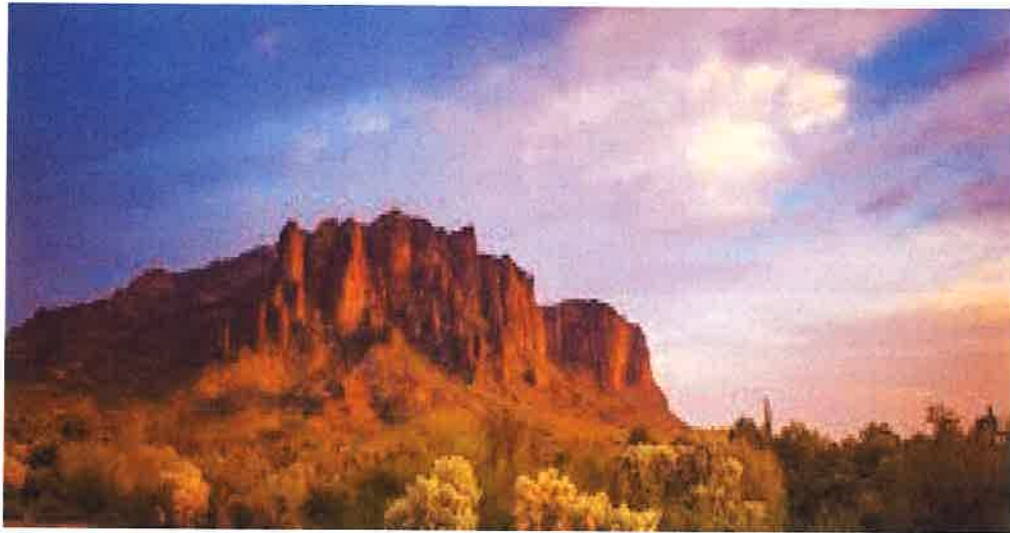


PINAL COUNTY
HOUSING AUTHORITY
2024 ANNUAL AGENCY PLAN



Rolanda Cephas, Executive Director

Any person with a disability, who may require special accommodations to utilize housing programs and other services may request a reasonable accommodation.



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| Streamlined Annual PHA Plan <i>(Small PHAs)</i> | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | OMB No. 2577-0226 Expires: 03/31/2024 |
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, 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. The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only 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 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, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 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 exceed 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>PHA Name: <u>Pinal County Housing Authority</u> PHA Code: <u>AZ010</u> PHA Type: <input checked="" type="checkbox"/> Small PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2024</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>139</u> Number of Housing Choice Vouchers (HCVs) <u>869</u> Total Combined <u>1008</u> <u>750 HCV, 15 VASH, 39 EHV, 5 SV, 34 PBV, and 26 RAD/PBV</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><u>Pinal County Housing Authority (PCHA) Office</u> <u>970 N. Eleven Mile Corner Road,</u> <u>Casa Grande, Arizona 85194</u> <u>PCHA's website: http://pinalcountyyaz.gov/departments/housing/pages/Home.aspx</u></p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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></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: | | | | | | | | | | | |
| 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: | | | | | | | | | | | | | | | | | | | | | |
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| B. | Plan Elements Submitted with 5-Year PHA Plans. Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4). |
| B.1 | <p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input 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>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p> |
| B.2 | <p>New Activities.</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 type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(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.</p> |
| B.3 | <p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> |
| B.4 | <p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> |

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| <p>B.5</p> | <p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> |
| <p>Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p> | |
| <p>B.1</p> | <p>New Activities</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 <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance. <input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>See Attachment B.1</p> <p>(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.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. See Attachment B.1(c) Project-Based Vouchers</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review. See Attachment B.1(d) Deconcentration Policy</p> |
| <p>B.2</p> | <p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. See Attachment B.2 Statement of Capital Improvements. 5-Year Action Plan for 2023-2027 Approved By HUD on 8/28/23</p> |
| <p>C Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.</p> | |
| <p>C.1</p> | <p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) 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. See Attachment C.1 Resident Advisory Board Comments</p> |
| <p>C.2</p> | <p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See Attachment C.2 Certification by State or Local Officials</p> |

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| C.3 | Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. <i>Form HUD-50077-CRT-SM, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed, must be submitted by the PHA as an electronic attachment to the PHA Plan. See Attachment C.3 Certification of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations</i> |
| C.4 | Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N <input type="checkbox"/> <input type="checkbox"/> If yes, include Challenged Elements. |

D.

Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing.

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

It is the policy of the Pinal County Housing Authority (PCHA) to comply fully with Fair Housing and Equal Opportunities (FHEO), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA), the U.S. Department of Housing and Urban Development (HUD) regulations, notices/guidance, and the PCHA's Agency Plans, Procedures Manual, County Personnel Policy, and Federal, State and local housing laws.

The PCHA promotes and advance fair and inclusive housing opportunities for all individuals, regardless of race, color, religion, sex, familial status, national origin, disability, or LGBTQ+ status. By affirmatively furthering fair housing, the PCHA strives to create communities that are diverse, inclusive, and free of discrimination.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The PCHA will not, on the grounds of race, color, creed, sex, religion, age, disability, national origin, actual or perceived sexual orientation, gender identity, marital status, or familial status:

- a. Deny an eligible person or family admission to housing.
- b. Provide housing assistance, which is different from that provided to others, except for elderly and/or disabled where accessibility features, may be required.
- c. Subject a person or family to segregation or separate treatment.
- d. Restrict a person or family's access to any benefit enjoyed by others in connection with housing programs.
- e. Treat a person or family differently in determining eligibility or other requirements for admission.
- f. Deny any person or family access to the same level of services provided to others.
- g. Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing programs.

This policy is grounded on the belief that every individual should have equal access to housing opportunities and that no one should be unjustly denied the chance to live in a safe and welcoming community. The PCHA emphasizes the need for proactive and intentional steps to address housing disparities and to promote fair housing practices at the federal, state, and local levels.

Furthermore, the PCHA emphasizes the importance of collaboration between government agencies, housing providers, and community organizations to achieve fair housing objectives. By working together, these stakeholders can develop strategies and policies that promote equitable housing opportunities address systemic barriers to fair housing.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

The PCHA will continue outreach efforts to local property owners throughout Pinal County to allow HCV program participants to move to areas where there is not a concentration of low-income housing. PCHA will have staff members to dedicate to increasing landlord participation and building stronger relationships the current landlords.

All PCHA public housing and HCV staff have completed Fair Housing Training conducted by Southwest Fair Housing. PCHA is committed to continue to require annual Fair Housing Training for aa PCHA staff

Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

HOPE VI or Choice Neighborhoods. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. (Notice PIH 2011-47)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan (24 CFR §903.7(b)).

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7(g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

B. Annual Plan Elements Submitted All Other Years (Years 1-4). PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Hope VI or Choice Neighborhoods. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for

Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing under the Voluntary or Mandatory Conversion programs. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices](#).

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations and describe how project-basing would be consistent with the PHA Plan.

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.2 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR §903.7(g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077 CRT-SM, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. 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.

Public reporting burden for this information collection is estimated to average 7.02 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author provides a detailed breakdown of the company's revenue streams. This includes sales from various product lines and services. The analysis shows that while one product line is currently the primary source of income, diversification into new markets is essential for long-term growth.

The third section addresses the company's financial health and liquidity. It highlights the need for a robust cash flow management strategy to ensure that all operational needs are met. The author suggests implementing regular financial reviews to identify potential areas of concern early on.

Finally, the document concludes with recommendations for future strategic planning. It suggests that the company should focus on innovation and research and development to stay competitive in a rapidly changing market. Additionally, strengthening relationships with key suppliers and customers is seen as a critical success factor.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment B. 1

NEW ACTIVITIES

OTHER GRANT PROGRAMS

FAMILY SELF-SUFFICIENCY (FSS)

Pinal County Housing Authority (PCHA) submitted an application for the 2023 Family Self-Sufficiency (FSS) Program Coordinator Grant that will be awarded for the 2024 fiscal year.

The PCHA plans to apply for any additional FSS Grant program funding that may be announced through HUD's Notification of Funding Availability (NOFO).

The FSS Program enables HUD assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies.

Some of the services coordinated through the FSS program include: child care, transportation, education, job training, employment counseling, financial literacy, and homeownership counseling, among others.

