sources of income, except those specifically excluded by the regulations, are included.
Full-time students 18 years of age or older (not head, spouse or co head)	Employment income above \$480/year is excluded [24 CFR 5.609(c)(11)]. All other sources of income, except those specifically excluded by the regulations, are included.

### Temporarily Absent Family Members

The income of family members approved to live in the unit will be counted, even if the family member is temporarily absent from the unit [HCV GB, p. 5-18].

### Anticipating Annual Income

The PHA is required to count all income "anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date" [24 CFR 5.609(a)(2)].

The PHA generally will use current circumstances to determine anticipated income for the coming 12-month period. HUD authorizes the PHA to use other than current circumstances to anticipate income when:

- An imminent change in circumstances is expected [HCV GB, p. 5-17]
- It is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income) [24 CFR 5.609(d)]
- The PHA believes that past income is the best available indicator of expected future income [24 CFR 5.609(d)]

PHAs are required to use HUD's Enterprise Income Verification (EIV) system in its entirety as a third party source to verify employment and income information, and to reduce administrative subsidy payment errors in accordance with HUD administrative guidance [24 CFR 5.233(a)(2)].

### PART I: ASSETS [24 CFR 5.609(b)(3), and 24 CFR 5.603(b) and 24 CFR 960.259]

On January 22, 2013 HUD issued Notice PIH 2013-03 which granted administrative relief to PHAs by allowing applicant and resident self-certification of assets and the income from assets with a net value of less than \$5000. This administrative relief was temporary and renewed through 2015.

On March 8, 2016, HUD published the Streamlining Rule in the Federal Register. This rule made permanent changes to the way assets were verified, although with modifications to the process outlined in Notice PIH 2013-03.

**B.1**

The approved method to reduce administrative burden and streamline income recertification efforts states the following:

- Applicants must provide full third party verification (i.e. bank statements) at the time of determination of income eligibility.
- For a resident family with net assets equal to or less than \$5,000, a PHA may accept, for purposes of recertification of income, a family's declaration that it has net assets equal to or less than \$5,000, without taking additional steps to verify the accuracy of the declaration. The declaration must state the amount of income the family expects to receive from such assets; this amount must be included in the family's income. However, the PHA must obtain full third-party verification of assets every three years.

The following HACA forms, which are signed by all adult family members, will serve as documentation of the family's self-declaration of asset income, public housing continued occupancy forms, HCV program's Annual Re-certification form and How to Report a Change form. If the family has net family assets equal to or less than \$5,000, HACA will not request supporting documentation (e.g. bank statements) from the family to confirm the assets or the amount of income expected to be received from those assets. If the family has net assets in excess of \$5,000, HACA will request supporting documentation (e.g. bank statements) from the family to confirm the assets.

Any assets reported by the family will be reported on the HUD Form 50058.

**EARNED INCOME DISALLOWANCE [24 CFR 960.255]**

The earned income disallowance (EID) encourages people to enter the work force by not including the full value of increases in earned income for a period of time.

**PERIODIC PAYMENTS****Streamlined Income Determination of Fixed Income Sources [24 CFR 960.257]**

On March 8, 2016 HUD published the Streamlining Rule in the Federal Register. According to this rule, for any family member with a fixed source of income, a PHA may elect to determine that family member's income by means of a streamlined income determination. A streamlined income determination must be conducted by applying, for each fixed-income source, the verified cost of living adjustment (COLA) or current rate of interest to the previously verified or adjusted income amount.

**HACA Policy**

HACA will apply this streamlined income determination for all fixed income sources in the following way:

- HACA will only use the streamlined income determination as part of a reexamination. HACA will require third-party verification of all income for applicants during the admissions process.
- A "family member with a fixed source of income" is defined as a family member whose income includes periodic payments at reasonably predictable levels from one or more of the following sources:
  - Social Security, Supplemental Security Income, Supplemental Disability Insurance;
  - Federal, state, local, or private pension plans;
  - Annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts; or
  - Any other source of income subject to adjustment by a verifiable COLA or current rate of interest.
- HACA will use a COLA or current rate of interest specific to the fixed source of income in order to adjust the income amount. HACA will verify the appropriate COLA or current rate of interest from a public source or through tenant-provided, third party-generated documentation. If no such verification is available, then HACA will obtain third-party verification of income amounts in order to calculate the change in income for the source.
- For any family member whose income is determined pursuant to a streamlined income determination, HACA will obtain third-party verification of all income amounts every 3 years.

**PAYMENTS IN LIEU OF EARNINGS**

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay, are counted as income [24 CFR 5.609(b)(5)] if they are received either in the form of periodic payments or in the form of a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment. If they are received in a one-time lump sum (as a settlement, for instance), they are treated as lump-sum receipts [24 CFR 5.609(c)(3)].

**WELFARE ASSISTANCE**

Welfare assistance is counted in annual income. Welfare assistance includes Temporary Assistance for Needy Families (TANF) and any payments to individuals or families based on need that are made under programs funded separately or jointly by federal, state or local governments [24 CFR 5.603(b)].

**PERIODIC AND DETERMINABLE ALLOWANCES [24 CFR 5.609(b)(7)]**

Annual income includes periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing with a tenant family.

B.1	<p><b>Regular Contributions or Gifts</b></p> <p>The PHA must count as income regular monetary and nonmonetary contributions or gifts from persons not residing with a tenant family [24 CFR 5.609(b)(7)]. Temporary, nonrecurring or sporadic income and gifts are not counted [24 CFR 5.609(c)(9)].</p> <p><b>ADDITIONAL EXCLUSIONS FROM ANNUAL INCOME</b></p> <p>Other exclusions contained in 24 CFR 5.609(c) that have not been discussed earlier in this section include the following:</p> <ul style="list-style-type: none"> <li>• Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member [24 CFR 5.609(c)(4)]</li> <li>• The full amount of <u>student financial assistance</u> paid directly to the student or to the educational institution [24 CFR 5.609(c)(6)].</li> </ul> <p><u>HACA Policy</u></p> <p>Regular financial support from parents or guardians to students for food, clothing, personal items and entertainment is not considered student financial assistance and is included in annual income.</p> <ul style="list-style-type: none"> <li>• Amounts received by participants in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred and which are made solely to allow participation in a specific program [24 CFR 5.609(c)(8)(iii)]</li> <li>• Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a <u>Plan to Attain Self-Sufficiency (PASS)</u> [(24 CFR 5.609(c)(8)(ii)]</li> <li>• <u>Reparation payments</u> paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era [24 CFR 5.609(c)(10)]</li> <li>• <u>Adoption assistance</u> payments in excess of \$480 per adopted child [24 CFR 5.609(c)(12)]</li> <li>• <u>Refunds or rebates on property taxes</u> paid on the dwelling unit [24 CFR 5.609(c)(15)]</li> <li>• Amounts paid by a state agency to a family with a member who has a <u>developmental disability and is living at home</u> to offset the cost of services and equipment needed to keep the developmentally disabled family member at home [24 CFR 5.609(c)(16)]</li> <li>• Amounts specifically <u>excluded by any other federal statute</u> [24 CFR 5.609(c)(17), FR Notice 05/20/14]. HUD publishes an updated list of these exclusions periodically. It includes: <ul style="list-style-type: none"> <li>a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b))</li> <li>b) Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058)</li> <li>c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c))</li> <li>d) Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e)</li> <li>e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f))</li> <li>f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b)) (Effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (29 U.S.C. 2931).)</li> <li>g) Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-04) (j) Payments, funds, or distributions authorized, established, or directed by the Seneca Nations Settlement Act of 1990 (25 U.S.C. 1774f(b))</li> <li>h) The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U. S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408)</li> <li>i) Amounts of scholarships funded under title IV of the Higher Education Act of 1965, including awards under the federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu) For Housing Choice Voucher (Section 8) programs, the exception found in §237 of Public Law 109-249 applies and requires that the amount of financial assistance in excess of tuition and mandatory fees shall be considered income in accordance with the provisions codified at 24 CFR 5.609(b)(9), except for those persons with disabilities as defined by 42 U.S.C. 1437a(b)(3)(E) (Pub. L. 109-249) (See Section 6-1.L. for exceptions.)</li> <li>j) Payments received from programs funded under Title V of the Older Americans Act of 1985 (42 U.S.C. 3056(f))</li> <li>k) Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in In Re Agent-product liability litigation, M.D.L. No. 381 (E.D.N.Y.)</li> <li>l) Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721)</li> <li>m) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q)</li> <li>n) Earned income tax credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32(j))</li> </ul> </li> </ul>
-----	--

B.1	<div data-bbox="370 100 1513 1087"> <ul style="list-style-type: none"> <li>o) Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433)</li> <li>p) Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d))</li> <li>q) Payments received under 38 U.S.C. 1833(c) to children of Vietnam veterans born with spinal bifida, children of women Vietnam veterans born with certain birth defects, and children of certain Korean service veterans born with spinal bifida.</li> <li>r) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602)</li> <li>s) Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931)</li> <li>t) Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C.1760(e)) and the Child Nutrition Act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC)</li> <li>u) Any amount in an "individual development account" as provided by the Assets for Independence Act, as amended in 2002</li> <li>v) Payments from any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts as provided by an amendment to the definition of annual income in the U.S. Housing Act of 1937 (42 U.S.C. 1437A) by section 2608 of the Housing and Economic Recovery Act of 2008 (Pub. L. 110-289)</li> <li>w) Compensation received by or on behalf of a veteran for service-connected disability, death, dependency, or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111-269; 25 U.S.C. 4103(9)) to the definition of income applicable to programs authorized under NAHASDA and administered by the Office of Native American Programs</li> <li>x) A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled <i>Elouise Cobell et al. v. Ken Salazar et al.</i>, 816 F. Supp. 2d 10 (Oct. 5, 2011 D.D.C.), as provided in the Claims Resolution Act of 2010 (Pub. L. 111-291)</li> <li>y) Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended) comparable disaster assistance provided by States, local governments, and disaster assistance organizations shall not be considered as income or a resource when determining eligibility for or benefit levels under federally funded income assistance or resource-tested benefit programs (42 U.S.C. 5155(d)).</li> <li>z) Payments made from the proceeds of Indian tribal trust cases as described in Notice PIH 2013-30. "Exclusion from Income of Payments under Recent Tribal Trust Settlements" (25 U.S.C. 117b(a))</li> </ul> </div> <div data-bbox="175 1161 555 1188"> <p><b>PART II: ADJUSTED INCOME</b></p> </div> <div data-bbox="175 1190 1513 1245"> <p>HUD regulations require PHAs to deduct from annual income any of five mandatory deductions for which a family qualifies. The resulting amount is the family's adjusted income. Mandatory deductions are found in 24 CFR 5.611.</p> </div> <div data-bbox="175 1247 1481 1302"> <p>5.611(a) Mandatory deductions. In determining adjusted income, the responsible entity (PHA) must deduct the following amounts from annual income:</p> </div> <div data-bbox="175 1304 1481 1549"> <ul style="list-style-type: none"> <li>(1) \$480 for each dependent;</li> <li>(2) \$400 for any elderly family or disabled family;</li> <li>(3) The sum of the following, to the extent the sum exceeds three percent of annual income: <ul style="list-style-type: none"> <li>(i) Unreimbursed medical expenses of any elderly family or disabled family;</li> <li>(ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus; and</li> </ul> </li> <li>(4) Any reasonable childcare expenses necessary to enable a member of the family to be employed or to further his or her education.</li> </ul> </div> <div data-bbox="175 1581 714 1608"> <p><b>PERMISSIVE DEDUCTIONS [24 CFR 5.611(b)(1)]</b></p> </div> <div data-bbox="175 1610 1474 1717"> <p>Permissive deductions are additional, optional deductions that may be applied to annual income. As with mandatory deductions, permissive deductions must be based on need or family circumstance and deductions must be designed to encourage self-sufficiency or other economic purpose. If the PHA offers permissive deductions, they must be granted to all families that qualify for them and should complement existing income exclusions and deductions [PH Occ GB, p. 128].</p> </div> <div data-bbox="175 1745 1503 1799"> <p>The <i>Form HUD-50058 Instruction Booklet</i> states that the maximum allowable amount for total permissive deductions is less than \$90,000 per year.</p> </div>
-----	---



B.1	<p><u>HACA Policy</u></p> <p>HACA will deduct child support payments up to \$480 annually, per child, made by any member of the family for the support and maintenance of any child who does not reside in the household. In order to verify payment, such payments must be tendered through an appropriate, governing child support collection entity. Payments must be verifiable by HACA.</p> <p><b>PART III: CALCULATING RENT</b></p> <p>The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called the utility reimbursement, which may be paid to the family or directly to the utility company by the PHA.</p> <p><b>TTP Formula [24 CFR 5.628]</b></p> <p>HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:</p> <ul style="list-style-type: none"> <li>• 30% of the family's monthly adjusted income (adjusted income is defined in Part II).</li> <li>• 10% of the family's monthly gross income (annual income, as defined in Part I, divided by 12).</li> <li>• The welfare rent (in as-paid states only).</li> <li>• A minimum rent between \$0 and \$50 that is established by the PHA.</li> </ul> <p>The PHA has authority to suspend and exempt families from minimum rent when a financial hardship exists.</p> <p><b>Welfare Rent [24 CFR 5.628]</b></p> <p><u>HACA Policy</u></p> <p>Welfare rent does not apply in this locality.</p> <p><b>Minimum Rent [24 CFR 5.630]</b></p> <p><u>HACA Policy</u></p> <p>The minimum rent for this locality is \$25.</p> <p><b>Optional Changes to Income-Based Rents [24 CFR 960.253(c)(2) and PH Occ GB, pp. 131-134]</b></p> <p>PHAs have been given very broad flexibility to establish their own, unique rent calculation systems as long as the rent produced is not higher than that calculated using the TTP and mandatory deductions. At the discretion of the PHA, rent policies may structure a system that uses combinations of permissive deductions, escrow accounts, income-based rents and the required flat and minimum rents.</p> <p>The PHA's minimum rent and rent choice policies still apply to affected families. Utility allowances are applied to PHA designed income-based rents in the same manner as they are applied to the regulatory income-based rents.</p> <p>The choices are limited only by the requirement that the method used not produce a TTP or tenant rent greater than the TTP or tenant rent produced under the regulatory formula.</p> <p><u>HACA Policy</u></p> <p>HACA chooses not to adopt optional changes to income-based rents.</p> <p><b>Ceiling Rents [24 CFR 960.253 (c)(2) and (d)]</b></p> <p>Ceiling rents are used to cap income-based rents. They are part of the income-based formula. If the calculated TTP exceeds the ceiling rent for the unit, the ceiling rent is used to calculate tenant rent (ceiling rent/TTP minus utility allowance). Increases in income do not affect the family since the rent is capped. The use of ceiling rents fosters upward mobility and income mixing.</p> <p>Because of the mandatory use of flat rents, the primary function of ceiling rents now is to assist families who cannot switch back to flat rent between annual reexaminations and would otherwise be paying an income-based tenant rent that is higher than the flat rent.</p> <p>Ceiling rents must be set to the level required for flat rents (which will require the addition of the utility allowance to the flat rent for properties with tenant-paid utilities) [PH Occ GB, p. 135].</p> <p><u>HACA Policy</u></p> <p>HACA has implemented ceiling rents, which are set at a level equivalent to the flat rent schedule, plus utility allowance, if applicable.</p>
-----	--

B.1	<p><b>Utility Reimbursement [24 CFR 960.253(c)(3)]</b>  <b>PRORATED</b> Utility reimbursement occurs when any applicable utility allowance for tenant-paid utilities exceeds the TTP. HUD permits the PHA to pay the reimbursement to the family or directly to the utility provider.</p> <p><u>HACA Policy</u>  HACA will make utility reimbursements to the family.</p> <p><b>RENT FOR MIXED FAMILIES [24 CFR 5.520]</b>  HUD regulations prohibit assistance to ineligible family members. A <i>mixed family</i> is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible family members. The PHA must prorate the assistance provided to a mixed family. The PHA will first determine TTP as if all family members were eligible and then prorate the rent based upon the number of family members that actually are eligible. To do this, the PHA must:</p> <ol style="list-style-type: none"> <li>(1) Subtract the TTP from the PHA-established flat rent applicable to the unit. The result is the maximum subsidy for which the family could qualify if all members were eligible (family maximum subsidy).</li> <li>(2) Divide the family maximum subsidy by the number of persons in the family to determine the maximum subsidy per each family member who is eligible (member maximum subsidy).</li> <li>(3) Multiply the member maximum subsidy by the number of eligible family members.</li> <li>(4) Subtract the subsidy calculated in the last step from the PHA-established flat rent applicable to the unit. This is the prorated TTP.</li> <li>(5) Subtract the utility allowance for the unit from the prorated TTP. This is the prorated rent for the mixed family.</li> </ol> <p><u>HACA Policy</u>  Revised Public Housing flat rents will be applied to a family's rent calculation at the first interim or annual reexamination after the revision is adopted. In instances where a mixed family's TTP is higher than the current flat rent amount for the family's bedroom size, HACA will apply the higher TTP for purposes of determining family rent.</p> <p><b>FLAT RENTS AND FAMILY CHOICE IN RENTS [24 CFR 960.253]</b>  <b>Flat Rents [24 CFR 960.253(b)] (Reference to 6-III.E. in the HACA ACOP)</b>  The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient.  There is no utility allowance or reimbursement with flat rents. When the family elects to pay the flat rent, the flat rent amount quoted to the family by the PHA is the amount the family pays. Changes in family income, expenses or composition will not affect the flat rent amount because it is outside the income-based formula.</p> <p>Public housing flat rents are needed also used to prorate assistance for a mixed family. A mixed family is one whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigrations status [24 CFR 5.504].</p> <p><b>Family Choice in Rents [24 CFR 960.253(a) and (e)]</b></p> <p>Once each year, the PHA must offer families the choice between a flat rent and an income-based rent. The family may not be offered this choice more than once a year. The PHA must document that flat rents were offered to families under the methods used to determine flat rents for the PHA.</p> <p><u>HACA Policy</u>  The annual HACA offer to a family of the choice between flat and income-based rent will be conducted upon admission and upon each subsequent annual reexamination.  HACA will require families to submit their choice of flat or income-based rent in writing and will maintain such requests in the tenant file as part of the admission or annual reexamination process.</p> <p>The PHA must provide sufficient information for families to make an informed choice. This information must include the PHA's policy on switching from flat rent to income-based rent due to financial hardship and the dollar amount of the rent under each option. However, if the family chose the flat rent for the previous year the PHA is required to provide an income-based rent amount only in the year that a reexamination of income is conducted or if the family specifically requests it and submits updated income information.</p> <p><b>Switching from Flat Rent to Income-Based Rent Due to Hardship [24 CFR 960.253(f)]</b>  A family can opt to switch from flat rent to income-based rent at any time if they are unable to pay the flat rent due to financial hardship. If the PHA determines that a financial hardship exists, the PHA must immediately allow the family to switch from flat rent to the income-based rent</p>
-----	---

B.1

#### HACA Policy

Upon determination by HACA that a financial hardship exists, HACA will allow a family to switch from flat rent to income-based rent effective the first of the month following the family's request.

Reasons for financial hardship include:

- The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family or reduction in or loss of earnings or other assistance.
- The family has experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education or similar items.
- Such other situations determined by the PHA to be appropriate.

#### HACA Policy

HACA considers payment of flat rent to be a financial hardship whenever the switch to income-based rent would be lower than the flat rent [PH Occ GB, p. 137].

#### **Establishing Flat Rents** [24 CFR 960.253(b), United States Housing Act of 1937 (42 U.S. Code § 1437a(a)(2)(B)(i), Notice PIH 2014-12 and Notice PIH 2015-13]

Flat rents for public housing units are based on the market rent charged for comparable units in the private unassisted rental market. The flat rent should be equal to the estimated rent for which the PHA could promptly lease the public housing unit after preparation for occupancy. As required by Section 210 of the 2014 Appropriations Act and further amended by the 2015 Appropriations Act, PHAs must ensure that the flat rent is no less than the lower of 80 percent of:

1. the applicable Fair Market Rents established under Section 8(c) of the United States Housing Act of 1937; or
2. at the discretion of the Secretary, such other applicable fair market rental established by the Secretary that the Secretary determines more accurately reflects local market conditions and is based on an applicable market area that is geographically smaller than the applicable market area used for purposes of the applicable fair market rental under Section 8(c) of the United States Housing Act of 1937.

Notice PIH 2015-13 further identifies that the Small Area Fair Market Rentals (SAFMR) established by HUD satisfies the criteria identified as the second option. Whether the PHA chooses the FMR or the SAFMR, the flat rent is subject to utility adjustments. PHAs are now required to apply a utility allowance to flat rents. Flat rents at 80 percent of the FMR or SAFMR must be reduced by the amount of the unit's utility allowance, if any. Should the 80 percent threshold increase a family's existing rental payment by more than 35 percent, the new flat rent must be phased in to ensure existing rental payments do not increase by more than 35 percent annually.

#### **Review of Flat Rents**

The PHA must ensure that flat rents continue to mirror market rent values as well as comply with the provisions laid out in the 2014 Appropriations Act and PIH Notice 2014-12. No later than 90 days after HUD publishes new annual FMRs, PHAs must revise flat rents as necessary based on the rent reasonableness analysis and changes to the FMR. The PHA must offer changes to the flat rent to all new admissions and to existing families at the next annual rent option.

