

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>
--	---	---

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

DRAFT

**Definitions.**

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

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<p><b>PHA Name:</b> _____Housing Authority of the City of Glendale__ <b>PHA Code:</b> _CA114__</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _07/2022_____</p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p><b>Number of Housing Choice Vouchers (HCVs)</b> __1592_____</p> <p><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> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><b>Housing Website:</b>  <a href="https://www.glendaleca.gov/government/departments/community-development/housing/plans-reports-and-loan-forms">https://www.glendaleca.gov/government/departments/community-development/housing/plans-reports-and-loan-forms</a></p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)</p>

	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
	N/A				
<b>B.</b>	<b>Annual Plan.</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 Annual Plan submission?</p> <p>Y    N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>See below for explanation of revisions</p>				

**Financial Resources- Planned Sources and Uses \***

Planned Use	# of vouchers	Amount
Glendale HAP Vouchers	1592	\$20,479,488.00
Administrative Fee		\$1,875,322.00
subtotal		<b>\$22,354,810.00</b>
VASH HAP Vouchers	15	\$192,960.00
Administrative Fee		\$17,207.00
subtotal		<b>\$210,167.00</b>
Mainstream HAP Vouchers	14	\$180,096.00
Mainstream Administrative Fee		\$16,059.00
subtotal		<b>\$196,155.00</b>
EHV HAP Vouchers	225	\$3,033,456.00
EHV Administrative Fee		\$357,780.00
EHV Preliminary Fee		\$90,000.00
EHV Service Fee		\$787,500.00
subtotal		<b>\$4,268,736.00</b>
Port HAP Vouchers	1,216	\$17,703,036.00
Port Administrative Fee		\$1,286,592.00
subtotal		<b>\$18,989,628.00</b>
<b>GRAND TOTAL</b>		<b>\$46,019,496.00</b>

\*Assumes full funding for all needs

### **Rent Determination**

On September 1, 2021, the Housing Authority revised its payment standard based on finalized 2021 Fair Market Rents (FMR) which resulted in a higher payment standard for all five bedroom categories listed below. The new payment standard went into effect 9/1/2021, but will be implemented for each individual household at their annual recertification.

**The payment standards listed below is a comparison between the initial and most recent payment standard increase that went into effect 09/01/2021.**

**The increased payment standard for each category is the following\*:**

	0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
# of units per bedroom size	14	2256	316	8	0
Payment Standard Increase	\$154	\$313	\$274	\$319	\$339
Initial Payment Standard	\$1,216	\$1,453	\$1,881	\$2,281	\$2,641
Current Payment Standard	\$1,370	\$1,766	\$2,155	\$2,600	\$2,980

**The total projected estimated cost of the increased payment standard to the Housing Authority is approximately \$ 9.5 Million for FY 2021-2022.**

**\* This projection does not include Emergency Housing Vouchers**

### **Significant Amendment/Modification.**

*The definition of a Significant Amendment/Modification is: any changes made by the PHA resulting in changes to rent and income determination, fair housing requirements, admissions and screening policies or organization of the waiting list.*

#### **Operations and Management (See Addendum #1):**

1. Addition of an Emergency Housing Voucher Program (EHV) to assist and house individuals and families who are: (1) homeless, (2) at risk of homelessness (3) fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless.

#### **Section 8 Administrative Plan Changes:**

1. **Interim Re-examinations** (see Addendum #2): The GHA will not process an interim re-examination for families reporting an increase in annual income from Social Security and Supplemental Security Income payments if the increase is due to the Cost of Living Adjustment (COLA) only. However, the GHA will document the family's case and notify them accordingly.

2. **Housing Quality Standard (HQS) Inspections:** (see Addendum #3)

**Annual/Biennial HQS Inspections:** Effective January 1, 2021, the Glendale Housing Authority will conduct HQS inspections biennially instead of annually. Each unit under HAP contract will be inspected biennially, within 24 months of the last full HQS inspection. The PHA reserves the right to conduct an annual inspection for any unit, at any time.

**Quality Control Inspections:** HUD requires a PHA supervisor or other qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS. A minimum of 10 units will be selected for quality control. The selected randomized sample will be from a pool of units that have been inspected within the preceding 3 months.

**Appliances- Refrigerator:** If the family is responsible for supplying the stove and/or refrigerator, the PHA will allow the stove and refrigerator to be placed in the unit after the unit has met all other HQS requirements. The required appliances must be in place before the HAP contract is executed by the PHA. The PHA will execute the HAP contract based upon a certification from the family that the appliances have been installed and are working. A confirmatory inspection will be scheduled within 30 days of HAP contract approval if the tenant provided stove was installed after the initial inspection. A confirmatory inspection will not be required if the tenant provided refrigerator was installed after the initial inspection.

4. **40% Affordability for "Zero" Income and/or Mixed Families** (see Addendum #4): The 40% rule only applies in situations where the Gross Rent exceeds the applicable Payment Standard.