The PCHA last applied for the renewal of the FSS grant and received funding for FY 2014, which was funded from January 1, 2015 through December 31, 2015. The PCHA has been actively performing FSS duties and managing mandatory program slots without funding for the past seven years. This program has been beneficial to current program participants as well as previous program participant who successfully graduated from the program.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The document provides a detailed explanation of how to categorize these transactions correctly, ensuring they are recorded in the appropriate accounts. It also highlights the need for regular reconciliation to identify any discrepancies between the recorded amounts and the actual bank statements or receipts.

The second part of the document focuses on the preparation of the financial statements. It outlines the steps involved in calculating the net income, which is a key indicator of the company's profitability. This involves summing up all revenues and subtracting all expenses, including depreciation and amortization. The document also discusses the importance of providing a clear and concise explanation of the results, highlighting any significant changes or trends. It provides a template for the financial statements, ensuring that all required information is included and presented in a professional and easy-to-understand format.

The final part of the document discusses the importance of transparency and accountability in financial reporting. It emphasizes that the financial statements should be prepared in accordance with the applicable accounting standards and regulations. This ensures that the information is reliable and comparable to other companies in the industry. The document also discusses the role of the auditor in verifying the accuracy of the financial statements and providing an independent opinion on their fairness. It concludes by emphasizing the importance of maintaining a strong internal control system to prevent errors and fraud, and to ensure the overall integrity of the financial reporting process.

Attachment B. 1



NEW ACTIVITIES

PROJECT BASED VOUCHERS (PBV)

The Pinal County Housing Authority (PCHA) will spend the current year exploring options for new projects to utilize the proceeds from the disposition of the Stanfield development to increase the number of one, two, and three-bedroom units.

The PCHA may explore solicitation for RFP's for PBV's for new development or newly rehabbed properties to make units affordable and available to low and very low-income families. The exact number of PBV's have not been determined.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment B. 1



NEW ACTIVITIES

OTHER GRANT PROGRAMS

Emergency Safety and Security

Pinal County Housing Authority (PCHA) plans to apply for the Emergency Safety and Security Grant if funds become available to improve the safety and security of the public housing developments throughout Pinal County.

The PCHA may also apply for other Capital Grant Programs for the improvement of the PCHA's programs and services when the Notice of Funding Availability is announced.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment B.1.

NEW ACTIVITIES

UNITS WITH APPROVED VACANCIES FOR MODERNIZATION

PCHA has included in its 5-year Capital Fund Action Plan to rehab five (5) public housing units annually as they become vacant, as it strives to maintain decent, quality housing for the families it serves.

Units with Approved Vacancies for Modernization

In accordance with 24 CFR §990.145(a)(1), The PCHA requested and received approval from the local HUD office to place four (4) public housing units off-line in the Undergoing Modernization sub-category.

Two 4 bedroom units in Casa Grande will undergo kitchen and bathroom remodels;

One 2-bedroom unit in Casa Grande will undergo ADA rehab;

One 1-bedroom unit in Apache Junction will undergo ADA rehab

The PCHA anticipates it will make a similar request in 2024 as units become available.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment B. 1

NEW ACTIVITIES

MOVE TO WORK (MTW)

The Move to Work (MTW) is a Department of Housing and Urban Development (HUD) demonstration program that allows housing authorities to design and test innovative, locally-designed strategies for providing low-income families with affordable housing and new paths to economic independence. Congress established three statutory goals for MTW:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

Pinal County Housing Authority (PCHA) plans to submit an application for the Move To Work (MTW) program as an initiative to encourage self-sufficiency as

well as allow the PCHA to move funds to the areas in need in order to better operate our programs and better serve the community.

The PCHA understands that there are some families who may be elderly, disabled, or handicapped who may always need a basic level of housing assistance; therefore, the needs of those families will be best served by maintaining an income-based rent structure. However, the PCHA also understands that there are families that housing assistance should be a temporary bridge to achieving total self-sufficiency.

The PCHA believes that encouraging work and individual responsibility, we will see a higher percentage of working families as well as a significant voucher turnover rate, which will allow the PCHA to continue to issue new vouchers to many of the neediest families in Pinal County.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting process. It starts with the identification of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and journalizing the transactions, posting to the ledger, determining debits and credits, preparing a trial balance, adjusting the entries, preparing financial statements, and closing the books.