If the FMR falls from year to year, the PHA may, but is not required to, lower the flat rent to 80 percent of the current FMR.

#### HACA Policy

HACA will review flat rents on an annual basis, and adjust them as necessary to ensure that flat rents continue to mirror market rent values, are no less than 80% of the current applicable Fair Market Rents(FMR) or Small Area Fair Market Rents (SAFMR) and will not cause a family's existing rental payment to increase more than 35%. If the FMR or SAFMR is lower than the previous year, HACA may reduce flat rents to at least 80 percent of the current FMR or SAFMR.

PHAs that determine that reasonable rents would be less than 60 percent of the applicable FMR may choose to request an exception flat rent. In order to demonstrate the need for an exception flat rent, PHAs are required to submit a market analysis methodology that demonstrates the value for the unit. While HUD does not prescribe a particular formula for determining the market analysis, PHAs must compare the public housing unit in the area using the following factors:

- Location, quality, size, unit type, age of the unit, and
- Amenities, housing services, maintenance, and utilities the PHA will provide under the lease.

#### HACA Policy

If HACA determines that reasonable rents would be less than 60 percent of the applicable FMR, the HACA will request an exception flat rent and conduct the market survey.

B.1	<p><b>Flat Rents and Earned Income Disallowance [A&amp;O FAQs]</b>  Because the EID is a function of income-based rents, a family paying flat rent cannot qualify for the EID even if a family member experiences an event that would qualify the family for the EID. If the family later chooses to pay income-based rent, they would only qualify for the EID if a new qualifying event occurred. A family currently paying flat rent that previously qualified for the EID while paying income based rent and is currently within their 24 month period would have the 12 months of full (100 percent) and phase-in (50 percent) exclusion continue while paying flat rent as long as the employment that is the subject of the exclusion continues, and the 24-month lifetime limit would continue uninterrupted. A family paying flat rent could therefore see a family member's 48 24-month lifetime limit expire while the family is paying flat rent.</p> <p><b>Flat Rents and Mixed Families [A&amp;O FAQs]</b>  Mixed families electing to pay flat rent must first have a flat rent worksheet completed to see if the flat rent must be prorated. The worksheet is located in Appendix III of the <i>Form HUD-50058 Instruction Booklet</i>.</p> <p><b>Posting of Flat Rents</b>  <u>HACA Policy</u></p> <p>HACA will publicly post the schedule of flat rents in a conspicuous manner in the applicable HACA community's bulletin board as well as at HACA's Central Office.</p> <p><b>Documentation of Flat Rents [24 CFR 960 Interim Rule]</b>  The PHA is not required to maintain documentation regarding the PHA's methods of determining a unit's flat rent, as the process setting flat rents is now less reliant upon discretionary actions by the PHA, except in the case of exception requests, which require documentation provided by PHAs.</p> <p><b>CHANGES AFFECTING INCOME OR EXPENSES</b>  Interim reexaminations can be scheduled either because HACA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change.</p> <p><b><u>Emergency Transfer</u></b></p> <p><b><u>Criteria of Substantial Deviation and Significant Amendments</u></b></p> <p>U.S. Department of Housing and Urban Development (HUD) statute, Public and Indian Housing (PIH) Notice 99-51, requires that public housing authorities explain "substantial deviations" from the 5-Year Plan in their Annual Plans. The statute also provides that, while public housing authorities may change or modify their plans or policies described in them, any "significant amendment or modification" to the plan would require public housing authorities to submit a revised PHA Plan that has met full public process requirements. The Housing Authority of the City of Austin defines the following circumstances will constitute as a significant amendment/modification to this agency's PHA plan:</p> <ul style="list-style-type: none"> <li>*Changes made to the admissions policies, organization of the waiting list and/or tenant rent payments;</li> <li>*Addition of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or changes in use of replacement reserve funds under the Capital Fund in the amount of 20% or more of the annual grant;</li> <li>*Any changes with regard to demolition or disposition, designation, homeownership programs or conversion activities.</li> </ul> <p>A substantial deviation may be defined as a loss and/or inadequate funding for a program, reallocation of funding to sustain programs and/or a change in regulatory requirements governing a program, thus requiring the PHA to amend its agency plan.</p> <p>As part of the Rental Assistance Demonstration (RAD), HACA is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items per PIH Notice 2012-32, Rev-2:</p> <ul style="list-style-type: none"> <li>a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;</li> <li>b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;</li> <li>c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and</li> <li>d. Changes to the financing structure for each approved RAD conversion.</li> </ul>
-----	--

**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

- ☐ ☒ Hope VI or Choice Neighborhoods.  
☐ ☒ Mixed Finance Modernization or Development.  
☒ ☐ Demolition and/or Disposition.  
☐ ☒ Conversion of Public Housing to Tenant Based Assistance.  
☒ ☐ Conversion of Public Housing to Project-Based Assistance under RAD.  
☒ ☐ Project Based Vouchers.  
☒ ☐ Units with Approved Vacancies for Modernization.  
☒ ☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

### **Demolition and/or Disposition**

HACA currently operates 22 scattered site homes as part of our public housing inventory. In Fiscal Year 2018-19, HACA will submit a disposition application to the HUD Special Applications Center for the sale of these homes at Fair Market Value. HACA will request the net proceeds from the sales of these units to be used as gap funding to finance extensive renovations and create additional affordable housing as HACA continues its RAD transition. Each scattered site tenant will have the First Right of Refusal to purchase their unit. Those tenants not interested or unable to purchase their unit may be offered a tenant protection voucher to move to suitable alternate housing.

Planned submission of the disposition and sale of these homes is slated for late Spring 2019.

### **Conversion of Public Housing under Rental Assistance Demonstration (RAD) Program**

HACA is firmly committed to improving the quality of life for its residents and providing deeply affordable housing to extremely low to moderately low income individuals and families. Through the Rental Assistance Demonstration (RAD) program, HACA continues to own its properties and provide its residents with expanded choices and opportunities. HACA has already completed over \$17 million in capital improvements and additional amenities currently not offered in its public housing portfolio. HACA continues to serve the same population, provide workforce development, health & wellness, and educational programs/assistance, as well as access new funding sources for property and amenity improvements. The RAD program has offered HACA an opportunity to transition from its current public housing funding platform to a more stable, predictable and sustainable funding source, the Project Based Rental Assistance (PBRA) program, administered by HUD.

For the past 16 years, HACA has achieved a High Performer designation in the operations of our public housing program. Due to ongoing federal budget cuts and the implications of those cuts for public housing authorities across the country, HACA submitted applications/reservations in December of 2013 for the entire public housing portfolio to be entered onto the Rental Assistance Demonstration program waiting list. The RAD program provides the authority to convert various housing programs to long-term project-based Section 8 rental assistance and serve as a tool in addressing the large capital needs of public housing by providing HACA with access to private sources of capital to repair and preserve its affordable housing assets. More specifically, this program allowed HACA the ability to address needed capital improvements and offer additional amenities, including safety improvements, air conditioning, electrical and plumbing system upgrades, interior and exterior renovations, site enhancements, and grounds and landscaping for greater accessibility for families, persons with disabilities and others with special needs.

In April 2015, HACA received nine (9) Commitments to enter into a Housing Assistance Payments Contract (CHAPs) for the nine properties listed below under RAD Phase I. Those properties, consisting of 682 units, converted to RAD in 2016 and 2017. In October 2016, HACA received CHAPs for the remaining nine (9) properties. Seven (7) of those properties totaling 813 units successfully converted to RAD in 2017 and 2018. The 2018 conversions include Goodrich Place, Rosewood Courts, Santa Rita Courts, Salina Apartments and Thurmond Heights. A history of all the conversions is detailed in the chart below.

Goodrich Place received HACA's first award of competitive 9% low income housing tax credits. When construction is complete in late 2019, the new Pathways at Goodrich Place will replace all 40 public housing units with RAD units and add 80 additional units. All units will serve families at 30-80% of area median income.

**B.2** Rosewood Courts, Santa Rita Courts, Salina Apartments and Thurmond Heights will all receive minor improvements, primarily to the common areas. The units at Thurmond Heights have already been completely renovated with Capital Funds over the last four years so very little additional work was needed.

The remaining properties, Lakeside Apartments and Chalmers Courts will convert in 2019 and 2020. HACA expects that Lakeside will receive improvements to common areas and building systems as part of the RAD conversion. Chalmers Courts will be converted in two phases – Chalmers East and Chalmers West. Chalmers East was awarded competitive 9% low income housing tax credits in July 2018. Construction is expected to start in the summer of 2019. In order to minimize the inconvenience associated with relocation and ultimately provide additional affordable units, HACA is currently constructing a new 86-unit building just south of Chalmers Courts, financed using 4% non-competitive low income housing tax credits and private activity bonds issued by Austin Affordable PFC. This property, called Pathways at Chalmers South, will serve as temporary relocation housing for the families at Chalmers Courts during redevelopment. The redevelopment of all phases of Chalmers Courts is expected to be complete at the end of 2021.

The Housing Authority of the City of Austin (“HACA”) hereby declares that Chalmers Courts, Santa Rita Courts, Rosewood Courts, Meadowbrook Courts, Booker T. Washington Terraces, Lakeside Apartments, Salina Apartments, Gaston Place Apartments, Thurmond Heights Apartments, Georgian Manor Apartments, Goodrich Apartments, North Loop Apartments, Northgate Apartments, Manchaca Village Apartments, Manchaca II Apartments, Coronado Hills Apartments, Shadowbend Ridge Apartments and Scattered Sites, which will be converting from the Public Housing program to a RAD PBRA contract, complies with the Site Selection requirements set forth at Appendix III of PIH Notice 2012-23 Revision 1, the Fair Housing Act, Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR §1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including the implementing regulations at 24 CFR §8.4(b)(5), and the American with Disabilities Act.

**Public Housing Developments Converted to RAD**

Property / PIC ID	Type of Units Pre-RAD and Post-RAD *no change	Change in # Units	# of Units	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	CONVERSION DATE, effective HAP contract	CONSTRUCTION COMPLETION DATE
Gaston Place **/ TX001000009	Elderly / Disabled*	None	100	0	96	4	-	-	-	8/1/17	
Bouldin Oaks / TX001000010	Family*	None	144	0	54	58	22	10	-	12/1/16	11/7/17
Georgian Manor / TX001000012	Family*	None	94	0	38	38	14	4		12/1/16	4/27/18
North Loop / TX001000015	Elderly / Disabled*	None	130	0	125	5	-	-	-	12/1/16	2/1/18
Northgate / TX001000016	Family*	None	50	0	20	18	8	3	1	12/1/16	4/27/18
Coronado Hills / TX001000016	Family*	None	48	0	12	32	4	-	-	12/1/16	9/15/17
Shadowbend / TX001000017	Family*	None	50	0	18	20	9	2	1	12/1/16	8/24/17
Manchaca Village /TX001000017	Family*	None	33	0	12	12	6	2	1	12/1/16	8/24/17
Manchaca II / TX001000017	Family*	None	33	0	12	13	7	1	-	12/1/16	7/30/17
Booker T Washington/ TX001000005	Family*	None	216	0	15	60	103	35	4	11/1/17	
Rosewood Courts/ TX001000002	Family	None*	124	8	48	50	12	34	0	12/1/18	
Salina/TX001000008	Elderly / Disabled	None*	32	16	16	0	0	6	0	12/1/18	
Santa Rita Courts/ TX001000003	Family	None*	97	0	15	36	34	0	2	12/1/18	
Thurmond Heights/ TX001000011	Family	None*	144	0	54	58	22	10	0	11/1/18	
Goodrich/ TX001000013	Family	None*	40	0	16	15	4	10	0	9/1/18	
Meadowbrook/ TX001000004	Family*	None	160	0	0	100	37	20	3	11/1/17	
<b>TOTAL</b>			1,495	24	551	519	282	107	12		

**B.2**

**Public Housing Developments Converting to RAD**

Property/ PIC ID	Type of Units Pre-RAD and Post-RAD	Change in # Units *	# of Units	Efficiency Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	Transfer of Assistance / De Minimis Reduction / Unit Configuration	Capital Fund Allocation
Chalmers Courts / TX001000001	Family	None*	158	0	82	48	18	10	0	*	0
Lakeside / TX001000007	Elderly / Disabled	None*	164	48	92	23	1	0	0	*	\$175,000
Scattered Site Homes /	Family	None*	22	0	0	3	16	3	0		\$100,000
<b>TOTAL</b>			344	48	174	74	35	13	0		APPROX \$275,000

\*Change in #Units: For the seven remaining properties to be converted under RAD, HACA does anticipate there will be some displacement of residents and a possible change in the types or number of units during or after the RAD conversion process. This may include new additional units to each property as feasible, disposition of scattered site homes and/or a transfer of units to other properties existing in current HACA Public Housing properties or Austin Affordable Housing Corporation's portfolio, a subsidiary of HACA.

On July 13, 2017, HACA closed on Pathways at Chalmers Courts South for the construction of 86 units of affordable housing. Pathways at Chalmers Courts is an extension of the master plan for the redevelopment of Chalmers Courts.

As HACA continues with the final RAD conversions, a Section 106 review may be required and public involvement is a critical aspect of the Section 106 process.

**Conversion Process:**

HACA will receive \$847,845 in Capital Fund Program grant for the remaining Public Housing properties converting in RAD Phase II. With the RAD conversions, HACA has established a Reserve for Replacement account, which is held by the lender. This account funds ongoing capital replacement and repair items to ensure the long term preservation of HACA's properties. In addition to a substantial initial deposit, each property contributes an additional \$350 per unit per year.

**RAD Program Elements Affecting Resident Rights and Participation , Waiting List and Grievance Procedures for PBRA (Note: these requirements have been adopted)**

Under RAD, HACA residents will continue to receive many of the same protections as they currently do under the HACA Public Housing program. These protections include, but are not limited to: 1.) no re-screening of current residents returning from relocation due to construction; 2.) for qualified residents, HUD continues to subsidize their rent, while the resident pays 30% of their income towards rent; 3.) families have the right to return and receive relocation assistance if relocated due to rehabilitation or construction; 4.) resident councils can continue to meet and advocate for residents; 5.) families may stay in an under-occupied unit until an appropriate size unit becomes available; 6.) grievance and termination policies will remain the same; 7.) current participants of the Family Self-Sufficiency program will continue to be eligible for FSS benefits; 8.) current residents who are receiving the Earned Income Disregard (EID) exclusion will continue to receive the exclusion; and 9.) current residents can continue to have pets. Other protections will also apply.

Tenant Protections Under Section 1.7.B (PBRA)
<p><b>1. No re-screening of tenants upon conversion</b></p> <p>Pursuant to RAD Statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.</p>
<p><b>2. Under-Occupied Unit</b></p> <p>If at the time of conversion, an eligible family assisted under the HAP contract is occupying a unit that is larger than appropriate because of the family's composition, the family will be permitted to continue to occupy the unit until such a time as an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under-occupied unit must move to the appropriate-sized within a reasonable period of time. In order to allow the family to remain in the under-occupied unit until an appropriate sized unit becomes available in the Covered Project, HUD is waiving the portion of 24 CFR § 880.605 that assumes the unit has become under-occupied as the result of a change in family size.</p>
<p><b>3. Phase-in of tenant rent increased</b></p> <p>If resident's monthly rent increases by the greater of 10 percent or \$25.00 purely as a result of conversion, the rent increase will be phased in over 3 years, which a PHA may extend to 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Consolidated and Further Continuing Appropriations Act of 2012 (the Act), as well as 24 CFR § 880.201 (definition of "total tenant payment"), to allow for the phase-in of tenant rent increases. A PHA must set the length of the phase-in period to be three years, five years or a combination depending on circumstances. HACA has set the length of the phase in period to three years.</p>



**4. FSS and Ross-SC programs**

Public Housing residents that are currently Family Self-Sufficiency (FSS) participants will continue to be eligible for FSS once their housing is converted under RAD. All Project Owners will be required to administer the FSS program in accordance with the requirements of 24 CFR 984, the participants' contracts of participation, and future guidance published by HUD. Project Owners will be allowed to use any funds already granted FSS coordinator salaries until such funds are expended. All Project Owners will be required to provide both service coordinators and payments to the escrow until the end of the Contract Participation for each resident. Upon conversion, already escrowed funds for FSS Participants shall be transferred into the PBRA escrow account and be considered PBRA funds, thus reverting to PBRA if forfeited by the FSS participant. Through waiver in PIH Notice 2012-32 (HA), REV-2, FSS funds awarded in FY14 and prior FSS funds may be used to continue to serve FSS participants living in the units converted under RAD to PBRA. Pursuant to FY 2015 Appropriations Act any FSS funds awarded in FY 2015 (and forward if the provision is extended), may be used to also serve any other PBRA resident, affected by RAD or not.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future ROSS-SC grants nor will its residents be eligible to be served by future ROSS-SC, as ROSS-SC, by statute, can serve only public housing residents.

**5. Resident Participation and Funding**

Residents of Covered Projects with assistance converted to PBRA will have the right to establish and operate a resident organization in accordance with 24CFR Part 245 (Tenant participation in Multifamily Housing Projects). In addition, residents will be eligible for resident participation funding.

**6. Termination Notification**

Pursuant to RAD Statute, HUD is incorporating additional termination notification requirements to comply with Section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

- a. Termination of Tenancy and Assistance  
The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:
  - i. A reasonable period of time, but not to exceed 30 days:
    - o If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
    - o In the event of any drug-related or violent criminal activity or any felony conviction; or
  - ii. 14 days in the case of nonpayment of rent.
- b. Termination of Assistance  
In all other cases, the requirement at 24 CFR § 880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**7. Grievance Process**

Due to the requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of Section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project paid-utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

- a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;
- b. Residents have the opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;
- c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to the hearing and at the resident's own cost, residents may copy any documents or records related to the proposed adverse action; and
- d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

- a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.
- b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.

If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

**8. Earned Income Disregard**

Tenants who are employed and are currently receiving the EID exclusion at the time of the conversion will continue to receive the EID exclusion after conversion, in accordance with the regulations at 24 CFR § 960.255. After conversion, no other tenants will be eligible to receive the EID. If a tenant receiving the EID exclusion undergoes a break in employment, ceases to use the EID exclusion, or the EID exclusion expires in accordance with 24 CFR § 960.255, the tenant will no longer receive the EID exclusion and the Owner will no longer be subject to the provisions of 24 CFR § 960.255. Furthermore, tenants whose EID ceases or expires after conversion shall not be subject to the rent phase-in provision, as described in Section 1.7.B3; instead, the rent will automatically be adjusted to the appropriate rent level based upon tenant income at that time.

**9. Jobs Plus** (HACA was awarded a Jobs Plus Grant in 2016 with an ending date of 2020.)

Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target project(s) under RAD will be able to finish out their Jobs Plus grant at that site unless significant relocation and/or change in the building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at HUD's discretion, choose to end the Jobs Plus program at the project. If the program is continued, the Project Owner must agree to continue to implement the program according to HUD's program requirements.

**10. When Total Tenant Payment Exceeds Gross Rent**

Under the PBRA program, assisted families are responsible for paying 30% of adjusted gross income towards rent and utilities, referred to as Total Tenant Payment (TTP). Under normal PBRA rules, a Project Owner must process a termination of assistance pursuant to section 8-5C of Housing Handbook 4530.3, REV-1 when the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e. Gross Rent). In addition, section 8-6A.1 provides that, when terminating a tenant's assistance, the owner is to increase the tenant rent to the contract rent (assuming that the tenant does not receive the benefits of any other type of subsidy).

For residents in place at the time of conversion to PBRA, as well as for new admissions, however, when TTP exceeds the contract rent plus any utility allowance, the Project Owner must refrain from processing a termination of assistance and must charge a tenant rent that is 30% of the household adjusted income, less the utility allowance in the contract. To this end, HUD is waiving sections 8-5 C and 8-6 A.1 of Housing Handbook 4350.3, REV-1. In such cases, the tenant will still be considered a Section 8 tenant and will still have the rights and be subject to the requirements of Section 8 tenants: Tenants will retain all the rights under the Model Lease, including the right to occupy the unit, as well as those provided through this Notice, and tenants will still be subject to the Section 8 tenants, including the requirements concerning reexamination of family income and composition found in 24 CFR § 5.657 and 880.603(c). Owners are not required use the Enterprise Income Verification (EIV) system for such families. Assistance may be subsequently may be reinstated if the Tenant becomes eligible for assistance. In the event that the tenant moves out, the Project Owner must select an applicant from the waiting list who meets the applicable income limits for the project.

The Project Owner is not required to process these individuals through Multifamily Housing's Tenant Rental Assistance Certification System (TRACS). All normal actions for the contract rent shall continue for these units, including application of the Operating Cost Adjustment Factor (OCAF) adjustment to the contract rent indicated in the HAP contract-since the OCAF adjusted rent will still be in effect whenever the unit is occupied by a family eligible for rental assistance.