<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p>
<b>B.3</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   N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><a href="#">Form HUD-50077</a>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.5</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.6****Progress Report.**

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

**Goals and Objectives: 2021-2025**

- 1) Continue to develop and maintain a good working relationship with other PHAs so that families and property owners can benefit through the portability process of the Housing Choice Voucher Program.  
**Our agency is unique in the high amount of incoming portable vouchers leasing in our agency. Glendale works with 33 other PHA's through portability. The largest number of ports (89%) are from HACLA, followed by 4% from Pasadena, 3% from Burbank and 2% from LACDA. In 2021 our agency received and processed 56 incoming portable vouchers**
  - a. Perform monthly and timely reconciliation for Housing Assistance Payments **(A Reconciliation report is done monthly with no reporting errors);**
  - b. Establish a single port contact person to ensure easy coordination **(A single port contact has been in place for many years, currently our Agency has a total of 1,212 leased up portable voucher);**
  - c. Continue membership in professional organizations that allow for interactions and coordination with other local agencies **(The Glendale Housing Authority is a member of the following professional peer organizations:**
    - i. **National Association of Housing and Redevelopment Officials (NAHRO)**
    - ii. **Southern California National Association of Housing and Redevelopment Officials (So-Cal NAHRO)**
    - iii. **California Association of Housing Authorities (CAHA)**
    - iv. **Public Housing Authorities Directors Association (PHADA)**
    - v. **Southern California Association of Nonprofit Housing (SCANPH).**
- 2) Maintain optimal leasing rate to benefit as many participants as possible, given constraints by HUD and local rental market.
  - a. Use HUD's 2-year tool for budgeting and forecasting needs

**HUD's 2-year tool has been used as a budget planning tool for utility allowance, payment standard forecasting and program budgets. Below is a total number of inspections and examinations conducted in 2021.**

<b>2021</b>	
Housing Inspections*	2,244
Annual Re-examinations	2,647
Interim Re-examinations	1,652

\*This includes all types of inspections (Annual, Initial, Re-inspections & Special Inspections)

- b. Review and monitor monthly attrition and deceased tenant report  
**A report is done on a monthly basis with appropriate follow-up action.**

2021	
End of Participation	133

- c. Review payment standard to ensure comparable market rates (**A higher payment standard was implemented in September 2021 and included in Item B.1**);
- d. Monitor and update Section 8 waiting list to ensure applicants can be qualified as quickly as possible when pulled from the list.  
**A review is done on a monthly basis or whenever waiting list updates are received by our Agency. Below are the number of families pulled from the waiting list in 2021. Our Agency will continue to pull families from the waiting list for both programs in 2022.**

2021	
Waiting List	300
EHV Program	46

- 3) Offer staff training and education on changing HUD regulations, policies and procedures that affect program participant's eligibility and assistance.
- Update the Administrative Plan as needed to ensure program compliance (**Changes to the Administrative Plan are noted in Item B.1**)
  - Staff training to ensure continuous program compliance and minimize error rates (**Online training classes have been provided to staff to keep up to date with various changes of HUD regulations**);
  - Continue to attend professional organizations meetings to regional and national housing organizations (**Online meetings have been attended when available**).
- 4) Update owners and program participants of changes in program policies and regulations (**Our Agency has kept Section 8 tenants and owners informed of various assistance and program changes through: direct mailing, social media and direct phone calls.**);
- Update participant program briefing packets as needed;
  - Notify owners of policies and regulations that affect program rents;
  - Direct mailers to landlords on Section 8 Incentive Programs.
- 5) Continue to lobby for additional program funding and vouchers in order to alleviate rent burden and provide housing assistance to new participants.
- Apply for new Notice of Funding Availability (NOFA) whenever possible (**There were no available NOFA's that our Agency qualified for**);



- b. Coordinate lobbying efforts with other agencies through national association membership for important budget issues and legislation (**Our Agency continues to lobby for additional program funding and also lobbied HUD for new COVID rent relief programs, waivers from HUD rules due to COVID impacts, and program reform by the Veterans Administration for their operations of the VASH program).**
- c. Respond to HUD proposed rules as necessary.

6) Expand and maintain affordable units on the Section 8 program.

- a. Conduct program marketing to attract new owners  
**Through the HUD CARES act, a bonus incentive program was developed to attract, retain and reward Section 8 owners. The follow shows bonus payments issued to current and new Section 8 owners and new owners added to the Section 8 program.**

2021	
Bonus Incentive Payments	\$347,219
New Owners to Section 8	68

- b. Conduct owner outreach/appreciation events to ensure a good working relationship with owners (**Section 8 owners have been kept updated of regulations affecting the program through direct phone calls and mailings).**

7) Achieve a “High Performer” designation by HUD.

- a. Perform program audits and staff training to maintain program efficiency;
- b. Perform internal quality control of program participants (**Our Agency received a High Performer designation in August 2021. Internal audits of program files and program participants are done on a monthly basis).**

**Resident Advisory Board (RAB) Comments.**

(a) Did the RAB(s) provide comments to the PHA Plan?

Y    N  
☒   ☐

(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.