The third part of the document focuses on the preparation of financial statements. It explains how to use the trial balance to identify any errors and how to adjust the entries to reflect the true financial position of the company. It also discusses the importance of comparing the results of the financial statements with the budget and previous periods to identify trends and areas for improvement.

The fourth part of the document discusses the role of the accountant in the business. It highlights the importance of providing accurate and timely financial information to management and other stakeholders. It also emphasizes the need for the accountant to maintain a high level of ethical standards and to be transparent in all financial reporting.

The fifth part of the document provides a summary of the key points discussed in the document. It reiterates the importance of accurate record-keeping, the accounting cycle, the preparation of financial statements, and the role of the accountant. It also provides some final thoughts on the importance of financial management in the success of a business.

Attachment B. 1



NEW ACTIVITIES

Housing Choice Voucher (HCV) Homeownership Program

The Housing Choice Voucher (HCV) Homeownership program provides vouchers to families admitted to the HCV program so that they can purchase a home and receive monthly assistance in meeting homeownership expenses. The subsidy received will no longer make payments to a landlord but to a mortgage company.

To participate, the families must:

- Meet specific income and employment requirements (the employment requirement does not apply to elderly and disabled families)
- Be a first-time homeowner as defined in the regulation
- Meet the eligibility requirements set by the public housing authority (PHA), such as attending and completing the pre-assistance homeownership and housing counseling program

Pinal County Housing Authority (PCHA) plans to submit an application for the Homeownership program as an initiative to encourage self-sufficiency by providing opportunities to low to moderate income HCV participants in Pinal County to achieve the dream of homeownership.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and transfers between accounts.

The second part of the document provides a detailed explanation of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is described in detail, with examples provided to illustrate the concepts.

The third part of the document focuses on the classification of accounts. It explains how to distinguish between assets, liabilities, and equity accounts, and how to further subdivide them into current and non-current categories. This classification is essential for the preparation of the balance sheet and the statement of financial position.

The fourth part of the document discusses the recording of transactions. It covers the process of debiting and crediting accounts, and how to ensure that the accounting equation remains in balance. It also provides examples of how to record various types of transactions, such as sales, purchases, and adjustments.

The fifth part of the document addresses the closing process. It explains how to close temporary accounts, such as sales, expenses, and income, to the permanent equity account. This process is necessary to reset the temporary accounts for the start of the next accounting period.

The sixth part of the document discusses the preparation of financial statements. It outlines the steps involved in calculating net income, preparing the income statement, and the balance sheet. It also provides examples of how to format these statements and how to interpret the results.

The seventh part of the document covers the concept of adjusting entries. It explains why these entries are necessary and how they are recorded. Examples are provided for adjusting entries related to depreciation, accrued expenses, and unearned revenue.

The eighth part of the document discusses the importance of internal controls. It outlines various control procedures, such as segregation of duties, authorization, and documentation, that can help prevent errors and fraud. It also provides examples of how to design and implement these controls.

The ninth part of the document addresses the topic of auditing. It explains the role of an auditor and the types of audits that are performed. It also provides examples of how to conduct an audit and how to report the results.

The tenth part of the document discusses the importance of ethics in accounting. It outlines the principles of ethical behavior and provides examples of how to apply these principles in various situations. It also provides examples of how to handle ethical dilemmas.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment B. 1

SIGNIFICANT AMENDMENT

SUBSTANTIAL DEVIATION AND SIGNIFICANT AMENDMENT/MODIFICATION

In accordance with 24 CFR §903.7(r)(2) which requires public housing authorities to identify the basic criteria the agency will use to determine a substantial deviation from its 5-Year Plan and significant amendments or modification to the 5-Year Plan and Annual Plan, the following definitions are offered:

Substantial deviation to the 5-Year Plan or Significant Amendment / Modification to the Annual Plan are any additional changes that would affect this Agency's mission, goals, objectives, and policies as stated in the Plan. Significant amendments and substantial deviations/modifications to the Plan are defined as any additional changes that would affect this Agency's mission, goals, objectives, and policies as stated in the Plan.