**1. Establishment of Waiting List**

The Project Owner can utilize a project-specific or community waiting list. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:

- i. Transferring an existing site-based waiting list to a new site-based waiting list. If the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list.
- ii. Informing applicants on the site-based waiting list on how to apply for a community-wide waiting list.
- iii. Informing applicants on a public housing community-wide list on how to apply for a new community-wide or site-based waiting list. If using a site-based waiting list, PHAs shall establish a waiting list in accordance to 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure the applicants on the PHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. In both cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list, given the number of applicants, PHA resources, and admission requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing, advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's public housing community-wide waiting list who wish to be placed on the newly established site-based waiting list must be placed in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 880.603 regarding selection and admission of assisted tenants. However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 880.603.

**2. Choice Mobility**

HUD seeks to provide all residents of Covered Projects with viable Choice-Mobility options. PHAs that are applying to convert the assistance of a project to PBRA are required to provide a Choice-Mobility option to residents of Covered Projects in accordance with the following:

- i. Resident Eligibility. Residents have a right to move with tenant-based rental assistance (e.g., Housing Choice Voucher (HCV) the later of: (a) 24 months from the date of execution of the HAP or (b) 24 months after the move-in date.
- ii. Voucher Inventory Turnover Cap. Recognizing the limitation on the availability of turnover vouchers from year to year, a voucher agency would not be required, in any year, to provide more than one-third of its turnover vouchers to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received.
- iii. Project Turnover Cap. Also recognizing the limited availability of turnover vouchers and the importance of managing turnover in the best interests of the property, in any year, a PHA may limit the number of Choice-Mobility moves exercised by eligible households to 15% of the assisted units in the project. While a voucher agency is not required to establish a project turnover cap, if such a cap is implemented the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received.

HUD's goal is to have all residents in the Demonstration offered a Choice-Mobility option within a reasonable time after conversion. However, as HUD recognizes that not all PHAs will have vouchers sufficient to support this effort, HUD will take the following actions:

- Provide voucher agencies that make such a commitment bonus points provided under the Section Eight Management Assessment Program (SEMAP) for deconcentration.
- Grant a good-cause exemption from the Choice-Mobility Requirement for no more than 10% of units in the Demonstration. HUD will consider requests for good-cause exemptions only from the following types of PHAs:
  - Public housing-only agencies, defined as agencies that own units under a public housing ACC, but do not administer, directly or through an affiliate, a Housing Choice Voucher program; or
  - Combined agencies that currently have more than one-third of their turnover vouchers set-aside for veterans, as defined for the purpose of HUD-VASH, or homeless populations, as defined by 24 CFR § 91.5. To be eligible for this exemption, the PHA's admission policies must have been formally approved by the PHA's board prior to time of application. See Attachment -Choice Mobility Policy

- B.2** Separate from the RAD required Choice Mobility, HACA may also give a preference on the Housing Choice Voucher Program waiting list to residents at RAD properties undergoing significant renovation or redevelopment that would require long term (more than 6 months) relocation of residents. If HACA chooses to exercise this option for valid business purposes, HACA will have a special opening of the waiting list only for the identified properties. Families that select this option and apply during the open period will receive this preference.

### **Project-Based Vouchers**

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. PHAs may only operate a PBV program if doing so is consistent with the PHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

#### **HACA Policy**

HACA may operate a project-based voucher program that utilizes up to 400 tenant base vouchers.

HACA may decide to project-base vouchers above the 400 voucher limit (but no more than 20 percent of its allocated units), if HUD publishes a notice making available PBV for HUD-VASH vouchers or other PBV special purpose vouchers or for a project that would provide affordable housing for low-income or homeless veterans.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the PHA is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, the PHA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC, regardless of whether the PHA has vouchers available for project-basing [FR Notice 1/18/17].

#### **Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21]**

The PHA may project-base an additional 10 percent of its units above the 20 percent program limit. The units may be distributed among one, all, or a combination of the categories as long as the total number of units does not exceed the 10 percent cap. Units qualify under this exception if the units:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.
- Are specifically made available to house families that are comprised of or include a veteran.
  - *Veteran* means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.
- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates.

#### **PHA Policy**

The PHA will not set aside units above the 20 percent program limit.

#### **Units Not Subject to the PBV Program Limitation [FR Notice 1/18/17]**

PBV units under the RAD program and HUD-VASH PBV set-aside vouchers do not count toward the 20 percent limitation when PBV assistance is attached to them.

In addition, units that were previously subject to certain federal rent restrictions or were receiving another type of long-term housing subsidy provided by HUD are not subject to the cap. The unit must be covered under a PBV HAP contract that first became effective on or after 4/18/17.

#### **PHA Policy**

HACA will not project-base any units not subject to the 20 percent cap.

**PBV OWNER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51(b)]**

The PHA must select PBV proposals in accordance with the selection procedures in the PHA Housing Choice Voucher Administrative Plan. The PHA must select PBV proposals by either of the following two methods.

PHA request for PBV Proposals. The PHA may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to the PHA request. The PHA may 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.

The PHA may select proposal that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. The PHA need not conduct another competition.

**Units Selected Non-Competitively [FR Notice 1/18/17; Notice PIH 2017-21]**

For certain public housing projects where the PHA has an ownership interest or control and will spend a minimum amount per unit on rehabilitation or construction, the PHA may select a project without following one of the two processes above.

- This exception applies to projects in which the PHA is engaged in an initiative to improve, develop, or replace a public housing property or site.
- *Ownership interest* means that the PHA or its officers, employees, or agents are in an entity that holds any direct or indirect interest in the building, including, but not limited to an interest as: titleholder; lessee; stockholder; member, or general or limited partner; or a member of a limited liability corporation.
- Further, the PHA must be planning rehabilitation or construction on the project with a minimum of \$25,000 per unit in hard costs.
- The PHA must include in the administrative plan what work it plans to do on the property or site and how many PBV units will be added to the site.

PHA Policy

HACA is currently undertaking a complete redevelopment and expansion of its Chalmers Courts public housing property in east Austin. In accordance with HUD requirements, this redevelopment and expansion will exceed the required minimum of \$25,000 in per unit hard costs. This property is a high priority for HACA – it is in an area of expanding opportunity that is rapidly gentrifying and where there is a significant need for additional affordable housing to meet the needs of current residents of the area and others moving to Austin. The first phase of the redevelopment is the construction of 86 new affordable housing units south of the existing Chalmers Courts site (Chalmers South). HACA may elect to project-base vouchers not to exceed 43 units at Chalmers South or no more than half of the total units at Chalmers South. Once complete, HACA will relocate residents from either the east or west side of the existing Chalmers Courts site, minimizing displacement and disruption to families. A redevelopment will then begin on either the east or west side of the site. The exact order of redevelopment is dependent on the financing tools which ultimately will be available, including use of the Low Income Housing Tax Credit program.

The east side and west side redevelopments of Chalmers Courts will involve the construction of approximately 160 units on each side. Once fully completed, the new Chalmers Courts – south, west and east – will total approximately 400 units, significantly helping address Austin's affordable housing needs.

HACA has determined that the placement of up to 81 project-based Housing Choice Vouchers, as well as the placement of a to-be-determined number of project-based HUD VASH vouchers, will significantly benefit HACA's ability to meet its mission of serving the lowest income persons in our community, including seniors, persons with disabilities, transitioning homeless, and families with children.

**Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)]**

PHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by the PHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of the PHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

For the entire policy on project-based vouchers, please refer to the Section 8 Administrative Plan, Chapter 17, located on the HACA website: [www.hacanet.org](http://www.hacanet.org).

**Units with Approved Vacancies for Modernization**

As of April 10, 2017, HACA currently has 32 units off-line for the modernization of Thurmond Heights (TX11). Scope of work includes, but is not limited to, improved floor plans for better functionality of units, with adjusted kitchen cabinet layouts, relocating washer/dryer connections, adding cabinets, ceramic tile floors, new/upgraded trim and case work, utilizing tank-less water heaters, for improved efficiencies, all new insulation, replacing & upgrading elec. wiring systems for higher capacity, exterior siding replacements and full exterior re painting, and other modernization facets. Units are also being retrofit with new, central HVAC systems that include high efficiency air conditioning.

**Emergency Safety and Security Grants**

Awarded June 23, 2016, HACA received \$248,569 through the 2016 Capital Fund Emergency Safety and Security Program to provide increased security measures at its Thurmond Heights property. This year's grant will provided much needed security fencing to deter trespassing, loitering and drug activity at the Thurmond Heights property, increase cameras focused on the management office and community room that have suffered multiple break-ins, and provide additional lighting to include higher and brighter lights across the property. This work was completed in November 2017.

B.3	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p><b>5-Year Plan Goals and Objectives.</b></p> <p><b>We are committed to Affordable Housing:</b> We will revitalize our public housing assets, seek additional rental assistance vouchers, and advance innovative affordable housing solutions.</p> <ul style="list-style-type: none"> <li>• <b>Obtain additional rental assistance vouchers</b></li> <li>• <b>Revitalize HACA's 19 public housing sites</b></li> <li>• <b>Increase the number of affordable housing units</b></li> <li>• <b>Improve collaboration with community and national partners</b></li> <li>• <b>Increase the number of HACA residents who reach homeownership</b></li> </ul> <p>HACA currently administers 489 VASH tenant-based (Veterans Affairs Supportive Housing) vouchers. In addition, we have 50 project-based VASH vouchers in partnership with Integral Care at Housing First at Oak Springs to open in the Spring of 2019 (25 VASH and 25 HCV project-based vouchers for a total of 50 permanent supportive housing units) and 25 VASH project-based vouchers at Elysium Grand to open in late Fall 2019. In addition, HACA was awarded 89 more mainstream vouchers, bringing the total to 148 vouchers to serve persons with disabilities.</p> <p>Austin Affordable Housing Corporation, a nonprofit subsidiary of HACA, currently provides over 3,300 additional affordable housing units in Austin, helping to meet our community's need for additional affordable housing opportunity. AAHC has in its construction pipeline another 1,657 units to be completed by the end of 2019.</p> <p>In 2017-18, thanks to a partnership with Google Fiber, HACA activated free 1,000Mbps internet at four properties, serving 350 households and more than 1100 residents. In 2018, HACA continued to serve as a mentor for ConnectHome cities, often advising on broadband options, how to obtain, refurbish and distribute computer equipment, and how to establish public private partnerships.</p> <p>HACA plans to continue its Work Study Internship with Austin Community College; the program provides hands-on learning and experience to IT interns, who in 2017-18 helped provide basic computer classes, and helped prepare and deploy 400+ computers to HACA residents.</p> <p><b>Unlocking the Connection Phase II</b> - Phase I of this program focused on basic digital literacy. Phase II aims to apply digital literacy skills and digital infrastructure to overcome the systemic barriers that keep HACA residents from achieving self-sufficiency: education, transportation and financial literacy. In 2019, to enable about 600 households to benefit from an earned refurbished device, and to expand HCV device ownership, HACA plans to maintain desktop and laptop equipment partnerships with Austin Community College, PC Community Loan Program, a local technology professional association and a major local company.</p> <p><b>Smart Work Learn Play</b> - Lack of transportation, knowledge about how to use "smart city" transit, and inability to use new transportation options can keep families from being self-sufficient. Grants from Next Century Cities and the Transit Empowerment Fund help enable HACA resident Mobility Ambassadors: 1) apply digital tools and the Digital Ambassador concept to the problem of transportation, 2) advocate for meaningful transportation partnerships, and 3) share transportation data and recommendations to transportation decision makers. By October, 2017 14 HACA residents had earned stipends for participating in the program by collecting transit needs and data from fellow residents, learning about key issues and assessing the impact to HACA residents, sharing data and insights with City officials and liaising with local transportation partners. In 2019, HACA plans to continue resident-centered design of transportation solutions with existing transit partners including: Car2Go, B-Cycle, Ride Austin, Capital Metro, and the Austin Transportation Department.</p> <p><b>Ambassadors Programs</b> - In 2018, HACA received a NAHRO Award of Merit for The Ambassador Programs: Residents as Change Agents for Innovation. Resident Digital, Energy and Mobility Ambassadors provide high-quality, cost-effective program design and development, build professional skills and the community. Hundreds of HACA residents, dozens of city decision makers and public, private, philanthropic partners have benefitted from HACA Ambassadors work to solve residents' everyday problems.</p> <p>HACA has successfully assisted 105 homeowners through its \$10,000 down payment assistance program administered by Austin Affordable Housing Corporation.</p>
-----	--



**We are committed to Resident Self Sufficiency and Quality of Life:**

We will promote individual responsibility and high expectations, and foster results-based community partnerships and programs focused on workforce development, wellness, safety and education.

**Workforce Development**

- **Public Housing residents will participate in job training and be placed in jobs.**
- **Public Housing residents will participate in educational opportunities focused on employment.**
- **Public Housing residents will participate in educational opportunities.**
- **Public Housing residents will obtain training on financial literacy.**
- **Coordinate other services for Public Housing residents that will lead to self-sufficiency.**
- **Coordinate services for the Housing Choice Voucher residents that will lead to self-sufficiency.**
- **Improve the employment skills and education level of Public Housing residents.**

**Earn A Device**

A critical component of Unlocking the Connection is access to a computer device. Austin Community College has committed to donating its retired devices to this initiative for all Public Housing residents who enroll in the "Earn a Device" program. This program provides residents an opportunity to earn a free refurbished computer upon completion of digital literacy education. In August, 2016, about 70 HACA households are expected to complete digital literacy training. Over 650 earned devices have been deployed since March 2015.

**Child Inc./Mainspring School:**

HACA partners with Child Inc. and Mainspring School to provide Early Head start programming to HACA children age infant to 3 years. Child Inc. provides the federal Head Start grant; Mainspring Schools provides the teachers and curriculum and HACA provides the renovated building at Meadowbrook that was the former property management office. Thirty-two new children will be served per year with this program. W. Currently, all 16 slots in the new Early Head Start Classrooms have been filled, with 75% of them filled by HACA children. Mainspring has surpassed its current target of 70% (22 of 32) of slots filled with HACA children within the first six months, and hopes to maintain this ratio as families transition in and out of the program. Three newly enrolled Early Head Start participants also have siblings recently enrolled in Mainspring Schools preschool program, through HACA's childcare voucher system, allowing significant support for these families to maintain employment and work toward self-sufficiency.

**Jobs Plus Pilot Program- Booker T Washington and Chalmers Courts**

The Jobs Plus ATX program was established by a four-year, \$2.7 million grant from HUD, and will expand job opportunities to residents at Chalmers Courts and Booker T. Washington. This is the largest competitive grant HACA has ever received for resident services. The Jobs Plus Pilot Program kicked off on July 1, 2016 with a celebration at Chalmers Courts. Special guests included community partners collaboratively as part of the Jobs Plus program: Workforce Solutions Capital Area, the African American Youth Harvest Foundation, Austin Area Urban League, Austin Community College, BiG Austin, Capital IDEA, Economic Growth Business Incubator, Goodwill of Central Texas, Literacy Coalition, and Skillpoint Alliance. Many BTW and Chalmers residents attended and learned about the employment and training services available to them through Jobs Plus partners.

**Job Plus ATX Success to date:**

- 210 residents have started new employment or increased their earnings.
- 93 residents have attended financial literacy classes
- 25 residents have served as Community Liaisons, earning a stipend to reach out and encourage their neighbors, family and friends.

\$22,900 paid in childcare assistance to help working residents with the cost of childcare services

**Freedom Schools**

During summer programming, HACA youth accrued 1,482 hours of summer programming provided by Freedom Schools. During the six weeks of programming provided to HACA youth grades 1<sup>st</sup> thru 8<sup>th</sup> at Oak Springs Elementary School, the students focused on literacy and STEM (Science, Technology, Engineering and Mathematics).

**Goodwill Industries:**

HACA currently contracts with Goodwill for one full-time Career Navigator who maintains office hours at the Job Source Center at Rosewood, as well as at Meadowbrook, Booker T. Washington, Chalmers Courts and Georgian Manor. Goodwill was awarded funds through HACA's Workforce Development Continuum RFP to provide services to residents and is a key partner in HACA's Jobs Plus initiative. A new Career Navigator was hired to work with HACA residents in July, and replaces a staff member who left Goodwill to become part of the HACA Jobs Plus team. The new Career Navigator began performing full duties in August.

B.3

**Austin Community College(ACC):**

ACC services are being offered for 2016-2017 at five HACA locations. HACA's new Adult Education contact at ACC has shared that other standardized tests will be offered to adults in 2017 for high school equivalency from various providers; these are different than the current GED (General Education Diploma) exams that have long been the standard. These tests, referred to as HSE or High School Equivalency tests, will be discussed more with HACA staff so that they have a better understanding of how to market services to residents and help them choose the option to meet their needs. ACC offers High School Equivalency Level 1 at Booker T. Washington and Thurmond Heights, Levels 2 and 3 at Georgian Manor, and ESL classes at Meadowbrook.

**Education**

- **Public Housing residents will reach their full educational potential. Certifications that improve employability will be obtained.**
- **Children will participate in case management in school and after school programming.**
- **Children will participate in after school enrichment programming.**
- **Students in higher education will participate in supportive services.**
- **Students will receive scholarships to assist with the cost of higher education.**
- **Parents will participate in parenting classes.**
- **Children will receive high scores on their report cards.**

**Scholarships**

In 2018, Austin Pathways, HACA's non-profit subsidiary, with SHCC and AAHC, and 220+ corporate and individual donors, provided 37 HACA residents with college scholarships. Austin Pathways aims to increase the 2018 record \$50,000 plus annual crowd funding campaign to support HACA residents in achieving their dreams of education. In 2018, HACA Scholars received a loaned refurbished laptop from by the City of Austin's PC Community Loan Program. In 2019, HACA Scholars have the opportunity to participate in periodic mentoring provided by corporate scholarship fund donors.

**YES! Incentive Program:**

HACA provides a \$15 gift card as an award to HACA youth who have achieved A/B honor roll and/or perfect attendance for each nine-week grading period. This year, HACA staff rewarded 211 youth who achieved A/B honor roll and/or perfect attendance for the entire school year day with an end of the year incentive trip to Austin Park and Pizza to celebrate their academic achievements.

**Creative Action Program:**

Creative Action summer camps had an over-arching theme: "This is Me." The goal of this curriculum was to have youth think about how they interact with others, manage conflicts as well as using tools to self-regulate one's own actions. Creative Action offered cooking classes where the students learned new recipes, as well as healthy alternatives to some of their favorite snacks. And, fieldtrips to the Sustainable Food Center reinforced healthy eating as the students were provided the opportunity to not only see how some foods are grown, but they were able to pick the foods and used them to make delicious recipes.

**Boys & Girls Club Programs:**

The Boys & Girls Club provides on-site, off-site, afterschool, school break and summer activities for HACA youth. Programs include educational, cultural, drug-prevention, technology and recreational activities at the clubs throughout the year. The Boys and Girls Club reported a fun and educational-filled summer! From saving birds to enjoying impromptu splash pads! During the summer months, they attended 4+ field trips. A total of 227 HACA youth participated in the summer programming across three sites: Chalmers, Meadowbrook and Thurmond Heights.

**CIS School-Based Case Management:**

CIS provides school-based case management to HACA youth who live at Rosewood, BTW, Chalmers, Santa Rita, Meadowbrook and Bouldin Oaks; Elementary school sites include Oak Springs, Zavala, Becker and Dawson; Middle school sites include Kealing and Fulmore; Travis High is the only High School site. Per the CIS Annual Report, submitted on September 15, 2017, there were 242 elementary, 62 middle and 31 high school aged that received regular and ongoing school based case management services throughout the school year – though 335 students were served in total, year-to-date. In the summer CIS provides grade level transition camps to HACA elementary school aged youth and museum and other educational outings to middle and high school aged youth.

**CIS SmartKids Tutoring Program:**

CIS SmartKids provides afterschool tutoring and enrichment activities at four HACA sites: BTW and Santa Rita (also serving Chalmers youth) – each four times per week, and Meadowbrook and Bouldin Oaks – each twice per week. During the duration of the school year, there were approximately 215 HACA youth that attended SmartKids, with 122 qualifying as "participants" by having attended the program ten times or more. The SmartKids Afterschool Tutoring program, which is part of the larger continuum of CIS services and works to complement CIS in-school Case Management and programming. 2017 outcomes for SmartKids participants include:

- 98% demonstrated improvement in at least one or more areas (academics, behavior, attendance).
- 71% identified with attendance needs demonstrated improvement in attendance.
- 86% identified with behavior needs demonstrated improvement in behavior.

**Austin Independent School District (AISD)**

AISD provides level-one ESL classes for HACA residents in the Jobs Plus program. These free classes are located at Booker T. Washington Apartments and serve residents from 12 different countries. The class meets for 6 hours per week.

**Fatherhood Initiative:**

I-DADS (Involved Dads of Action, Development, and Success) identifies fathers and father figures living on and/or frequently visiting HACA properties, and provides connections to job search, education, mentorship and resources for building healthy relationships. An overarching goal of the program is to provide support to fathers or important male figures who may have been absent from their children's lives for some time, but who are making efforts to reengage with their children and their children's mother, to receive the resources necessary to do that. With only one program cohort in 2015, serving as a pilot, the Community Development team began to roll out this program to other HACA properties in April 2016. HACA has expanded its I-DADS program for fathers/father figures with a \$45,000 grant from the O'Neill Foundation. The program provides support for positive family growth, healthy relationships, managing family expectations and positive choices.

**Read and Feed Program**

At each site that participated in the Central Texas Food Bank program, Bookspring provided volunteers to read to the kids each Friday. The volunteers also provided learning activities such as puppet making, bookmark making, etc. Each child was also able to take a book (or two) home with them after lunch.

**Any Baby Can:**

Any Baby Can (ABC) provides parenting and leadership opportunities to HACA residents and their children. During the summer, Any Baby Can provided "Strengthening Education and Leadership for Families" parenting classes at Shadowbend and Georgian Manor. Any Baby Can began its parenting classes at Rosewood/Salina in September. The parenting classes are free to HACA residents. Classes rotate between Booker T. Washington, Bouldin Oaks, Georgian Manor, Santa Rita, Chalmers Courts, Rosewood, Shadowbend, and Northgate communities.

**Girl Scouts of Central Texas**

The HACA Girl Scouts hosted Girl Scout Recruitment parties during the back to school events resulting in the registration of 38 girls. Girl Scouts of Central Texas serves HACA youth from Georgian Manor, Santa Rita, Shadowbend, Manchaca Village, Booker T. Washington and Northgate communities.

**First Tee of Greater Austin**

This summer HACA piloted a program with First Tee of Greater Austin. This program was initiated to provide HACA youth development through the game of golf. Golf camps not only taught the logistics of the game of golf, but also focused on character building, life enhancing values and promote healthy choices. It is scheduled to continue in Summer of 2018.

**Elderly/Safety**

- **Senior Residents will participate in supportive services.**
- **Provide health service screening and education to vulnerable populations.**
- **Ensure for close relationship with the Austin Police Department.**
- **Ensure all public housing properties have HACA-paid patrols by peace officers at Public Housing sites.**
- **Ensure all public housing properties have a safety initiative.**
- **Provide HIV/AIDS education.**

**SENIOR WELLNESS / AGING IN PLACE PROGRAM HIGHLIGHTS:**

HACA's Elders Living Well program, in partnership with Family Eldercare, continues to promote a community in which older adults are active and engaged and the barriers to aging in place are proactively addressed. On-site Service Coordinators provide services that include: needs assessment, service coordination, case management, educational seminars, benefits counseling, and referral to evidence-based practices at each of HACA's Elderly/Disabled designated properties.

Services are maintained through HACA funding, as well as City of Austin Social Service and St. David's Foundation grants to Family Eldercare. Funds through the most recently awarded City of Austin grant became available in October 2015, allowing some previous evidence-based programs, wellness, exercise and socialization activities to be resumed at the properties – including brain boosters, creative writing classes, medication management training, and low-impact exercise. Family Eldercare's most recent contract amendment with HACA includes additional HACA funds to support the maintenance of three full time Service Coordinators (combined with Family Eldercare's aforementioned grants). Currently, Family Eldercare plays 57% of the cost for the three Service Coordinators for HACA residents and HACA pays 43%. The smallest of the HACA elderly/disabled designated properties, Salina has received less ongoing programming than the other participating properties, though individual service coordination has still been offered. In October of 2017, HACA will be adding another Family Eldercare Service Coordinator to serve seniors living at our public housing family sites through funding provided by private foundations.

B.3	<p><b>CommUnity Care Health Clinic</b> A full service “Mobile” health care clinic continues to be held at the Flores Education and Training Center at Meadowbrook. On average, 15 – 18 HACA residents are seen across the two clinics provided each month, in addition to approximately another 30 local community members.</p> <p><b>Central Texas Food Bank (CTFB) – Summer Lunch Program</b> For the fifth year in a row, HACA has partnered with the Central Texas Food Bank (formerly the Capital Area Food Bank) to participate in the USDA’s Summer Lunch Program. Central Texas Food Bank served.</p> <p><b>Huston-Tillotson Collaboration</b> Through a recent Memorandum of Agreement with Huston-Tillotson University (HT), HT is providing outreach, education and prevention tools for substance abuse and HIV to 18-24 year olds at HACA’s east Austin properties. De-identified resident information was provided to HT to allow them to conduct targeted outreach to households with members in this age group. HT’s goal is to provide education and prevention mechanisms to support in this targeted age group from engaging in risky behaviors. Groups and services are offered to those that are interested. HT staff has been marketing the program at Resident Council meetings and attended the Jobs Plus kick-off event. HACA looks forward to continuing to strengthen its partnership with HT, who has also offered presentations on the new community health center on campus. To date, outreach has gone well, and HT has recruited a few program participants for its prevention program.</p> <p><b>Austin Police Department:</b> HACA contracts with the Austin Police Department one full-time officer to serve as a community liaison for all HACA programs. Currently, HACA contracts 47 officers to patrol its public housing properties and to maintain public safety.</p> <p><b>Resident Safety Meetings:</b> Public Housing resident councils and the Citywide Advisory Board meet on a monthly basis to voice safety concerns. These meetings are also attended by HACA staff and APD’s police liaison who provide input and proactively address the needs of the residents.</p> <p><b>National Night Out</b> For 16 years, HACA has participated and hosted National Night Out at many of its Public Housing properties. National Night Out is designed to heighten crime and drug prevention awareness; generate support and participation in crime efforts; and strengthen neighborhood spirit and police community relations.</p> <p><b>Smoke-Free Public Housing</b> HACA implemented a smoke-free public housing policy <b>effective September 1, 2015</b> that prohibits smoking all forms of tobacco, including e-cigarettes, within public housing units and common area and celebrated one year of resident success stories at the October 2016 Citywide Advisory Board meeting. HACA will follow the guidelines provided by the U.S. Department of Housing and Urban Development (HUD) Public and Indian Housing (PIH) Notice 2012-25 and PIH Notice 2017-03 and will continue with the Smoke-Free Policies in Public Housing to include policy barring the use of <b>prohibited tobacco products</b> in all public housing living units, <b>interior common areas</b> and outdoor areas within 25 feet from public housing and administrative office buildings (collectively, “restricted areas”). HACA is committed to assisting residents who are working to stop smoking with health resources.</p> <p><b>We are committed to Exceptional Service:</b> We will ensure a resident, partner and customer focused environment where all are treated with dignity and respect.</p> <ul style="list-style-type: none"> <li>• <b>Improve customer service to residents, partners and other customers.</b></li> <li>• <b>Increase opportunities for staff to better understand the people we serve.</b></li> <li>• <b>Improve communication and collaboration with partners.</b></li> </ul> <p><b>Customer Survey</b> Since 2004, HACA has annually conducted a customer survey for all Public Housing residents, Section 8 clients, Section 8 landlords and agency vendors. For 2017, HACA increased its customer satisfaction score from 83.3 to 85.6%. HACA values input from our customers and clients, as well as vendors, to improve our operations and services.</p> <p><b>Employee Volunteer Opportunities</b> HACA encourages all full-time employees to participate in agency-related and agency-promoted volunteer opportunities during working hours. Employees may volunteer up to eight (8) hours per month.</p> <p><b>Partner Communication</b> HACA seeks the input of many partners to be successful. HACA sought partner collaboration for the September 2018 opening of the Housing Choice Voucher waitlist and continued collaboration on digital inclusion.</p>
-----	---

B.3	<p><b>We are committed to Employee Engagement:</b> We will invest in our staff, ensure accountability and effective communication, and promote an innovative, healthy and safe work environment, with training and leadership development opportunities.</p> <ul style="list-style-type: none"> <li>• <b>Increase methods to communicate with employees.</b></li> <li>• <b>Decrease the number of employee accidents.</b></li> <li>• <b>Increase staff tenure.</b></li> <li>• <b>Decrease health insurance utilization rate.</b></li> <li>• <b>Increase leadership/professional growth opportunities.</b></li> </ul> <p>HACA's communication to employees has expanded from a monthly newsletter to weekly electronic updates, a "Week in Review," and instantaneous postings on social media, i.e. Facebook, Twitter. HACA is in the process of redesigning its current website.</p> <p><b>Safety:</b> Monthly safety meetings are held to address current safety issues. Annual driver safety awareness class is provided to all staff to reduce the number of HACA vehicle accidents. HACA has engaged with the Austin Police Department to provide active shooter/terroristic threat training for all employees and is in the process of finalizing its revised Emergency Action Plan.</p> <p><b>Staff Tenure:</b> HACA currently has 235 employees. The average length of employment at HACA is 7.56 years, an increase from 6.87 years in 2016. All HACA employees participate in a 401(a) defined contribution plan. Employees are vested at the rate of 20% per year and are fully vested after 5 years.</p> <p><b>Health Insurance Utilization Rate</b> HACA holds on annual basis a Biometric screening for all employees and on-site flu shots. HACA encourages all employees to take advantage of various health programs provided on-site or through partnering vendors. In 2018, HACA partnered Gold's Gym to offer on-site health classes to all employees.</p> <p><b>Tuition Reimbursement/Growth</b> In 2015, HACA provides tuition reimbursement designed to help full-time employees of HACA and its subsidiaries pay for job-related or prospective job-related courses. HACA continues to fund this program to allow employees to take individual courses that are directly related to improving the knowledge and skills needed to perform the critical elements of the employee's current job at HACA, or needed for special job assignments or prospective job duties deemed mutually beneficial to HACA and the employee.</p> <p><b>We are committed to Corporate and Environmental Sustainability:</b> We will pursue new funding sources and entrepreneurial opportunities, ensure stewardship, maximize efficiency and promote environmentally friendly initiatives.</p> <ul style="list-style-type: none"> <li>• <b>Increase sustainable cash flows through Southwest Housing Compliance Corporation.</b></li> <li>• <b>Increase sustainable cash flows through Austin Affordable Housing Corporation.</b></li> <li>• <b>Increase number of foundation or other grant funding.</b></li> <li>• <b>Decrease HACA's impact on the environment.</b></li> <li>• <b>Increase efficiency through the use of technology.</b></li> <li>• <b>Increase value of investments and reduce the interest expense.</b></li> <li>• <b>Ensure a sustainable and competitive salary structure.</b></li> </ul> <p><b>Southwest Housing Compliance Corporation (SHCC)</b> SHCC was founded by HACA in 2000 to serve as the Performance Based Contract Administrator for Texas and Arkansas providing administrative oversight for HUD's Project-Based Section 8 housing portfolio.</p> <p>In this highly specialized work, SHCC has built a reputation for excellence, creativity and integrity in the multifamily industry. Further, SHCC has been widely recognized for its work with owners and agents to meet challenging HUD and other federal program requirements. Annually, SHCC administers approximately \$400 million of housing subsidy on behalf of HUD. Revenue generated from SHCC operations is used by HACA to support critical community development and self-sufficiency programming, including education, job training and health and wellness programs.</p> <p><b>Blueprint Housing Solutions</b> In its fourth year, HACA and SHCC launched Blueprint Housing Solutions, a national consulting and services company, that assists public and private sector clients to deliver exceptional affordable housing and community development programs.</p>
-----	--

<p><b>B.3</b></p>	<p>Presently, Blueprint serves over 130 clients providing a full range of services for public housing authorities (PHAs), owners and agents of HUD subsidized multifamily housing and other affordable housing programs. The team is comprised of highly skilled and experienced HACA and SHCC senior level administrators with decades of experience, creativity and technical know-how.</p> <p><b>Austin Affordable Housing Corporation</b> Recent studies underscore that Austin is now the most expensive rental market in Texas. The need for affordable rental housing far outweighs the current supply. Recognizing this critical need, HACA, through AAHC, is doing its part with a goal to increase its affordable housing inventory. AAHC currently has over 3,300 units in its portfolio. AAHC continues to grow and currently has 1,657 units in the construction pipeline to be completed by the end of 2019. In addition to serving as the catalyst for additional affordable housing, AAHC provides another source of revenue to fund HACA self-sufficiency programs.</p> <p><b>HUD STEM Energy and Economic Development (SEED) Demonstration Partnership</b> On May 24, 2016 a kickoff meeting was held with <b>Austin Energy, Austin Water, Texas Gas and Pecan Street</b> as HACA SEED Project Charter signatories. This meeting also included representatives from HUD and the Department of Energy. These new partners will implement water and energy efficiency education, technology and tools at three HACA sites. Austin Energy will design a programmable thermostat energy efficiency study, create custom energy efficiency training for HACA residents and Energy Ambassadors, and evaluate how to provide HACA with improved Utility Allowance data. Austin Energy will provide about \$40,000 in LED light bulbs (~9,000 bulbs) to HACA as a result of this partnership. As a part of the agreement with Austin Energy, HACA will test Nest thermostats at Shadowbend and Thurmond Heights. Additionally, HACA resident Energy Ambassadors will provide educational support and assistance to others. HACA has already converted its Central Administrative Office to LED lighting.</p> <p><b>Austin Pathways Foundation Funding</b> Austin Pathways, a non-profit HACA subsidiary provides educational and other support services in support of HACA's mission to help families become self sufficient and achieve quality of life. With generous funding from corporate, philanthropic, and other charitable organizations, in 2017-18 Austin Pathways received about \$820,000 in monetary, gifts-in-kind, and equipment donations. Transit Empowerment Fund, Lola Wright Foundation, Texas Capital Bank, Moody Bank and ECG Foundation (Bank of America) provided cash funding; IBM Employee Charitable Contribution fund, Google and Dropbox Employee funds (via Benevity) have provided individual employee contributions. Additionally, almost 60 percent of HACA employees participate in an annual crowd funding campaign, Amplify Austin, bringing in more than \$50,000 in 2018 for scholarships and other supportive services. Austin Community College, the Austin Forum on Technology and Society, and a local tech firm provided the bulk of gifts-in-kind.</p> <p><b>Recycling/Paperless Initiative</b> HACA is a recognized Waste Smart partner with the City of Austin. HACA ensures the proper disposal of fluorescent lamps, light ballasts and batteries and has a robust recycling program at its properties. HACA continues progress in our "go paperless" by incorporating Laserfiche for the creation and retrieval of documents. Since its inception, 4.5 million pages have been electronically filed, reducing the need for onsite storage of paper files. When completed, this initiative will eliminate the need to store thousands of files and provide quick and convenient access to the customers we serve.</p> <p><b>We are committed to Equal Opportunity for Housing:</b> We will create an effective administration process to resolve complaints of poor customer service, discrimination and improve public relations.</p> <ul style="list-style-type: none"> <li>• <b>Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, age, familial status, and disability. In addition, HUD regulations provide for additional protections regarding sexual orientation, gender identity, and marital status.</b></li> <li>• <b>Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, age, familial status, disability, sexual orientation, gender identity and or marital status;</b></li> <li>• <b>Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required;</b></li> <li>• <b>Comply with the Violence Against Women Act (Victims of Domestic Violence) and any other federal, state or local law that provides greater protection for victims of domestic violence, dating violence sexual assault or stalking.</b></li> <li>• <b>Continue its efforts to support and assist children and adult victims of domestic violence, dating violence, sexual assault, and stalking and will continue to establish collaborative programs with domestic violence service providers.</b></li> <li>• <b>Provide Fair Housing training to HACA employees and community housing partners</b></li> <li>• <b>Provide HACA clients with an opportunity to provide input and to evaluate HACA customer service.</b></li> </ul>
-------------------	---

**B.3**

HACA has updated the Housing Choice Voucher (Section 8) Administrative Plan for changes to HACA's Criminal Record Policy & Process as it relates to Housing Choice Voucher applicants. These policies were adopted by the HACA Board of Commissioners at the October 17, 2018 Board Meeting.

HACA is committed to full compliance with federal, state and local fair housing laws and ordinances. Over the past year, HACA staff and the staff of our subsidiaries have attended programs and workshops to deepen understanding with fair housing rules and procedures, as well as the rules and guidance related to Section 3 opportunities for public housing residents and rental assistance clients.

With the suspension of the Assessment of Fair Housing process, HACA continues with 9 regional partners to produce the Central Texas Fair Housing Assessment, proceeding with a Regional Analysis of Impediments format while including many aspects of the AFH process. The overall goal of this approach is to help communities improve housing and economic conditions for all residents, in a way that best fits the community. Updates are available to interested parties at the website [www.centraltexasfairhousing.org](http://www.centraltexasfairhousing.org). Finalization and submittal of the draft report to HUD is expected to take place in February 2019.

<b>B.4.</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.2</b>	<p><b>Civil Rights Certification.</b></p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>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>
<b>C.4</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <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>
<b>D</b>	<b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
<b>D.1</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><b>See HUD Form 50075.2 attached; approved by HUD on 12/07/2018.</b></p>
<b>E.1</b>	<b>RAD Choice Mobility</b>



**Attachment C.1**  
**Certification Listing Policies and**  
**Programs that PHA has Revised since last Submission of its Annual Plan**

# Housing Authority of the City of Austin

*Established in 1937*

## DRAFT 2019 PHA Annual Plan Executive Summary

Per PIH Notice 2015-18, the template for the 2019 PHA Plan has changed to a streamlined version, as HACA is a high-performing agency. Many of the following updates and revisions to the 2018 PHA Plan are due to changes in criminal history criteria for applicants to HACA programs.

### Revisions and Additions to the DRAFT 2019 Annual Plan version

Page	Section	Changes
Pages 3-7	<b>Statement of Housing Needs and Strategy for Addressing Housing Needs</b>	<b>Change:</b> Updates to the Waiting Lists for both Public Housing/RAD properties and the Housing Choice Voucher programs
Pages 7-13	<b>Policies that Govern Eligibility, Selection and Admissions: Selection Method</b>	<b>Change:</b> Changes to the criminal screening portion of the eligibility criteria.  <b>Rationale:</b> Proposed changes to the current criminal screening criteria to reduce barriers to individuals and families experiencing homelessness so they can have a better opportunity to move from the streets into stable housing. HACA recently applied for Mainstream vouchers to serve non-elderly disabled homeless households. The current criminal screening criteria could result in a 37% denial of vulnerable individuals referred to receive Mainstream Housing Choice Vouchers. The proposed revisions would reduce the denials from approximately 37% to 18%. Lifetime look back periods remain intact for capital murder, kidnapping, rape or crimes of a sexual nature, indecency with a child, first degree felony injury to a child, crimes involving terrorism, arson and crimes involving explosives.
Pages 14-26	<b>Applications, Waiting List and Tenant Selection</b>	<b>Addition:</b> Added Mainstream Vouchers in the targeted funding section in anticipation of receiving Mainstream Vouchers for non-elderly persons with disabilities who are homeless or who are transitioning out of institutions or other segregated settings
		<b>Addition:</b> Required by the Mainstream NOFA application added preference for non-elderly persons with disabilities who are homeless and transitioning out of institutions or other segregated settings
		<b>Addition:</b> Added Project Based Rental Assistance (PBRA) to (H) Public Housing Special Accommodation Preference section
		<b>Addition:</b> Added policy to allow HACA to accept referrals from other agencies in addition to ARCIL (Area Resource Center for Independent Living) for the Non-Elderly Disabled Program and added verification and eligibility requirements.
		<b>Addition:</b> Added waiting list and referral policy for new

		Mainstream Vouchers in the event that HACA receives an award of these new vouchers.
		<b>Addition:</b> Added language regarding need for independent students to provide prior year income tax returns to verify the student is independent. Also, added that vulnerable youth doesn't need to provide written certification from a parent identifying the amount of support they will provide.
Pages 27-33	<b>New Activities</b>	<b>Updates on Scattered Sites Disposition Activities and Rental Assistance Demonstration Programs.</b>
Pages 33-35	<b>Project –Based Vouchers</b>	<b>Change:</b> Considering the future need to project-base vouchers for RAD conversions and redevelopment activities changed from the option to operate a project-based voucher program that utilizes up to 200 tenant base vouchers to 400 units.  <b>Change:</b> To allow flexibility to project-base vouchers at Chalmers South added the following language. <b>“HACA may elect to project-base vouchers not to exceed 43 units at Chalmers South or no more than half of the total units at Chalmers South.”</b>  Other changes throughout the chapter as a result of Notice PIH 2017-21 and FR Notice 1/18/17
Pages 36-43	<b>5-Year Plan Goals and Objectives</b>	Updates to 5-Year Goals and new subset goals

**PHA Certifications of Compliance with the PHA Plan  
and Related Regulations including Required Civil Rights Certifications**

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

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

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 04/01/2019, 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 has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (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.
4. 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.
5. 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.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing 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 by maintaining records reflecting these analyses and actions.
7. For PHA Plans 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 2010-25);
  - 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 a 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 a 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).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. 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.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. 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).
18. 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.
19. 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.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Austin  
PHA Name

TX001  
PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2019

☐ 5-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_

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

Carl S. Richie, Jr.