Significant Amendment or Substantial Deviation/Modification - as referenced in the Quality Housing and Work Responsibility Act of 1998, Section 511, (g), a significant amendment or modification to the annual plan may not be adopted, other than at a duly called meeting of the governing board of the public housing agency that is open to the public after a 45 day public notice; and be implemented, until notification of the amendment or modification is provided to the Secretary of the Department of Housing and Urban Development (HUD) and approved. Amendments or modifications, which are not defined as being

significant and will **not** be subject to a public meeting with a 45 day public notice and notification to the Secretary of HUD, will be the following amendments or modifications:

Admission and Continued Occupancy Policy:

- Changes in rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items (items not included in the current Annual Statement or Five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities;
- Changes under the above definitions that are required due to HUD regulations, federal statutes, state or local laws/ordinances, or as a result of a declared national or local emergency will not be considered substantial deviation or significant amendment/modification;
- Changes under the above definitions which are funded by any source other than federal funds will not require Plan amendment or modification;
- Discretionary or administrative amendments consistent with the Housing Authority's stated overall mission and objectives will not be considered substantial deviations or modifications.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses, income, and any other financial activity.

The second part of the document provides a detailed breakdown of the accounting process. It starts with the identification of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing and journalizing the transactions, posting to the ledger, preparing a trial balance, adjusting the accounts, preparing financial statements, and closing the books. Each step is explained in detail, with examples and practical advice.

The third part of the document focuses on the preparation of financial statements. It covers the balance sheet, the income statement, and the statement of owner's equity. It explains how these statements are derived from the accounting records and how they provide a comprehensive view of the company's financial health.

The fourth part of the document discusses the importance of internal controls. It outlines various control procedures, such as segregation of duties, authorization, and documentation, which are essential for preventing errors and fraud. It also discusses the role of the auditor in verifying the accuracy of the financial statements.

The fifth part of the document covers the final steps of the accounting process, including the closing of the books and the preparation of the final financial statements. It explains how the temporary accounts are closed to the permanent accounts and how the final financial statements are prepared and presented.

Attachment B. 1

REVISIONS OF EXISTING PHA PLAN ELEMENTS

National Standards for the Physical Inspection of Real Estate (NSPIRE)

Final Notice: PIH 2023-28

Housing Choice Voucher

NSPIRE inspections protocol to *replace* HQS as Housing Choice Voucher inspection of record. This notice applies to all Public Housing Agencies (PHAs) including Moving-to-Work (MTW) PHAs administering Section 8 Housing Choice Voucher Programs.

The 13 key aspects of housing quality covered by the HQS include:

- Sanitary facilities
- Interior air quality
- Food preparation and refuse disposal
- Water supply
- Space and security
- Lead-based paint

- Thermal environment
- Access
- Illumination and electricity
- Site and neighborhood
- Structure and materials
- Sanitary conditions
- Smoke detectors
- Carbon monoxide detectors

Effective September 30, 2024, PCHA will use HUD's new inspection standard: NSPIRE.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

ASSISTANT SECRETARY FOR
PUBLIC AND INDIAN HOUSING

SPECIAL ATTENTION OF:

Regional Administrators; Directors of HUD
Regional and Field Offices of Public
Housing; Public Housing Agencies;
Property Owners participating in any
Housing Choice Voucher program.

NOTICE PIH 2023-28

Issued: September 29, 2023

Expires: This notice remains in effect until
amended, superseded, or rescinded.

Cross References:

24 CFR Parts 5, 35, 882, 982, 983

Notice PIH 2023-16

Notice PIH 2022-01

Notice PIH 2020-31

Notice PIH 2017-20

Notice PIH 2016-05

Notice PIH 2013-17

SUBJECT: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE) Administrative Procedures for the Housing Choice Voucher (HCV) Programs

1. Purpose

This notice finalizes the administrative procedures of National Standards for the Physical Inspection of Real Estate (NSPIRE) for the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs (and by reference to HQS, the Section 8 Moderate Rehabilitation Program (Mod Rehab) found in 24 CFR part 882). NSPIRE for HCV and PBV programs, referred to as NSPIRE-V during HUD's demonstration, will be effective October 1, 2023, and will replace Housing Quality Standards (HQS), as previously defined in 24 CFR 982.401, as the inspection standards for these programs. As announced in the Federal Register, "Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of NSPIRE Compliance Date for HCV Programs,"¹ HUD extended the compliance date for HCV and PBV programs until October 1, 2024. This notice applies to all Public Housing Agencies (PHAs), including Moving-to-Work (MTW) PHAs, administering Section 8 Housing Choice Voucher programs.