Title

Chairman

Signature

*Carl S. Richie*

Date 12/20/2018



---

---

**RESOLUTION NO. 02582**

**Approval to Submit the 2019 Public Housing Authority Annual Plan to the U.S. Department of  
Housing and Urban Development**

**WHEREAS**, to be in compliance with the Quality Housing Work Responsibility Act of 1998, the Housing Authority of the City of Austin (HACA) has updated the Five-Year Plan and completed the 2019 Public Housing Authority (PHA) Annual Plan;

**WHEREAS**, to meet the requirements for public notification, HACA posted the notices with both the County and the City, advertised the announcement of the draft plan through the local media, sent notices of the draft plans to various community service providers, and conducted three public hearings;


**WHEREAS**, to meet the requirements for the public comment period, HACA made available copies of the draft plan at its Administration Building, all public housing management offices and on the agency's internet site for a forty-five day public comment period ending December 3, 2018;

**WHEREAS**, HACA thoroughly reviewed and took all comments under careful consideration; at this time HACA will proceed with its proposed revisions as posted. These revisions reflect substantive changes that will greatly reduce barriers to housing for homeless individuals and families while striking a sensitive balance with community safety; and


**WHEREAS**, HACA has completed the requirements to submit the FY 2019-2020 Agency Plan to the U.S. Department of Housing and Urban Development for final approval and adoption;

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the Housing Authority of the City of Austin Board of Commissioners approves and adopts the agency's FY 2019/2020 PHA Agency Plan and the update to the Five-Year Plan effective December 20, 2018.

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of December, 2018.



Michael G. Gerber, Secretary



Carl S. Richie, Jr., Chairperson

**Attachment C.2  
Civil Rights Certification  
And  
Fair Housing**



**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.

Housing Authority of the City of Austin  
PHA Name

TX001  
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

Carl S. Richie, Jr.

Signature



Title

Chairman

Date 12/20/2018

# **THE HOUSING AUTHORITY OF THE CITY OF AUSTIN FAIR HOUSING PLAN**



## **REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING**



**Housing Authority of the City of Austin  
1124 S. IH 35  
Austin, TX 78704  
512-477-4488**

## REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING

### **Background**

The Housing Authority of the City of Austin is aware that Federal and State fair housing laws make it illegal to discriminate in the rent or sale of housing based on race, color, national origin, religion, familial status, disability and sex. HACA is committed to full compliance with federal, state and local fair housing laws and ordinances. HACA understands and is committed to its obligation to affirmatively further fair housing in our community.

With the issuance of HUD's new Affirmatively Furthering Fair Housing Rule, HACA has formed a committee that is working with the City of Austin and Travis County in their development of HUD's new Assessment of Fair Housing (AFH) to be completed by October 2019. Through this joint effort, HACA seeks to ensure fair housing compliance, equal access and equal opportunity throughout our community. Through future efforts to implement the results of the AFH, HACA commits to the goal of ensuring a policy framework that creates meaningful choice and opportunity for "all types of housing for all types of people in all parts of Austin."

To comply with fair housing laws and to promote fair housing rights in all of its housing programs, the Housing Authority of the City of Austin and its subsidiaries, Southwest Housing Compliance Corporation and Austin Affordable Housing Corporation, abide by all Federal, state and local non-discrimination laws, as well as the regulations governing Fair Housing and Equal Opportunity in housing and employment.

The Housing Authority of the City of Austin (HACA) fully complies with the Fair Housing Act of 1968 and is obliged and dedicated to affirmatively furthering fair housing. Through implementation of its Housing Choice Voucher (Section 8) Administrative Plan, Public Housing Authority (PHA) Annual Plan, Public Housing Continued Occupancy Policy, Admissions Policy, Family Self-Sufficiency Plan, and Southwest Housing Compliance and Austin Affordable Housing Corporation Policies, HACA is committed to:

- Overcoming the effects of impediments to fair housing choice that were identified in the City of Austin's Fair Housing Analysis (2000 and 2009);
- Remedying discrimination in housing; and
- Promoting fair housing rights and fair housing choice.

What follows is information on the actions that the Housing Authority of the City of Austin takes to affirmatively further fair housing.

---

### **OVERCOMING THE EFFECTS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

Fair housing is based on the belief that everyone, regardless of race, color, national origin, religion, familial status, disability and sex should have the opportunity to choose where they want to live unfettered by discrimination. To make this goal a reality, Congress enacted fair housing legislation. The primary federal Fair Housing laws and mandates to which the Housing Authority of the City of Austin complies are: Fair Housing Act of 1968; Fair Housing Amendments Act of 1988; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; Executive Order 11063; and the Violence Against Women Reauthorization Act of 2005.

**In July 2009, the City of Austin's Neighborhood Housing and Community Development Department published its *Fair Housing Analysis*.** This report outlined impediments to fair housing experienced by constituents living in the City of Austin and Travis County, and was a follow-up to the City of Austin's *Analysis of Impediments to Fair Housing Choice* published in 2000. Each year, the City of Austin's Annual Action Plan sets forth the City's recommended strategies to address impediments to Fair Housing, and the Consolidated Annual Performance and Evaluation Report (CAPER) evaluates the implementation of those targeted actions and strategies.

**The Housing Authority of the City of Austin works in close collaboration with the City of Austin's Neighborhood Housing and Community Development Department (COA NHCD) to ensure that ongoing efforts are undertaken to remove impediments to fair housing and fair housing choice.** As separate housing entities, with similar overarching goals, HACA and COA NHCD continually support one another in the implementation of fair housing initiatives. The following table outlines the City of Austin's identified impediments to fair housing, recommended actions to remove those impediments, COA NHCD's efforts to address impediments and HACA's parallel efforts to address impediments.

Through performance audits by the Quality Control Department, HACA continually examines its programs to ensure compliance with Federal and State fair housing requirements, local ordinances and internal fair housing policies and procedures. The agency also assesses the steps that need to be taken to assure fair housing rights and fair housing choice in new and proposed programs.

# City of Austin Fair Housing Analysis & Action Plan (2009) [Update / expansion to 2000 Report]

<u>Impediment</u>	<u>Recommended Actions</u>	<u>City of Austin NHCD Actions</u>	<u>Housing Authority of the City of Austin (HACA) Actions</u>
<b>1. Lack of accessible housing to meet the need of the disabled community in Austin. (2000)</b>	A. City should provide education on accessibility and how to comply with the Fair Housing Act and the American Disability Act (ADA) standards.	The City of Austin Equal Employment Fair Housing Office (EEFHO) works on enforcement, and education, and inspections of properties. The City has provided financial resources to the Austin Tenant's Council to provide Renter's Rights and Fair Housing Counseling, and to provide the S.M.A.R.T. Housing program through NHCD. The City funds a third-party contractor to perform accessibility review and inspection for City-funded multi-family developments. City staff inspects for compliance with Visitability Ordinance standards for city-assisted single-family homes, duplexes and triplexes adopted in October 1998/ revised January 2004 and June 2005. The City's EEFHO & Human Rights Commission also work to inform the public of their rights. In addition, City Staff works on capacity building with: Mayor's Committee for People with Disabilities, Austin Tenant's Council, Human Rights Commission, Mayor's Mental Health Task Force, the CHDO Roundtable and the Homeless Task Force.	HACA works with ADAPT Texas, Austin Resource Center for Independent Living (ARCIL), Texas Department of Aging and Disability Services, Texas Commission for the Blind, Family Eldercare, Austin Resource Center for the Homeless (ARCH), AIDS Services of Austin, Austin Travis County Integral Care, Safe Place, LifeWorks, Texas School for the Deaf and other agencies to plan for and provide accessible services to disabled Austinites. HACA shares information regarding its accessible housing opportunities w/ local agencies & agencies educate HACA staff on circumstances affecting the families they serve. HACA also administers a number of HUD-funded programs designed to meet needs of individuals suffering from varying disabilities -- Shelter Plus Care (35 vouchers for homeless individuals w/ mental illness, 20 vouchers for individuals with AIDS/Substance Abuse); Mainstream Program (59 vouchers for individuals with various disabilities); and local housing preferences for elderly & disabled individuals. Through the HUD Capital Fund, HACA also continually strives to increase its inventory of accessible units (504), to modernize and upgrade accessible units (recently 147), & to increase "visitability" of PH properties.
	B. City should adopt the 2003 International Building Code or an equivalent, in order to enforce the accessibility standards on developers and builders.	The City Council adopted the 2003 International Building code on December 15, 2005. All building permit applications filed after December 31, 2005 are subject to the accessibility provisions of the 2003 International Building Code (IBC) Accessibility Standards.	HACA is currently not in the business of developing and building new housing -- developments or single-family homes. Nonetheless, any new properties that HACA plans to acquire through its non-profit subsidiary Austin Affordable Housing Corporation (AAHC), that have been built after December 31, 2005 will meet 2003 IBC accessibility standards. Housing Choice Voucher/Section 8 units that are leased throughout the community, which were built after December 31, 2005 meet the accessibility provisions of the 2003 IBC Accessibility Standards.
	C. City should offer incentives to get private developers to plan their construction process in anticipation of future conversions for accessibility.	The S.M.A.R.T. Housing Initiative adopted in April 2000 and revised in June 2005 creates incentives with requirements for accessibility and visitability standards that reduce future costs for retrofitting existing housing for people with disabilities. The policy stipulates that all single-family units certified meet visitability standards reflected in the City's ordinance. All multi-family developments must comply with federal, state and local accessibility standards and at least 10% of multifamily housing units must be accessible. Developments that meet these prerequisites are given expedited review under the City's development process and reductions/exemptions for certain development and construction fees. The S.M.A.R.T Housing Policy is now incorporated as part of Austin's Land Development Code as a result of recommendations from the City Council --appointed Affordable Housing Incentives Task Force. In Fiscal Year 2008-2009, 688 new	N/A: HACA is currently not in the business of developing and building new housing developments, thus providing incentives to private developers is not applicable to HACA's operations. Nonetheless, the City of Austin's Neighborhood Housing and Community Development Department does offer accessibility and "visitability" incentives to housing developers, who may ultimately house participants in HACA's Housing Choice Voucher Program in accessible units that they have developed.

**City of Austin Fair Housing Analysis & Action Plan (2009)** [Update / expansion to 2000 Report]

<u>Impediment</u>	<u>Recommended Actions</u>	<u>City of Austin NHCD Actions</u>	<u>Housing Authority of the City of Austin (HACA) Actions</u>
		single-family and 653 multi-family units were completed that met S.M.A.R.T. standards.	
<b>2. Lack of Affordable Housing in Austin</b> (2000, 2009)	A. City should continue the production of affordable housing units in existing low-income neighborhoods through the Austin Housing Finance Corporation and the Neighborhood Housing and Community Development Office.	Consolidated Plan 2009-2014, states that a significant component of Austin's housing strategy for the next five years will be implementing housing affordability components of neighborhood plans/master plans adopted by the City Council. NHCD will work to respond to the housing affordability components of adopted neighborhood plans and City task force reports on gentrification mitigation in the next five years by providing S.M.A.R.T. Housing™ incentives and other housing program resources for new single-family and multi-family developments. NHCD will offer other housing services in order to implement the goals of plans and reports. Efforts in areas without neighborhood plans or master plans may also be in priority neighborhoods. Priority neighborhoods are defined by the amount of eligible census tracts in each neighborhood area. HUD defines an eligible census tract as having the following components: 50 percent of its households with incomes below 80 percent of the Area Median Gross Income or having a poverty rate of 25 percent. Because Inclusionary Zoning, allowing jurisdictions to require housing developments of a certain size to include a portion of affordable housing, is illegal in Texas, Austin has to rely on its S.M.A.R.T incentives and neighborhood plans to continue affordable production.	Through its non-profit subsidiary, Austin Affordable Housing Corporation, HACA is involved in acquiring and preserving affordable housing units. AAHC owns or operates a non-subsidized affordable housing stock of 785 units composed of 743 multi-family property units and 42 single-family homes. Purchased in 2004, Sterling Village has 207 units, of which 71 are restricted to residents who fall into HUD's low and very low-income classifications. Bent Tree Apartments, also purchased in 2004 has 126 units, and while there are no income restrictions or designations on any of the units at Bent Tree, each of the units is rented at a price below market rate. Sweetwater Apartments, purchased in 2008, has 152 units, with 52 units designated for low and very low-income individuals or families. And Park at Summers Grove, purchased in 2008 has 240 units, of which 220 are designated for residents below 60% AMFI and 20 are designated for below 50% AMFI. In August 2008, AAHC purchased 18 of 23 accessible and affordable units of housing for the elderly at Leisure Time Village and intends to purchase the additional five as they become available. With additional land at Leisure Time, AAHC will also develop 10 affordable units in partnership with ADAPT of Texas to serve individuals with disabilities. Finally, AAHC's 16 additional single-family homes do not have rental restrictions, but are rented at rates below market value for the area.
	B. City should work towards increasing affordable housing in census tracts that currently do not provide affordable housing for low-income citizens.	NHCD has a number of strategies to create and retain affordable housing opportunities in Austin. Many projects are centered on low-income areas, but with the S.M.A.R.T. Housing™ program there have been projects in areas not typically low-to-moderate income, offering reasonably priced housing available to low- and moderate-income households. To be eligible to utilize a federally funded housing program, the household must be at or below 80 percent Median Family Income, regardless of the MFI for the census tract. NHCD currently gives funding preference through a scoring matrix to projects that assist in the distribution of affordable housing stock throughout the community, to focus on areas where there is a shortage of affordable housing.	Through its non-profit subsidiary, Austin Affordable Housing Corporation, HACA seeks to acquire affordable housing properties in census tracts that provide limited affordable housing for low-income citizens. AAHC's Vice President of Housing Development continually explores opportunities for purchase in areas where additional affordable housing is needed, to ensure that affordable housing is geographically dispersed and poverty in Austin is deconcentrated. HACA has developed a Community Land Trust that holds affordable housing units (for ownership and rental) in perpetuity. Though separate entities, HACA's Community Land Trust complements the City of Austin's Community Land Trust. Finally, HACA's Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of

**City of Austin Fair Housing Analysis & Action Plan (2009)** [Update / expansion to 2000 Report]

<u>Impediment</u>	<u>Recommended Actions</u>	<u>City of Austin NHCD Actions</u>	<u>Housing Authority of the City of Austin (HACA) Actions</u>
			properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program (Section 8).
	C. City should work with local employers to design and implement Employer-Assisted Housing Programs.	At the current time, there are no proposed projects to provide employer-assisted housing; however, the City is exploring the employer partnership as part of the community dialogue on Community Land Trusts.	At the current time, HACA is not involved in providing employer-assisted housing; Similar to the City of Austin's NHCD Department, HACA may explore employer partnerships as part of its development of its Community Land Trust. HACA / AAHC staff have attended presentations on employer-assisted housing programs, to learn more about these unique partnerships.
	D. City should create additional housing development incentives beyond the S.M.A.R.T Housing Initiative	1) As part of Austin's Downtown Master Planning Process, the City of Austin is considering a density bonus ordinance with an affordable housing requirement that will include a fee-in-lieu. These programs can allow for the payment of a fee-in-lieu of the requirement to develop affordable housing on site. Recommendations should be completed in FY 2009-2010. 2) In 2005, the City adopted a Transit-Oriented Development Ordinance (TOD), setting affordable housing goals for new or redevelopment surrounding commuter rail stations. In 2009 the Council adopted three station area plans that specify the goals set forth in the ordinance. The goal is for 25% of new units in these areas to house households at 80% or below MFI for homeownership and 60% or below MFI for rental. 3) The City developed a master plan to redevelop the low density auto-oriented North Burnet/Gateway area into a higher density, mixed-use neighborhood which is more pedestrian and transit friendly – the density bonus/fee-in-lieu is applicable. 4) The City, in 2007, adopted changes to the commercial design standards regarding Vertical Mixed Use. For developments that request certain exemptions, they must provide 10% of units as affordable housing for 40 yrs.	N/A: HACA is currently not in the business of developing and building new housing developments, thus providing incentives to private developers is not applicable to HACA's operations. Nonetheless, HACA commends the City of Austin's Neighborhood Housing and Community Development Department for establishing and continually exploring new development initiatives to increase affordable housing across the City of Austin.
	E. The City should explore additional partnerships with private entities to develop affordable housing.	The City of Austin is exploring additional public/private partnerships. Partnerships with private developers can offer multiple public benefits, such as mixed-use, mixed-income, and increased density, and can allow low-income households to locate near schools, amenities, employment opportunities, and public transportation. One key partnership has been the Robert Mueller Municipal Airport Redevelopment (RMMA). Envisioned in 1996, the redevelopment goals outlined aggressive affordable housing requirements – with 25% of units, or approximately 1,200 homes affordable for residents below Austin's MFI. Catellus, the master developer, reports semiannually on progress toward the affordable housing goals. The City continues to negotiate the inclusion of affordable housing into developer agreements with market-rate developers. Two recent projects – Residences at the Domain and Robertson Hill have provided 10% of affordable housing units to those at 65% and 80% of MFI or below, and remaining affordable through 2028 and 2020, respectively. Finally, the City continues to explore how to encourage affordable housing in other city redevelopment efforts.	Through its non-profit subsidiary, Austin Affordable Housing Corporation, HACA is involved in acquiring affordable housing units. While AAHC has acquired property in existing low-income neighborhoods, AAHC's Vice President of Housing Development also continually explores opportunities for purchase in areas where additional affordable housing is needed, to ensure that affordable housing is geographically dispersed and poverty in Austin is deconcentrated. While AAHC is not working with private entities in the development of affordable housing, it general works with private owners in the purchase of affordable units. Many of the properties AAHC purchases through private owners have existing Land Use Restriction Agreements (LURA), meaning there must be an agreed upon number of low-income units for a certain period of time.

**City of Austin Fair Housing Analysis & Action Plan (2009)** [Update / expansion to 2000 Report]

<u>Impediment</u>	<u>Recommended Actions</u>	<u>City of Austin NHCD Actions</u>	<u>Housing Authority of the City of Austin (HACA) Actions</u>
	F. The City should expand alternate revenue sources to increase rental and homeownership opportunities for low and moderate income households	1) In November 2006, the citizens of Austin approved the use of General Obligations Bonds to increase rental and homeownership opportunities for low to moderate income households. \$33 million dedicated to rental units, \$22 million dedicated to homeownership units and \$2 million dedicated to home repair for low-income families. 2) The City considers Tax Increment Financing to be an important tool to create new revenue for affordable housing and is currently exploring opportunities to use TIFs to increase affordable housing funding. The Homestead Preservation District in Central East Austin was authorized by State legislation to create and retain affordable housing through a land bank, community land trust and reinvestment zone, and will use Tax Increment Financing to preserve and create affordable housing. 3) Housing Trust Fund: Since 2000, the Austin City Council has directed \$8.8 million in local funds to the Housing Trust Fund. The council also dedicates 40% of all City property tax revenues from developments built on City-owned lands to affordable housing. This policy is anticipated to generate revenue in perpetuity to the Housing Trust Fund. Finally, the City uses revolving loans for several loan programs that provides a revolving funding source. When a loan is repaid by the recipient, the funds are recycled back into the program creating a fiscally responsible model for asset creating.	In 2004, Austin Affordable Housing Corporation (AAHC), one of HACA's non-profit subsidiaries, began a Down Payment Assistance (DPA) program to assist public housing and Section 8 residents who had achieved self-sufficiency transition into homeownership. Non-federal and deregulated DPA funds were provided through HACA's other non-profit subsidiary, Southwest Housing Compliance Corporation. In 2008, AAHC received a \$250,000 grant from the Texas Department of Housing and Community Affairs (TDHCA) to augment its DPA program. As of June 1, 2010, 52 HACA residents have gone into homeownership. When TDHCA funds are expended, HACA will continue to fund a DPA program for its residents, and seek additional funding to maintain homeownership opportunities for its residents.
<b>3. Discrimination of minorities in housing rental and sales market.</b> (2000, 2009)	A. City should work with other agencies to increase the fair housing knowledge of the public and raise the visibility and resolution process of fair housing.	NHCD's Fair Housing survey found that the majority of respondents who felt they had faced housing discrimination in the past did not report it, as just 10 percent of residents filed complaints. If residents felt they had experienced discrimination, they would first look for resources on the Internet; low-income respondents would prefer to have contact with a lawyer/legal aid or find information through local government sources. NHCD is making efforts to ensure that all fair housing resources are more widely available in Austin so that residents who feel they have experienced discrimination can more readily take actions to address fair housing violations if they have occurred. The Mayor's Committee for People with Disabilities was formed to increase coordination between the following departments: Transportation, Planning and Sustainability, HHSD, NHCD, Parks and Recreation, Aviation, Office of the Police Monitor, Austin Police and Fire, City Auditor. NHCD works with the Mayor's Committee for People with Disabilities, the City's Office of Equal Employment and Fair Housing, the Human Rights Commission and the Austin Tenants Council to increase fair housing knowledge. The Austin Tenants Council has a very visible presence in Austin, receiving 365 fair housing complaints in 2008 and educating 3x that number of individuals on fair housing rights. Austin's Fair Housing office received 100 complaints in 2008, of which 30 were conciliated. The City's Equal Employment and Fair Housing office is working to make its website more user-friendly to those filing complaints, and provide greater written and online information regarding fair housing and fair housing complaints.	HACA works with the Austin Human Rights Commission, Austin Tenant's Council, ADAPT Texas, Advocacy, Inc., Legal Aid of Central Texas, as well as the aforementioned disability-services agencies to provide education on discrimination and ensure that discrimination does not occur in the provision of its programs. HACA provides information to program applicants and recipients on equal housing opportunity and makes discrimination hotline numbers accessible, should individuals feel they were treated unfairly. HACA also works with NHCD to increase fair housing knowledge through trainings and events for both staff and the public. Additional information provided in addendum narrative.
<b>4. Erroneous beliefs by property managers concerning family</b>	A. City should work with other agencies to increase the knowledge that family occupancy standards do not	The City's Equal Employment and Fair Housing Office and the Austin Tenants Council work to inform the public of fair housing rights, and work directly with renters and homeowners who believe their fair housing rights have been violated. These two entities work together to provide training on Occupancy Standards, as occupancy standards may be a violation of fair housing laws if they unfairly limit the housing options because of familial status. Any policy that directly or indirectly	AAHC's Property Development Specialist is well versed in general occupancy standards and serves as a resource for managers at AAHC-owned affordable housing properties who have occupancy standard related questions. All of HACA's Public Housing Property Managers and Section 8 Housing Eligibility Specialists are also versed in occupancy standard



**City of Austin Fair Housing Analysis & Action Plan (2009)** [Update / expansion to 2000 Report]

<u>Impediment</u>	<u>Recommended Actions</u>	<u>City of Austin NHCD Actions</u>	<u>Housing Authority of the City of Austin (HACA) Actions</u>
<b>occupancy standards.</b> (2000)	exist.	excludes families could be a violation of the fair housing laws, if the occupancy standards unreasonably limit the ability of families with children to obtain housing in a specific apartment community. Before 2001, the Texas Human Rights Commission had a "Maximum-Persons-Per-Bedroom" Occupancy Policy For Families". On May 23, 2001, HUD's Keating Memorandum superseded the previous policy. The Keating Memorandum provides guidelines but not a definitive test for, essentially removing a hard and fast family occupancy standard. The City of Austin NHCD, EEFO Office and Austin Tenant's Council educate property owners of the current standards and how they should be considered and followed.	guidelines, and both ensure compliance with these guidelines and answer resident questions regarding occupancy standards.
<b>5. Imbalance of neighborhood-based development.</b> (2009)	A. City should conduct targeted education and programming in minority neighborhoods.	Neighborhood groups are very involved and influential in Austin's residential and commercial land use and development process. The city's neighborhood-based planning process has done very little to facilitate the development of affordable housing on a citywide basis, as not all neighborhood plans have affordable housing as one of their goals. It is not uncommon for neighborhood groups and residents to resist the development of affordable housing, dense housing and/or alternative types of housing developed in proximity to their residences (NIMBYism – Not In My Backyard). With the implementation of a citywide comprehensive plan in May 2009, NHCD began to capitalize on planning initiatives and develop tools to further educate neighborhoods of the importance of affordable housing. These initiatives will help address barriers in developing affordable and accessible housing in certain neighborhoods. The city will work with neighborhood group leaders to provide them the tools to educate peers and enforce fair housing issues within their communities.	Although HACA is currently not in the business of developing housing, the agency supports the geographic dispersion of affordable housing and the deconcentration of poverty. As previously noted, HACA aims to achieve these goals through the solicitation of Section 8 landlords in neighborhoods all across Austin, and the purchase of properties in areas where additional affordable housing is needed. HACA supports a comprehensive city planning and the development for affordable housing in neighborhoods that have not housed low or moderate individuals in the past. HACA staff has attended City public hearings to provide input on affordable housing development and affordable housing initiatives.
<b>6. Geographic concentration of loan denials</b> (2009)	A. City should conduct targeted education and programming in minority neighborhoods.	Home Mortgage Disclosure Act (HMDA) data suggests that residents in east Austin receive a higher proportion of loan denials than in other portions of the city. These neighborhoods also have traditionally contained higher proportions of African American and Hispanic Residents. Data showed that African Americans and Hispanics received more loan denials than Caucasian residents in Austin, but that denials were not as high for these groups when they applied for loans through banks based in Austin. The reasons for loan denials were more diverse for Austin residents as a whole, as compared to reasons for denials given by Austin-based banks. Based on these findings, the City of Austin/NHCD are working on three initiatives to be launched: 1) Promote a model loan application program, which will outline how applicants should be informed about existing loan resources and products so they do not apply for the wrong products, and will provide information to assist with the loan application process. 2) Conduct targeted "road shows" to educate citizens, landlords, housing providers and real estate professionals about the specifics of fair housing discrimination that are most prevalent by area. 3) Work with local banks, because they have a good history of providing loans to applicants of all races and ethnicities, to ensure interest in local residents and ensure correct products are being marketed.	As part of Austin Affordable Housing Corporation's programming, the agency's Homeownership Coordinator provides case management to Public Housing and Housing Choice Voucher residents interested in transitioning to homeownership. As part of this case mgmt. the Homeownership Coordinator discusses the loan process and loan products in depth. HACA provides CreditSmart classes to residents monthly, through collaboration with Austin Habitat for Humanity – with AAHC's Homeownership Coordinator and Habitat staff working together to provide both financial management and homebuyer education training. The homebuyer education component of the training provides a significant amount of information on the lending process. AAHC also provides \$10,000 in down payment assistance to qualified public housing and housing choice voucher residents in order to improve the tenants' chances of qualifying for prime lending products. This \$10,000 loan will be forgiven in five years unless the participant sells, transfers, refinances or converts the home to a rental property within the five year time period and the participant is not in default.

**City of Austin Fair Housing Analysis & Action Plan (2009)** [Update / expansion to 2000 Report]

<u>Impediment</u>	<u>Recommended Actions</u>	<u>City of Austin NHCD Actions</u>	<u>Housing Authority of the City of Austin (HACA) Actions</u>
<b>7. Predatory lending practices.</b> (2000, 2009)	A. City should provide education on the hazards of this type of lending.	Austin Housing Finance Corporation, a subsidiary of the City of Austin's Neighborhood Housing and Community Development Department, developed in 2006 a housing counseling program called Housing Smarts. The program provides comprehensive community seminars on homebuyer counseling and foreclosure prevention in addition to a Train-the-Trainer program. A series of free sessions for Austin residents focus on financial literacy and understanding your credit, assessing your readiness to buy, predatory lending, selecting and maintaining a home, and foreclosure prevention.	As part of Austin Affordable Housing Corporation's programming, the agency's Homeownership Coordinator provides case management to Public Housing and Housing Choice Voucher residents interested in transitioning to homeownership. As part of this case mgmt. the Homeownership Coordinator discusses predatory lending practices, and provides tips to avoid predatory lending and subprime mortgage offers. CreditSmart Classes for residents focus on financial literacy, credit repair, homebuyer education and lending. AAHC refers residents to Consumer Credit Counseling Services as needed, and in 2009 contracted with Austin Habitat for Humanity to provide post-purchase counseling and foreclosure prevention training to HACA residents who have transitioned to homeownership. AAHC absolutely does <u>not</u> work with sub-prime lenders.
<b>8. Disparity in lending practices.</b> (2000)	A. City should work with lenders to expand homeownership and credit counseling classes to the public.	The NHCD Housing Information and Referral Program inform callers of local HUD-approved credit counselors and housing counseling agencies. In addition, NHCD train staff as certified homebuyer counselors. Austin Housing Finance Corporation's housing counseling program, Housing Smarts, works with Mortgage Credit Certificate (MCC) lenders who not only originate loans but who may also have their own housing counseling programs. NHCD also works with MCC lenders at events like homebuyer fairs to educate the public concerning available mortgage products. Although, data from 2009 suggests that Austin banks are approving loan applications and equally serving Austin residents of different races and ethnicities, non-local mortgage lenders are favoring Caucasian applicants versus African American and Hispanic applicants. NHCD and AHFC recognize the need to continue to educate potential homebuyers of these practices and connect applicants with the appropriate products and resources.	AAHC's Homeownership Coordinator has formed ongoing partnerships with local lenders interested in catering to the needs of low-income and minority families focusing on the ultimate goal of homeownership. The lenders that AAHC partners with have the tools and programs to meet the needs of individuals and families who have been living in subsidized housing, and they provide individualized credit repair and homeownership information to complement the case management that residents are receiving. AAHC absolutely does <u>not</u> work with sub-prime lenders.
<b>9. Insufficient financial literacy education.</b> (2000)	A. City should work with agencies to provide financial literacy education to the public.	Austin Housing Finance Corporation, a subsidiary of the City of Austin's Neighborhood Housing and Community Development Department, developed in 2006 a housing counseling program called Housing Smarts. The program provides comprehensive community seminars on homebuyer counseling and foreclosure prevention in addition to a Train-the-Trainer program. A series of free sessions for Austin residents focus on financial literacy and understanding your credit, assessing your readiness to buy, predatory lending, selecting and maintaining a home, and foreclosure prevention. AHFC outreaches to community and faith-based organizations seeking financial literacy and homebuyer education training as well.	HACA provides CreditSmart classes to residents monthly, through collaboration with Austin Habitat for Humanity – with AAHC's Homeownership Coordinator and Habitat staff working together to provide both financial management and homebuyer education training. AAHC refers residents to Consumer Credit Counseling Services as needed. Additionally, AAHC partners with the Financial Literacy Coalition of Central Texas to provide targeted training at public housing properties. AAHC has recently contracted with Austin Habitat for Humanity to provide post-purchase counseling and foreclosure prevention training to HACA residents who have transitioned to homeownership.

**City of Austin Fair Housing Analysis & Action Plan (2009)** [Update / expansion to 2000 Report]

<u>Impediment</u>	<u>Recommended Actions</u>	<u>City of Austin NHCD Actions</u>	<u>Housing Authority of the City of Austin (HACA) Actions</u>
<b>10. Insufficient income to afford housing.</b> (2000)	A. City should continue to work to expand job opportunities.	The City offers a range of services for small businesses in the Austin community from technical assistance to loan services to enhance small businesses success and encourage the creation of jobs for low- to moderate-income households. The Neighborhood Commercial Management Program (NCMP) provides financial assistance in the form of business loans to existing businesses looking to expand their operations. The Community Development Bank (CDB) provides flexible capital loans and technical assistance to small and minority businesses that are expanding or relocating to low-income areas. The Micro-enterprise Technical Assistance Program offers training and technical assistance to qualified micro-enterprises in the City of Austin. The Community Preservation and Revitalization Program (CP&R) Business Loan Program provides financial assistance in the form of small business loans to financially and geographically qualified small businesses in East Austin. The <u>Small Business Development Program</u> fosters job creation and supports the growth of new and existing businesses by providing capacity building information, tools and resources. The <u>Small and Minority Business Resources Department (SMBR)</u> assists small, minority-owned and women-owned business enterprises pursue contracting opportunities with the City.	HACA manages both a Public Housing and a Housing Choice Voucher Family Self-Sufficiency Program (FSS). While the general resident population may receive job training services, nearly 300 FSS participants receive targeted case management, job training and job readiness services to prepare them for entering or re-entering the workforce. HACA focuses on getting FSS participants the preparation they need to obtain jobs that will eventually earn them a family-sustaining wage. HACA partners with many workforce development service providers to provide these services. FSS participants also maintain escrow accounts that are dispersed after completion of the FSS program (5 yrs.), and which can be utilized for further education or homeownership. HACA, in partnership with the City and Greater Austin Hispanic Chamber of Commerce also began a small business incubator in 2008 that has graduated 30+ participants as of January 1, 2010.

## II. REMEDYING DISCRIMINATION IN HOUSING

It is the policy of the Housing Authority of the City of Austin to comply fully with all Federal, State, and local laws and regulations governing Fair Housing and Equal Opportunity. HACA does not and shall not discriminate based on race, religion, color, sex, disability, family status, age, sexual preference or national origin in providing a family or individual the opportunity to apply for or receive assistance under any program administered by the agency or its subsidiaries. HACA periodically reviews all of its policies and procedures to assure compliance with all housing and civil rights requirements including, but not limited to: the Fair Housing Act of 1968; Fair Housing Amendments Act of 1988; Title VI of the Civil Rights Act of 1964; American's with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Architectural Barriers Act of 1968; Age Discrimination Act of 1975; Title IX of the Education Amendments Act of 1972; and Executive Orders 11063 and 13166. Staff of the Housing Authority of the City of Austin is educated on the content of fair housing and civil rights laws and is trained on the prevention of housing discrimination through ongoing professional training. In recent years, HACA has provided annual fair housing training for all Housing Choice Voucher Eligibility Specialists and Public Housing Property Managers, in cooperation with the City of Austin Fair Housing Office, Legal Aid and the Austin Tenant's Council. This training is open to both HACA staff and the staff of other housing and social services agencies. HACA will strive to provide similar training on an annual basis.

HACA prominently posts Fair Housing and Equal Opportunity Posters and the toll-free Fair Housing Complaint Hotline number (1-800-669-9777) at each of its public housing properties and in multiple areas at its Central Office, with particular attention to its reception and admissions areas. Applicants with hearing or speech impairments are informed that they may access the Fair Housing hotline via TTY by calling the Federal Information Relay Service at 1-800-887-8339. HACA assists any family that claims illegal discrimination has prevented them from leasing a suitable unit administered by the Housing Authority of the City of Austin, by giving the family information on how to file a housing discrimination complaint. Additionally, HACA ensures that all families applying for its programs receive HUD's handout "Fair Housing Is Your Right!". Individuals deemed ineligible for HACA services or terminated from HACA's public housing programs for non-compliance, has a right to an informal review hearing with HACA's dedicated Hearing Officer prior to filing a formal fair housing/discrimination claim, unless terminated for drug-related or violent criminal activity. Section 8 participants terminated for drug-related or violent criminal activity are entitled to a hearing.

The Housing Authority of the City of Austin provides reasonable accommodations to housing applicants and its residents, upon request. Accommodations include but are not limited to access to alternative communications such as sign language and foreign language interpretation, and assistance with completing application paperwork. For individuals with disabilities, HACA has made provisions to conduct annual eligibility and re-examination appointments in residents' homes under extenuating circumstances, should a resident not have access to Special Transportation Services through Capital Metro. Individuals with disabilities may also be eligible for upgrades in unit size based on specific medical and accessibility needs. Additionally, all of HACA's public housing Property Managers and Housing Choice Voucher Housing Eligibility Specialists maintain specific information on accessible units and their unique accommodations. Finally, public housing residents with disabilities may request that accessibility modifications be made to their assigned unit, should those accommodations be deemed necessary and reasonable.

The Housing Authority of the City of Austin also provides referral to other local programs and organizations that address fair housing discrimination, and who receive support from the City of Austin to provide these services. These organizations include the following:

City of Austin Equal Employment and Fair Housing Office: The City of Austin Equal Employment & Fair Housing Office (EE/FHO) is empowered to enforce four City Ordinances and the following federal statutes: Title VII and Title VIII of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act of 1990 (ADA), and the Age Discrimination in Employment Act of 1967 (ADEA). The City's [Housing Ordinance](#) and the [Fair Housing Act](#) protect an individual in the area of housing (terms and conditions, rental, leasing, buying or selling) based on race, sex, religion, national origin, familial status, and physical or mental disability. The ordinance also protects an individual from discrimination based on age (18 years or older), status as a student, sexual orientation, gender identity and marital status. Persons who believe that they have been treated differently because of their protected class in their pursuit to acquire housing, may file a charge of discrimination with City of Austin Equal Employment/Fair Housing Office at 974-3251. The charge will be assigned to an Investigator who will gather and review information. The Investigator may interview witnesses, conduct on-site visits and use other means to make certain that a complete investigation is made. Within 10 working days from the date of filing the charge, the Respondent will be served a notice that a charge of discrimination has been filed against them. The Respondent will be given 15 working days from the date they received the charge to respond. The investigation continues until both parties (Charging Party and Respondent) agree to a settlement (No Fault Settlement) or until a determination has been reached by the Administrator (Cause or No Cause)

Austin Tenants' Council: The Austin Tenants' Council provides counseling, mediation, advocacy and educational services related to housing discrimination, landlord/tenant disputes, housing repair and rehabilitation, and affordable housing. The Council publishes a guide to affordable housing, provides telephone and in-house bilingual counseling to tenants (with a particular focus on low-income tenants), and provides mediation services. A HUD recognized Fair Housing Initiative Program, the Austin Tenants' Council helps anyone in the Austin Metro area who has been discriminated against in the rental, sale, financing, appraisal or insurance of housing.

**Austin Human Rights Commission:** Appointed by the City Council, this Commission is composed of 11 volunteer commissioners representing the various racial and ethnic groups of Austin. The Commission investigates complaints of discriminatory employment practices as well as fair housing. As a HUD-certified Fair Housing Assistance Program agency, they act as an advisory body on non-discrimination policies, conduct education programs, and investigate complaints of prejudice and discrimination.

**ADAPT OF TEXAS:** ADAPT IS AN ACTION-ORIENTED GROUP THAT ADVOCATES AND DEMONSTRATES FOR ACCESSIBLE PUBLIC ACCOMMODATIONS, ATTENDANT PROGRAMS, TRANSPORTATION, AND DISABILITY RIGHTS.

**Advocacy, Inc.:** This agency provides legal assistance to developmentally disabled persons who have been discriminated against due to their handicap.

### **Promoting Fair Housing Rights and Fair Housing Choice**

The City of Austin maintains a Fair Housing Ordinance that is substantially equivalent to federal fair housing statutes. The Ordinance is administered by the City's Human Rights Commission and provides similar protection and relief from discrimination as its federal counterpart. The Commission investigates alleged discriminatory housing practices and seeks conciliation. After hearing complaints, the Commission determines if discrimination has or is going to occur and refers cases to the judicial system if violations fall under the Ordinance. Civil penalties range from \$10,000 to \$50,000 plus reasonable legal fees, court costs and other equitable relief. The City goes beyond federal law, including protected classes. As part of the 1981 Ordinance, amended in 1994, the City extended equal housing protection regardless of age, creed, status as a student, marital status or sexual orientation. Thus, a broader constituency enjoys the right of equal housing opportunity in Austin as opposed to the country at large (excerpted from the 2005-2010 City of Austin Consolidated Plan).

Through the efforts of HACA staff, Housing Choice Voucher, Public Housing, and AAHC's affordable housing applicants and recipients are advised of their rights under the local and federal laws, as described above. Applicants and recipients will receive assistance in resolving any issues relating to potential fair housing impediments through a referral process. As many agencies within the local community have demonstrated expertise in the areas of fair housing rights and fair housing choice, referring participants to these agencies is the most productive and unbiased way to ensure appropriate measures are taken to resolve any impediment issues that arise in the provision of services by the Housing Authority of the City of Austin.

In addition to working with the aforementioned community-based agencies that address fair housing discrimination, HACA also works closely with a number of additional local agencies that serve or focus on protected classes of individuals. These agencies include Texas Rio Grande Legal Aid, Austin Resource Center for Independent Living (ARCIL), Texas Commission for the Blind, Family Eldercare, Austin Resource Center for the Homeless (ARCH), AIDS Services of Austin (ASA), Austin Travis County MHMR, Safe Place (Domestic Violence services), LifeWorks (homeless and at-risk youth services), and Texas School for the Deaf. Through partnerships with the highlighted agencies and other agencies, HACA shares information regarding housing opportunities and each agency educates HACA staff on circumstances that affect the families they serve.

Through ongoing quality control audits and program evaluation efforts, the Housing Authority of the City of Austin assesses the implementation of its fair housing strategies and refines and enhances its actions as needed.

---

### **Additional Steps to Affirmatively Further Fair Housing in HACA's Housing Choice Voucher, Public Housing and Other Affordable Housing and Special Programs**

The Housing Authority of the City of Austin (HACA) is dedicated and committed to taking reasonable steps to affirmatively further fair housing in all of its programs and to maintain records of those steps and their impacts. In addition to its Housing Choice Voucher and Public Housing Programs, and their respective Family Self-Sufficiency programs, HACA implements steps to affirmatively further fair housing in a variety of special housing programs. These programs are primarily Housing Choice Voucher programs and include HUD's: Tenant Based Rental Assistance (TBRA) Program; Section 8 Mod Rehab Program; Disaster Voucher Program; Disaster Housing Assistance Program; Housing Choice Voucher Mainstream Program; Shelter Plus Care Program; Veterans Affairs Supportive Housing Program; Family Unification Program; and Non-Elderly with Disabilities Voucher Program. Moreover, Austin Affordable Housing Corporation, HACA's non-profit subsidiary, works with the management companies that oversee its tax credit and other affordable housing properties to ensure that steps are being taken to affirmatively further fair housing at those properties.

The steps that HACA takes to further fair housing in its Housing Choice Voucher, Public Housing and special housing programs include:

**Marketing all housing programs to all eligible persons, including persons with disabilities and persons with Limited English Proficiency (LEP)**

The Housing Authority of the City of Austin markets its Housing Choice Voucher, Public Housing and special housing programs to individuals and families throughout the Austin area, through a variety of different means, including online marketing, print marketing and word of mouth. Additionally, a great deal of HACA's marketing is achieved through referral of applicants to HACA from other community-based social service agencies serving similar population of low-income and high need individuals and families. Most of HACA's special housing choice voucher programs serve specific populations of individuals including veterans, those with disabilities, those experiencing homelessness, substance abuse, HIV/AIDS, involvement with the child welfare and foster care system, and those who have relocated after natural disasters. Thus, HACA works in close partnership with local social services agencies that serve each of these specific populations to market its housing programs and establish appropriate referral networks and protocols.

Applicants that are deemed eligible for the HACA's Housing Choice Voucher, Public Housing or special voucher programs, and who have been informed that a voucher or unit is readily available to them, are invited to and required to attend a resident orientation which provides a comprehensive overview of the rules and regulations of participating in the respective housing program. Housing orientations are held weekly for the Housing Choice Voucher and Public Housing Programs, and as needed or on a small group basis for special housing programs. HACA's special voucher program orientations provide a detailed overview of the particular eligibility criteria and limitations that govern these specific programs and that differ from the general Housing Choice Voucher Program. When there are not enough eligible individuals on HACA's waitlist to fill the vacancies in special housing choice voucher programs, the agency may open up the waitlist to individuals who meet the specific eligibility criteria for the program(s) that has openings. When this is the case, HACA works with its partner agencies and special projects coordinators to market these openings to potentially eligible applicants.

As part of the Housing Choice Voucher, Public Housing and special housing program orientations, HACA's Family Self-Sufficiency Coordinators provide an overview of the Family Self-Sufficiency program to incoming residents. HACA's Housing Choice Voucher and Public Housing Family Self-Sufficiency programs currently serve approximately 150 participants, and maintain a waitlist of approximately 90 potential participants (2016). The Family Self-Sufficiency waitlist is opened approximately once a year, to replenish the pool of potential candidates that are interested in the program, and a 30-day notice regarding the waitlist opening is posted at HACA's central office and is provided to all eligible participants. The Housing Choice Voucher Program's Housing Eligibility Specialists and the Public Housing program's Family Self-Sufficiency Specialists and Property Managers also market the Family Self-Sufficiency Program to eligible participants during annual and interim recertification appointments. Information on the Family Self-Sufficiency program is provided to current residents in monthly newsletters. Participants in HACA's special housing choice voucher programs are eligible to participate in the Housing Choice Voucher Family Self-Sufficiency Program, unless the special program they are participating in precludes it, or the special housing program is time limited and conflicts with the requirements of the Family Self-Sufficiency Program.

The Housing Authority of the City of Austin provides reasonable accommodations to individuals applying to all of its programs, upon request. Accommodations include but are not limited to access to alternative communications such as sign language and foreign language interpretation, assistance with completing application paperwork, and alternative technology. HACA's housing operations and admissions staff continues to monitor and assess the language needs of current and potential residents to determine which vital documents need to be translated in order to make the agency's programs accessible to all participants.

**Making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities**

As noted, the Housing Authority of the City of Austin provides notices of availability regarding all of its housing programs and its Family Self-Sufficiency Programs to eligible residents through means including written materials such as newsletter and flyers (currently in English and Spanish); website postings; and face-to-face communication through HACA's Admissions Department and at housing orientations held at HACA's central office. HACA provides reasonable accommodation and furnishes assistance such as alternative communication systems to individuals with disabilities, upon request, so that these individuals have equal opportunity to apply for and participate in all of the agency's programs and services. Moreover, HACA provides information to housing residents on partner agencies and other community-based organizations that also provide accessible services and facilities.

The Housing Authority of the City of Austin's central office building and public housing sites, which are the primary spaces where services are provided and appointments are conducted with housing program applicants Family Self-Sufficiency participants, are accessible to individuals with physical disabilities. For individuals with disabilities, HACA has made also provisions to conduct annual eligibility re-examination appointments and Family Self-Sufficiency Program appointments in residents' homes under extenuating circumstances, should a resident not have access to Special Transportation Services through Capital Metro or require individually prescribed accessibility devices that cannot be made readily available at HACA's offices. HACA provides local housing preferences for disabled and elderly individuals, and will provide a preference for disabled individuals transitioning out of community

health institutions, including nursing homes and particular psychiatric facilities, that are eligible for the Non-Elderly with Disabilities Housing Choice Voucher Program if the program is funded. Individuals with disabilities may also be eligible for upgrades in unit size based on specific medical and accessibility needs.

All of HACA's Housing Choice Voucher Housing Eligibility Specialists and public housing Property Managers maintain specific information on accessible units and their unique accommodations. HACA also grants reasonable accommodations to public housing residents who request accessibility features to be added to existing units or units offered, or offers unit transfers if the requested modifications to the existing units are not feasible. Finally, HACA's Housing Choice Voucher Landlord Outreach Specialist solicits landlords/owners who have accessible housing units to participate in the Housing Choice Voucher Program. A descriptive list of accessible units is available to voucher holders who are seeking such a unit.

The Housing Authority of the City of Austin takes all reasonable steps necessary to ensure that all housing applicants and residents with disabilities, who are interested in participating in any of the agency's housing programs or the Family Self-Sufficiency program, are not excluded from participation or discriminated against in any way.

### **Providing fair housing counseling services or referrals to fair housing agencies**

Please refer to the *Promoting Fair Housing Rights and Fair Housing Choice* and *Remedying Discrimination in Housing* portions of the general section of this Addendum for extensive information on how the Housing Authority of the City of Austin provides fair housing counseling and referral to fair housing agencies.

### **Informing participants on how to file a fair housing complaint**

HACA prominently posts Fair Housing and Equal Opportunity Posters and the toll-free Fair Housing/Discrimination Complaint Hotline number (1-800-669-9777) in multiple areas at its Central Office where Austin residents apply for the agency's Public Housing and Housing Choice Voucher programs, with particular attention to its reception, admissions and Family Self-Sufficiency Conference Room areas. HACA also posts these posters and numbers at each public housing property's administrative office. Applicants with hearing or speech impairments are informed that they may access the Fair Housing hotline via TTY by calling the Federal Information Relay Service at 1-800-887-8339. The same posters and informational flyers are also posted at all 19 of HACA's public housing properties. HACA assists any family that claims illegal discrimination has prevented them from leasing a suitable unit administered by the Housing Authority of the City of Austin, by giving the family information on how to file a housing discrimination complaint with Legal Aid, Austin Tenants' Council or the City of Austin Equal Employment and Fair Housing Office. Additionally, HACA ensures that all families applying for its programs receive HUD's handout "Fair Housing Is Your Right!" Individuals deemed ineligible for HACA services or terminated from HACA's public housing programs for non-compliance, has a right to an informal review hearing with HACA's dedicated Hearing Officer prior to filing a formal fair housing/discrimination claim, unless terminated for drug-related or violent criminal activity. Section 8 participants terminated for drug-related or violent criminal activity are entitled to a hearing.

### **Recruiting landlords and service providers in areas that expand housing choice to program participants, and supporting homeownership across the Austin community**

The Housing Choice Voucher program employs a dedicated Landlord Outreach Specialist to enroll landlords of properties in census tracts with limited affordable housing, as providers of affordable housing through the Housing Choice Voucher program. HACA utilizes the U.S. Census and yearly American Community Survey (ACS) updates to determine and review in which areas of Austin there is little affordable housing, and low minority and socioeconomic status distribution. HACA's Landlord Outreach Specialist then seeks landlords in these areas to participate in the Housing Choice Voucher program in an effort to de-concentrate poverty, diversify areas of the city, and ensure that affordable housing is available across the community and is accessible to areas of high job concentration and high performing schools. Additionally, HACA's Family Self-Sufficiency Coordinators maintain extensive information on local social service providers, child care providers, and transportation routes that FSS participants are likely to utilize, so that FSS participants can make informed housing choices.

HACA's subsidiary, Austin Affordable Housing Corporation, operates a continuum of homeownership preparation and assistance programs. AAHC's Down Payment Assistance Program and Lease-to-Own program both encourage HACA residents who are prepared to transition to homeownership to explore affordable housing opportunities throughout the city of Austin, nearby unincorporated areas, and in surrounding counties – in an effort to find housing that will best meet their needs.

### **Record-keeping of affirmatively furthering fair steps and their impacts**

The Housing Authority of the City of Austin maintains a database on all reasonable accommodations requests that are made, whether those requests are granted or denied. This includes information on both communication and accessibility requests.

HACA also maintains extensive demographic information on both program applicants and residents, including information on language preferences. This information allows HACA to assess the needs of its constituents and to make critical decisions regarding and changes necessary in its approach to serving clients.

HACA also maintains files on individuals and families that are denied acceptance to or terminated from HACA's housing programs, and who file for an informal hearing with HACA's Hearings Officer. The individual or family's request for hearing is filed with notes from the hearing, any back-up documentation provided, and the final hearing decision rendered by the Informal Hearing's Officer. Any appeals or open fair housing complaints made by the plaintiff are also filed.

### **Helping program applicants and participants gain access to supportive community service**

The Housing Authority of the City of Austin staff has extensive knowledge of community based services that can support the needs of program applicants and participants. HACA's Admissions Specialists, Housing Choice Voucher Eligibility Specialists, Family Self-Sufficiency Specialists, Family Self-Sufficiency Coordinators, Resident Outreach Specialists, Youth Educational Success Coordinator and Outreach Specialist, Special Programs Coordinators, Property Managers and Community Directors all provide information and referral to supportive community services at various levels of program participation.

Admissions staff provides basic resource information to housing program applicants before they are accepted into HACA's Housing Choice Voucher or Public Housing Programs, and may refer housing applicants to other interim housing programs and programs that provide basic needs assistance. Housing Choice Voucher Eligibility Specialists provide basic information and referral to social services to Housing Choice Voucher participants, once they are enrolled in the program. Family Self-Sufficiency Specialists and Coordinators provide participants in HACA's Family Self-Sufficiency Programs with case management, assistance in developing Individual Training and Service Plans, and referral and advocacy for workforce development, education, family support and child care services. HACA's Family Self-Sufficiency Coordinators also educate other HACA staff on social services available in the community. HACA's Resident Outreach Specialists work specifically at HACA's Elderly/Disabled designated public housing properties and have a wealth of knowledge on programs that provide services to meet the unique needs of these populations. Moreover, HACA has been fortunate enough to partner with Family Eldercare on an Administration on Aging Grant focused on community innovations in aging in place. Each of HACA's Elderly/Disabled designated public housing properties now has a Service Coordinator, who is a licensed social worker, and provides intensive case management and service coordination services for seniors. The Service Coordinators develop and coordinate health and wellness programs, recreation programs, volunteer programs, caregiver support and benefits counseling and advocacy for seniors in public housing in order to help these individuals age in place in their communities with wraparound services.

Special Programs Coordinators oversee the agency's special housing choice voucher programs, and have specialized knowledge in serving the populations who receive special vouchers (i.e. individuals who are disabled, veterans, child welfare involved, substance abusers, etc.). Special Program Coordinators have established deep relationships with the partner agencies that provide supportive services to special housing program participants and they maintain open communication with the staff at these community-based organizations to best assist the individuals and families participating in these programs.

HACA's Youth Educational Success Coordinator and Youth Outreach Specialist coordinate development programs for HACA youth, focused on academic achievement and social enrichment. They oversee approximately fifteen partnerships with youth-serving agencies that serve over 1,000 HACA youth each year, and maintain close relationships with each of the elementary, middle and high schools that serve HACA's public housing properties.

Finally, HACA's Public Housing Property managers work closely with the property's Resident Outreach Specialists or Family Self-Sufficiency Specialists to provide residents with referrals to appropriate community resources. HACA's Community Directors, all of who have extensive experience working with social service agencies in Austin, develop and coordinate property and community wide events that highlight social service providers and community-based organizations that benefit residents.

While each of the aforementioned staff provides information and referral to residents for supportive community resources, staff informs housing applicants or participants that acceptance of such supportive services is not a condition of continued participation in the program.

### **Identify public and private funding sources to assist participants with disabilities in covering the cost of structural alterations and other accessibility features**

All of HACA's Housing Choice Voucher Housing Eligibility Specialists and public housing Property Managers maintain specific information on accessible units and their unique accommodations. HACA also grants reasonable accommodations to public housing residents who request accessibility features to be added to existing units or units offered, or offers unit transfers if the requested modifications to the existing units are not feasible. Finally, HACA's Housing Choice Voucher Landlord Outreach Specialist solicits landlords/owners who have accessible housing units to participate in the Housing Choice Voucher Program. A descriptive list of accessible units is available to voucher holders who are seeking such a unit.



In most cases the Housing Authority of the City of Austin's Capital Fund Program provides the funding necessary to cover the cost of feasible structural alterations and other accessibility features in public housing units. These include alterations and features requested under reasonable accommodation requests, as well as alterations that HACA has chosen to make to a number of units to increase the accessibility of these units for those with physical disabilities. The only cases in which Capital Funds will not cover alterations are if the costs are excessive and unreasonable, or a resident has already made arrangements for cost to be covered through other modification programs.

HACA's Capital Fund Program does not provide funding to cover the cost of structural alterations and other accessibility features in Housing Choice Voucher units owned by landlords in the community. However, HACA's Housing Choice Voucher Landlord Outreach Specialist maintains information on sources of funding that can support landlords in making accessibility modifications to units that they own. These include funds provided by the local area agency on aging, Texas Department of Aging and Disability Services, Texas Department of Housing and Community Affairs, the State Housing Finance Agency, the local independent living center, Neighborworks and other community organizations.

**Approve higher rents to owners that provide accessible housing units with structural modifications for persons with disabilities**

According to rent reasonableness requirements outlined at 24 CFR 982.507 and in the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing PIH 2009-51 Notice, a PHA's HCV program may not approve a lease until the PHA determines that the initial rent to owner is a reasonable rent. In order for the rent to be reasonable, the rent may not be more than rent charged for comparable units in the private unassisted market. In addition, the rent may not be more than rent charged by the owner for comparable unassisted units on the premises. In other words, the owner is not permitted to charge the HCV program more for rent than what unassisted tenants in comparable units are paying. The owner must give the PHA information requested by the PHA on rents charged by the owner for other units in the premises or elsewhere.

However, for an individual or family that requires an accessible unit with structural modifications, the accessible features may justify a higher rent. For such households, the rent reasonableness determination must take those features into account. In a community where there are few such units, or a significantly greater need than the number of accessible units available, the PHA is justified in allowing a higher rent. HACA will approve higher rents to owners that provide accessible housing units with structural modifications for persons with disabilities, based on HUD guidelines.

**Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or units accessible to persons with disabilities.**

HACA's Housing Choice Voucher Landlord Outreach Specialist makes referrals to fair housing organizations, equal opportunity offices and local disability rights and advocacy organizations for owners interested in making reasonable accommodations or accessibility modifications. As noted, these organizations include the: City of Austin Equal Employment and Fair Housing Office, Austin Tenants' Council, Austin Human Rights Commission, ADAPT of Texas, Advocacy Inc., Austin Resource Center for Independent Living, Texas Department of Aging and Disability Services, Texas Commission for the Blind, Family Eldercare, Austin

Resource Center for the Homeless (ARCH), AIDS Services of Austin, Austin Travis County Integral Care, and the Texas School for the Deaf.

**Not deny other housing opportunities, or otherwise restrict access to PHA programs to eligible applicants who choose not to participate**

Applicants that are deemed eligible for the HACA's Housing Choice Voucher, Public Housing or special voucher programs, and who have been informed that a voucher or unit is readily available to them, are invited to and required to attend a resident orientation which provides a comprehensive overview of the rules and regulations of participating in the respective housing program. However, should a participant who has been accepted into any of HACA's housing programs ultimately choose not to participate in the program offered, HACA may not restrict access to other PHA programs in the future.

**Provide housing search assistance**

Housing orientations for HACA's general Housing Choice Voucher and special housing programs provide a detailed overview of the particular eligibility criteria and limitations that govern these programs. While there is not a staff person dedicated to providing 1:1 assistance to voucher recipients in finding a rental unit, HACA's Landlord Outreach Specialist provides extensive information on searching for units at each orientation. Additionally HACA maintains a bulletin board and binders at its central office that voucher recipients can reference to find landlords accepting Housing Choice Vouchers. The Housing Choice Voucher Program's Special Program Coordinators, who work closely with special service providers, are also a valuable resource for providing referrals to landlords who accept special housing vouchers.

**Advertising widely in the community for positions in HACA's housing programs should positions become open and available**

The Housing Authority of the City of Austin advertises the agency's vacant positions widely and equitably by marketing the available positions through many different venues. HACA advertises vacant positions on its agency website; local and regional job classified listings (both web and newspaper-based – such as Craigslist.org and the Austin American-Statesman); national job classified websites (Monster.com, Careerbuilder.com); local university job listings; and through regional and national industry list serves and publications including NAHRO and TX NAHRO postings, and non-profit industry websites. HACA also markets its positions on property and at its central office in support of HUD's Section 3 program.

**Attachment C.3**  
**Resident Advisory Board (RAB) Comments**

**Not Applicable – None Received**

**Attachment C.4**  
**Certification by State of Local Officials**

**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, Rosie Truelove, the Director of Neighborhood Housing and Community Development  
*Official's Name* *Official's Title*

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

Housing Authority of the City of Austin  
*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 Austin

*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.

**COA Consolidated Plan Priority: Homeless/Special Needs Assistance provides services to the City's most vulnerable populations, including persons experiencing homelessness, persons living with HIV/AIDS, senior, youth children and families.**

HACA continues to provide preferences in both the Public Housing and Housing Choice Voucher programs for assistance to homelessness, persons living with HIV/AIDS, seniors, youth, children and families through onsite programming to special assistance vouchers; Tenant Based Rental Assistance vouchers, Veteran Affair Supportive Housing vouchers, Continuum of Care vouchers and Family Unification Program vouchers.

**COA Consolidated Plan Priority: Housing Development Assistance includes NHCD programs that offer assistance to non-profit and for-profit developers to build affordable housing for low and moderate income families.**

HACA through its non-profit subsidiary, Austin Affordable Housing Corporation (AAHC), has acquired/developed over 3,300 units in its portfolio to provide affordable housing. AAHC continues to grow with 1,657 additional units in the construction pipeline to be completed in the next two years.

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)

Rosie Truelove

Director

Name of Authorized Official

Title

Signature

Date

**Attachment D.1**  
**Statement of Capital Improvements**

Capital Fund Program—Five-Year Action Plan, Rev. 3

See attached HUD Form 50075.2 documentation below, approved by HUD on 12/07/2018

<b>PART I: SUMMARY</b>						
PHA Name/Number –Housing Authority of the City of Austin TX001			Locality (Austin, TX)		<b>X Original 5-Year Plan</b> <input checked="" type="checkbox"/> <b>Revision No:</b>	
A.	Development Number and Name	Work Statement for Year 1 FFY 2018	Work Statement for Year 2 FFY 2019	Work Statement for Year 3 FFY 2020	Work Statement for Year 4 FFY 2021	Work Statement for Year 5 FFY 2022
B.	Physical Improvements Subtotal	Annual Statement	600,000	600,000	600,000	600,000
C.	Management Improvements		165,000	165,000	165,000	165,000
D.	PHA-Wide Non- dwelling Structures and Equipment		80,000	80,000	80,000	80,000
E.	Administration		165,000	165,000	165,000	165,000
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		1,650,000	1,650,000	1,650,000	1,650,000
L.	Total Non-CFP Funds					
M.	Grand Total					

<b>PART I: SUMMARY (CONTINUATION)</b>						
PHA Name/Number Housing Authority of the City of Austin— TX001			Locality (Austin, TX)		<b>X Original 5-Year Plan</b> <input checked="" type="checkbox"/> <b>Revision No:</b>	
A.	Development Number and Name	Work Statement for Year 1 FFY 2018	Work Statement for Year 2 FFY 2019	Work Statement for Year 3 FFY 2020	Work Statement for Year 4 FFY 2021	Work Statement for Year 5 FFY 2022
		Annual Statement				

From form HUD-50075.2 (4/2008)

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY ____2018____	Work Statement for Year ____2____ FFY ____2019____			Work Statement for Year: ____3____ FFY ____2020____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<b>AMP 1 Chalmers Courts</b>			<b>AMP 1 Chalmers Courts</b>		
Annual	Interior & Exterior Improvements, Pre-RAD	20%	50,000	Interior & Exterior Improvements, Pre-RAD	20%	50,000
Statement	<b>AMP 2 Rosewood Courts</b>			<b>AMP 2 Rosewood Courts</b>		
	Interior & Exterior Improvements, Pre-RAD	100%	50,000	Interior & Exterior Improvements, Pre-RAD	100%	50,000
	<b>AMP 2 Salina Apartments</b>			<b>AMP 2 Salina Apartments</b>		
	Interior & Exterior Improvements, Pre-RAD	100%	50,000	HVAC Improvements, Pre-RAD	100%	50,000
	<b>AMP 3 Santa Rita</b>			<b>AMP 3 Santa Rita</b>		
	HVAC/WH Improvements, Pre-RAD	40 U's	100,000	HVAC/WH Improvements, Pre-RAD	40 U;s	100,000
	<b>AMP 7 Lakeside</b>			<b>AMP 7 Lakeside</b>		
	Interior & Common Area Renovations, Pre-RAD	20 U's	100,000	Interior & Common Area Renovations, Pre-RAD	20 U's	100,000
	<b>AMP 11 Thurmond Heights</b>			<b>AMP 11 Thurmond Heights</b>		
	Site Improvements, Sidewalks, Pre-RAD	25%	25,000	Site Improvements, Sidewalks, Pre-RAD	25%	25,000
	<b>SS Units</b>			<b>SS Units</b>		
	Interior & Exterior Improvements	4	65,000	Interior & Exterior Improvements	4	65,000
	Internal CFP Const Mgmt	100%	160,000	Internal CFP Const Mgmt	100%	160,000
	Subtotal of Estimated Cost		\$ 600,000	Subtotal of Estimated Cost		\$ 600,000

From form HUD-50075.2 (4/2008)



**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY <u>2018</u>	Work Statement for Year <u>4</u> FFY <u>2021</u>			Work Statement for Year: <u>5</u> FFY <u>2022</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<b>AMP 1 Chalmers Courts</b>			<b>AMP 1 Chalmers Courts</b>		
Annual	Interior & Exterior Improvements, Pre-RAD	20%	50,000	Interior & Exterior Improvements, Pre-RAD	20%	50,000
Statement	<b>AMP 2 Rosewood Courts</b>			<b>AMP 2 Rosewood Courts</b>		
	Interior & Exterior Improvements, Pre-RAD	100%	50,000	Interior & Exterior Improvements, Pre-RAD	100%	50,000
	<b>AMP 2 Salina Apartments</b>			<b>AMP 2 Salina Apartments</b>		
	HVAC Improvements, Pre-RAD	100%	50,000	HVAC Improvements, Pre-RAD	100%	50,000
	<b>AMP 3 Santa Rita</b>			<b>AMP 3 Santa Rita</b>		
	HVAC/WH Improvements, Pre-RAD	40 U's	100,000	HVAC/WH Improvements, Pre-RAD	40 U's	100,000
	<b>AMP 7 Lakeside</b>			<b>AMP 7 Lakeside</b>		
	Interior Renovations, Pre-RAD	20 U's	100,000	Interior Renovations, Pre-RAD	20 U's	100,000
	<b>AMP 11 Thurmond Heights</b>			<b>AMP 11 Thurmond Heights</b>		
	Site Improvements, Sidewalks, Pre-RAD	25%	25,000	Site Improvements, Sidewalks, Pre-RAD	25%	25,000
	<b>SS Units</b>			<b>SS Units</b>		
	Interior & Exterior Improvements	4	65,000	Interior & Exterior Improvements	4	65,000
	Internal CFP Const Mgmt	100%	160,000	Internal CFP Const Mgmt	100%	160,000
	Subtotal of Estimated Cost		\$ 600,000	Subtotal of Estimated Cost		\$ 600,000

From form HUD-50075.2 (4/2008)

**Part III: Supporting Pages – Management Needs Work Statement(s)**

Work Statement for Year 1 FFY 2018	Work Statement for Year ____2____ FFY ____2019____		Work Statement for Year: ____3____ FFY ____2020____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual	AMP 1 Chalmers Courts	30,000	AMP 1 Chalmers Courts	30,000
Statement				
	AMP 2 Rosewood Courts	25,000	AMP 2 Rosewood Courts	25,000
	AMP 2 Salina Apartments	10,000	AMP 2 Salina Apartments	10,000
	AMP 3 Santa Rita Courts	20,000	AMP 3 Santa Rita Courts	20,000
	AMP 7 Lakeside Apartments	40,000	AMP 7 Lakeside Apartments	40,000
	AMP 11 Thurmond Heights Apartments	25,000	AMP 11 Thurmond Heights Apartments	25,000
	AMP 27 SS Units	15,000	AMP 27 SS Units	15,000
	Subtotal of Estimated Cost	\$ 165,000	Subtotal of Estimated Cost	\$ 165,000

From form HUD-50075.2 (4/2008)

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2018	Work Statement for Year ____3____ FFY ____2021____		Work Statement for Year: ____4____ FFY ____2022____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual Statement	AMP 1 Chalmers Courts	30,000	AMP 1 Chalmers Courts	30,000
	AMP 2 Rosewood Courts	25,000	AMP 2 Rosewood Courts	25,000
	AMP 2 Salina Apartments	10,000	AMP 2 Salina Apartments	10,000
	AMP 3 Santa Rita Courts	20,000	AMP 3 Santa Rita Courts	20,000
	AMP 7 Lakeside Apartments	40,000	AMP 7 Lakeside Apartments	40,000
	AMP 11 Thurmond Heights Apartments	25,000	AMP 11 Thurmond Heights Apartments	25,000
	AMP 27 SS Units	15,000	AMP 27 SS Units	15,000
	Subtotal of Estimated Cost	\$ 165,000	Subtotal of Estimated Cost	\$ 165,000

From form HUD-50075.2 (4/2008)

## **Attachment E.1**

### **Choice Mobility**

# HACA Choice Mobility Policy

As part of the Rental Assistance Demonstration (RAD), HUD requires Housing Authorities to give residents the choice to request a Housing Choice Voucher after living in a Project Based Rental Assistance (PBRA) property for 24 months. HUD calls this “Choice Mobility”. When HACA transitions Public Housing properties to PBRA, the Choice Mobility policy would be followed as outlined in this Chapter.

## I. Definitions:

1. *Covered Project*: Any Public Housing property that has converted to the Project Based Rental Assistance (PBRA) program through RAD.
2. *Choice Mobility*: The opportunity for families to request a Housing Choice Voucher (HCV) and move into the private rental market with voucher assistance.
3. *Turnover Caps*: The maximum number of families that can receive a voucher in a calendar year. PHAs can establish caps for the maximum number of families that can receive a voucher from each property in the calendar year. PHAs can also establish caps for the maximum number of vouchers from all properties combined that can receive a voucher in a calendar year.

## II. Eligibility and Voucher Caps

HUD seeks to provide all residents of Covered Projects with viable Choice Mobility options. The Housing Choice Voucher (HCV) program provides the most options for families to choose where they want to live within that housing authority’s jurisdiction.

PHAs that are applying to convert the assistance of a project to PBRA are required to provide a Choice-Mobility option to residents of Covered Projects in accordance with the following:

- A. **Resident Eligibility.** Residents have a right to move with tenant-based rental assistance (e.g., Housing Choice Voucher (HCV)) the later of: (a) 24 months from the date of execution of the HAP or (b) 24 months after the move-in date.
- B. **Voucher Inventory Turnover Cap.** Recognizing the limitation on the availability of turnover vouchers from year to year, a voucher agency would not be required, in any year, to provide more than one-third of its turnover vouchers to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received.

## HACA Policy

HACA will provide all residents the opportunity to request a Housing Choice Voucher after the later of a) 24 months from the date of the execution of the HAP contract, or b) 24 months from the date of move in.

- If a family moves from one covered project to another covered project, their 24 month clock resets. These families will have to wait for 24 months from the date of move in to the new property, before they can exercise Choice Mobility.
- If a family transfers within the same covered project, their 24 month clock does not reset. They will be eligible to request a Choice Mobility voucher at the later of: (a) 24 months from the date of execution of the HAP or (b) 24 months after the move-in date.
- A family may request the choice mobility voucher at any time after completing the 24 month requirement. They remain eligible as long as they continue living at the same covered project.
- A family that receives a Choice Mobility voucher, but allows it to expire without using it, can request another Choice Mobility voucher. However, they must wait 1 year from the date of the issuance of the expired voucher before requesting another Choice Mobility voucher. When they do request again, they will start the process from the beginning and are subject to any waiting lists in place at that time.

HACA will implement the voucher inventory cap. Each calendar year, the HCV program will only make 1/3 of its turnover vouchers available to families exercising Choice Mobility from any of its 18 covered projects transitioning into PBRA through the Rental Assistance Demonstration (RAD). HACA will establish an agency-wide Choice Mobility waiting list for times when there are more requests for vouchers than vouchers available due to the cap.

HACA will not implement the project turnover cap.

The HCV program also provides the opportunity to move to other parts of the country by exercising the portability options. Families will be required to follow the housing authority's guidelines regarding when they can exercise the portability option.

### HACA Policy

In order to be eligible for the Choice Mobility option, families have to live in Austin, in a HACA owned PBRA property for at least 2 years. These families meet HACA's HCV program requirements and are eligible to exercise portability when they first receive a voucher.

## **III. Notification of Eligibility**

In keeping with HUD's goal to provide viable Choice Mobility options to residents of all covered projects, PHAs should provide clear notification and explanation of the Choice Mobility options available to them.

### HACA Policy

At the time of the initial lease signing, HACA will provide a copy of the Choice Mobility policy to the family and explain the Choice Mobility option. HACA will provide clear direction and guidance regarding how to request a Choice Mobility voucher.

In addition, HACA will provide a written notification to the residents as part of the 90 Day letter that each family receives before their annual recertification appointment. (See Appendix 1)

If anything changes in the method for requesting the Choice Mobility voucher, HACA will provide written notification to the residents at least 30 days in advance of the change becoming effective.

## **IV. Waiting Lists**

PHA's that establish a voucher turnover cap are required to create a waiting list for families that request the Choice Mobility voucher.

### HACA Policy

HACA will establish a Choice Mobility waiting list for all eligible families that request a voucher. The waiting list will be managed by HACA's centralized Admissions Department. Since HACA is not implementing a project turnover cap, there will be no project specific waiting lists. Eligible families that request the voucher will be placed directly onto the Choice Mobility waiting list.

HACA will remove families from the Choice Mobility waiting list who move out of the covered project before receiving a voucher.

- If a family moves out of the covered project into the private rental market after being placed on the Choice Mobility waiting list, they are no longer eligible for the voucher and their name will be removed from the Choice Mobility waiting list.
- If a family moves from one covered project to another covered project after being placed on the Choice

Mobility waiting list, their 2 year clock resets. They will be removed from the Choice Mobility waiting list. They can re-apply once they have lived at the new covered project for 2 years.

Families that are already on the regular HCV waiting list will be allowed to request a Choice Mobility voucher if they are eligible. Families will be allowed to keep their place on both lists until one of the following happens:

- The family moves out of the covered project and is no longer eligible to be on the Choice Mobility list. The family will be removed from the Choice Mobility waiting list, but maintain their position on the regular HCV waiting list.
- The family voluntarily withdraws their name from one or both lists.
- The family receives a voucher and exercises the voucher by leasing up in the voucher program. The family will then be removed from the other list.
  - If a family receives a voucher through the regular HCV waiting list, but does not exercise the voucher (i.e. lease up in the voucher program), they will remain on the Choice Mobility waiting list.

## **V. Exercising the Choice Mobility Option**

In order to ensure that all residents at all covered projects have an equal and fair opportunity to request and receive a Choice Mobility voucher, PHAs should provide clear guidance and instructions regarding how to apply for the voucher.

### **HACA Policy**

In order to maintain a safe, orderly and fair process for families to request a Choice Mobility voucher, HACA will implement the following:

- ***Voucher Request:***
  - When a family is eligible to request a voucher, they must do so in writing using the Choice Mobility Voucher application provided at the property (See Appendix 2).
  - The application must be submitted to the management office at the covered property or at HACA's Central Administration building.
  - Once received, the property management staff or central office staff will forward the request to the Admissions Department to be placed on the Choice Mobility waiting list.
- ***Acknowledgement of Request:***
  - Once the request is received and processed onto the Choice Mobility waiting list, the Admissions Department will send the family a notice acknowledging receipt of the voucher request.
  - This is the family's confirmation that they are on the Choice Mobility waiting list.
  - The acknowledgement of request will be sent to the family within 5 business days of receipt of the request.
- ***Random Sorting:***
  - Once there are families on the Choice Mobility waiting list, 1/3 of the total monthly vouchers issued will come from the Choice Mobility waiting list.
  - Before each draw, HACA will conduct a random sort of the Choice Mobility waiting list.
  - The random sort protects each individual property from high volume resident turnover, while providing each family an equal opportunity to receive a voucher.

When a family is drawn from the Choice Mobility waiting list, they will be invited to attend the Housing Choice Voucher (HCV) program eligibility interview.

## **VI. Screening Process for the Choice Mobility HCV Voucher**

In order to receive a Housing Choice voucher, families will be required to meet all the eligibility requirements for the HCV program in effect at the time of their eligibility processing. These requirements can be found in the HCV Administrative Plan.

### **HACA Policy**

HACA will screen all Choice Mobility families using the same criteria as for all other families. However, HACA will streamline the eligibility determination process in the following ways:

- HACA will use the certifications of identification, age, social security number and citizenship that it already has on file for the family.
- HACA will review the most recent certification and 50059 for basic information about the family composition and annual household income.
- HACA will only require new verification of income if the verifications for the most recent certification are too old to meet the criteria for the HCV program.

If eligible to receive a voucher, families will follow the HCV program rules and guidelines for using the voucher. Families are reminded of the following:

- ***The voucher has an expiration date.*** If extensions are available, families must follow the HCV program guidelines in effect at that time to request an extension. Failure to use the voucher before it expires will result in loss of the voucher.
- ***Receipt of a voucher is not a guarantee that the family will be able to find a place to use the voucher.*** Landlords have their own screening criteria which families will have to meet to be able to live at that property.
- ***The family's lease at their current property requires at least 30 days notice to vacate.*** The family must provide this notice to their current property management staff.

## **VII. Transitioning from Project Based Rental Assistance to the Housing Choice Voucher Program**

When transitioning from PBRA to the HCV program with a Choice Mobility voucher, program participants are required to fulfill their obligations to the terms of the PBRA lease as well as all HCV requirements. Families are not allowed to receive assistance from both programs at the same time. To assist with the transition process and prevent duplicate assistance, PHA's should develop policies and guidelines to ensure that both program requirements are met.

### **HACA Policy**

Residents at a HACA PBRA property will be required to complete the following when transitioning to HACA's HCV program with a choice mobility voucher:

- Remain current on all rent, fees or other balances owed to the PBRA property.
  - Families with outstanding debts who are in a repayment agreement and who are current on their payments within the agreement are considered eligible.
  - Families with active repayment agreements must continue to make all payments until the balance is paid in full or risk losing their voucher assistance.
- Provide at least 30 days notice of their intent to vacate the unit to the property management.
- Participate in the move out inspection.
- Turn in their keys to the property management.
- Pay all move out expenses that may be charged after moving to their new home with voucher assistance.
  - If necessary, repayment agreements can be established to pay any outstanding move out balances.
  - Failure to pay the move out balance or to remain current in any repayment agreements that are established is grounds for termination of the family's voucher assistance.
- Pay all moving expenses related to the move from the PBRA property to their voucher assisted unit.

HACA and PBRA property staff will work to facilitate this process by doing the following:



- Communicate between departments information related to the issuance of the voucher, move out notices, voucher extensions and specific dates of move out / move in.
  - Note: Coordination of communication between departments does not remove any of the family's obligations.
- Communicate the move out date from the PBRA program to the HCV Intake Team to prevent the overlapping of assistance.
  - The move out from PBRA will not be effective until the property manager receives the keys from the resident family.
  - The family will be required to pay the full rental cost for any days that they have moved in to their new unit before returning the keys to the PBRA property management.
  - The voucher assistance will not start until the day after the family provides the keys to the PBRA property management.

For a detailed flow chart of the transition process, please see Appendix 3.

## **VIII. Promoting Self-Sufficiency Through Choice Mobility**

The decision about where to live can have a significant impact on a family's journey toward self-sufficiency. Through the Choice Mobility voucher option, families living in the PBRA property are given the opportunity to make that decision. Therefore PHA's should strategize how to maximize the use of the Choice Mobility voucher as a self-sufficiency tool.

### **HACA Policy**

Within available resources, HACA will intentionally strategize and leverage the utilization of specific supportive services to provide a solid foundation for the use of the Choice Mobility voucher as a self-sufficiency and resource building tool.

- HACA will explore how to efficiently and effectively use the 2 + years that families are living in PBRA to offer community development services that focus on preparing families for transition to use of a voucher in the private rental market. Such services may include, but are not limited to, financial literacy training, credit counseling and credit improvement, addressing rental history, increasing income through employment, financial coaching, and home maintenance and upkeep among others.
- HACA will explore how to use the resources available (i.e. opportunity mapping) to help direct families toward areas of higher opportunity when they are searching for neighborhoods and housing that meets their needs and where they can use the voucher. This will include helping families to understand how to use these tools to gain information on items such as schools, supportive services and transportation.

## Appendix 1



# HOUSING AUTHORITY OF THE CITY OF AUSTIN

1124 South IH 35, Austin, TX 78704  
PH (512) 477-1314 FAX (512) 494-0686  
[www.hacanet.org](http://www.hacanet.org)

Date

Dear HACA Resident and Family,

It has now been close to two years since your Public Housing property underwent the Rental Assistance Demonstration (RAD) conversion process. One of the provisions of the RAD program is Choice Mobility. Choice Mobility gives families living at a RAD property the opportunity to request a Section 8 Housing Choice Voucher (HCV) and move into the private rental market with voucher assistance.

To be eligible, residents must meet 2 criteria:

1. You have lived at this *converted* property for 2 years. The time you were living at the property before the conversion date does not count toward your two years.
  - a. Everyone living at this property on December 1, 2016 will be eligible for Choice Mobility on December 1, 2018.
  - b. Everyone who moved in after December 1, 2016 will become eligible when they live here for 2 years.
2. You must be in good standing (rent paid, not pending eviction)

Residents who meet the eligibility requirements will be provided an additional notice later this year with instructions on how they can apply for a Housing Choice Voucher.

1/3 of HACA issued vouchers will be made available to RAD property residents exercising their Choice Mobility option. HACA will maintain a separate Choice Mobility HCV waiting list for these residents. Regarding the Choice Mobility HCV Waiting List, please note the following:

- The waiting list is not first come-first serve. Families will be **selected at random** from this waiting list, so that each family is provided an equal opportunity to receive a voucher. Families will remain on the waiting list, if not initially selected.
- Eligible families can request to be added to the Choice Mobility HCV waiting list at any time, as long as they continue to live at the same RAD property. There is **no expiration date** for when the family can sign up.
- If the Housing Choice Voucher wait list is open, families are eligible to apply and can be on both waiting lists.

Additional information on the Choice Mobility HCV waiting list and the HCV program can be found in the attached Choice Mobility Information Sheet and online at [www.hacanet.org](http://www.hacanet.org). The full Choice Mobility Policy is also available at your management office. You may also contact your Property Manager with questions regarding the Choice Mobility Program or the HACA Admissions Department at 512-477-4488.

Sincerely,

The Housing Authority of the City of Austin & Pathways Asset Management



# Pathways Asset Management

*A Subsidiary of the Housing Authority of the City of Austin*

## CHOICE MOBILITY VOUCHER APPLICATION PACKET

### **CHOICE MOBILITY PROGRAM**

The Choice Mobility program provides eligible residents the opportunity to request a Housing Choice Voucher. HACA will maintain a separate Choice Mobility Voucher waiting list and will randomly select 1/3 of its total monthly voucher draw from this list. The random sort provides each family an equal opportunity.

### **ELIGIBILITY**

To be eligible for this program, a resident must have resided at the same HACA-owned PBRA property for at least 24 months after its conversion to the PBRA program.

If a resident was a tenant at a HACA property prior to the property's conversion to the PBRA program, the 24-month eligibility clock will start at the time of PBRA conversion.

The resident must reside at the same PBRA property for the entire 24 months. If a resident moves from one PBRA property to another, the 24-month eligibility clock will start over.

### **APPLICATION PROCESS**

If you are eligible for the program and would like to request a Housing Choice Voucher, please complete the attached page and submit it to your property manager. The application must be submitted by the Head or Co-Head of Household. Once your application is received and your eligibility for the program is approved, you will receive a letter from the Admissions Department confirming your placement on the Choice Mobility Voucher list.

If your name is chosen in the monthly random lottery, you will be invited to a voucher interview at the HACA Central Office. The invitation letter will be sent by mail including the interview date and time and the documents required for the eligibility process.



# Pathways Asset Management

*A Subsidiary of the Housing Authority of the City of Austin*

## CHOICE MOBILITY VOUCHER APPLICATION

**APPLICATION MUST BE COMPLETED BY THE HEAD OR CO-HEAD OF HOUSEHOLD.** Applications submitted by other family members will not be accepted.

If you are eligible for the Choice Mobility program and would like to request a voucher, please complete this page and **submit it to your property manager.** Incomplete applications will not be accepted.

**Head of Household Full Name (print):** \_\_\_\_\_

**HOH Date of Birth:** \_\_\_\_\_ **Last four numbers of SSN (if applicable):** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**Primary Phone # :** \_\_\_\_\_ **Alternate Phone # :** \_\_\_\_\_

**Read the following statements and initial on the corresponding line:**

\_\_\_\_\_ I understand that by submitting this application, I am not guaranteed a Housing Choice Voucher

\_\_\_\_\_ I understand that if I am selected in the random Choice Mobility draw, I must be determined eligible for the voucher program and comply with program requirements

\_\_\_\_\_ I understand that if I decide to move to another HACA PBRA property, my 24-month eligibility clock for this program will start over

\_\_\_\_\_ I understand that only household members listed on my PBRA lease at the time of voucher processing will be included in the voucher household

\_\_\_\_\_  
**Signature (HOH or Co-HOH)**

\_\_\_\_\_  
**Date**

### DO NOT WRITE IN THIS BOX – FOR OFFICE USE ONLY!

**Property Name:** \_\_\_\_\_ **Date of PBRA conversion:** \_\_\_\_\_

**Date of move-in for above client:** \_\_\_\_\_ **Eligible?** ☐ YES ☐ NO

\_\_\_\_\_  
**Manager Name (printed)**

\_\_\_\_\_  
**Manager Signature**

### Appendix 3: Transfer Process from PBRA to HCV