2. Background

On May 11, 2023, HUD published the "Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate

¹ Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of NSPIRE Compliance Date for HCV Programs, 88 FR 66882 (September 28, 2023)

(NSPIRE)” final rule in the Federal Register (“NSPIRE final rule”).² The NSPIRE final rule establishes a new approach to defining and assessing housing quality called the NSPIRE. NSPIRE strengthens HUD’s physical condition standards and improves HUD oversight by aligning and consolidating the inspection regulations used to evaluate “HUD housing” as defined in 24 CFR 5.701(c), across multiple programs. Implementation of the NSPIRE final rule ensures that residents of HUD housing live in safe, habitable dwellings. It also ensures that the items and components located both inside and outside, and within the units of HUD housing are functionally adequate, operable, and free of health and safety hazards. The rule also states that HUD will publish NSPIRE Standards through a Federal Register Notice at least once every three years to allow HUD to be responsive to the ever-changing public and assisted housing portfolio and evolving needs and research findings in the field.

During the first phase of implementation, HUD commenced inspections for Public Housing properties and certain Multifamily Housing NSPIRE Demonstration participants beginning July 1, 2023. As described in the final rule, NSPIRE implementation included three core notices: the NSPIRE Standards, NSPIRE Scoring, and NSPIRE Administrative Procedures notices covering the Public Housing and Multifamily Housing programs listed at 24 CFR 5.701. More information on these notices is posted at https://www.hud.gov/program_offices/public_indian_housing/reac/nspire/notices.

HUD is also issuing this Administrative Procedures notice covering the HCV and PBV (and by reference to HQS, the Mod Rehab) programs. Prior to the implementation of NSPIRE, inspections under these programs were conducted in accordance with HQS, as defined in 24 CFR 982.401. This notice informs PHAs that administer these programs of the effective date of implementation of NSPIRE, covers the new NSPIRE Standards, instructs PHAs to update their inspection standards before the compliance date of October 1, 2024, and explains any other changes to the inspection processes.

3. Effective Date

This notice provides guidance for HCV and PBV programs and implements the second phase of the NSPIRE final rule for these programs before the compliance date of October 1, 2024. While compliance is not required before that date, HUD encourages any PHA that is ready to implement NSPIRE to do so at their earliest convenience. With respect to inspections conducted on and after the implementation of NSPIRE for the programs identified above, this notice replaces all HQS guidance previously issued by HUD, including the *Housing Inspection Manual for the Section 8 Existing Housing Program, Chapter 10: Housing Quality Standards* of the 2001 Housing Choice Voucher Program Guidebook³, and HUD forms 52580 and 52580-A. HUD will issue updates to HCV guidance materials for NSPIRE later this year.

PHAs that will implement inspections using the NSPIRE Standards on or after October 1, 2023, will need to be in communication with their landlords and families regarding the upcoming changes to the inspection standards. All participating landlords and families must be notified of

² Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE), [88 FR 30442](#) (May 11, 2023)

³ This Guidebook is no longer in effect, but HUD recognizes that because this chapter has not been updated or superseded, it may still be in use by PHAs.

NSPIRE, what the NSPIRE Standards are, and when these changes will take effect for their inspections. To properly prepare for NSPIRE inspections, PHAs must also ensure that inspectors are trained on NSPIRE and any new software or tools they will utilize.

Please note that PHAs with units subject to HQS inspections conducted prior to the effective date identified above shall hold those units and owners subject to HUD's and the PHA's HQS administrative and enforcement policies in effect at the time of those inspections.

4. Extended Compliance Date and Notification to HUD

With this notice, and in accordance with Federal Register Notice, [88 FR 66882](#), "Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE); Extension of NSPIRE Compliance Date for HCV Programs," PHAs may continue using HQS, as previously defined in 24 CFR 982.401, or other HUD-approved inspection methods as their inspection standards for up to one year, or until October 1, 2024. PHAs are highly encouraged to implement NSPIRE as soon as feasible after October 1, 2023, but must comply with NSPIRE Standards no later than October 1, 2024. Regardless of which inspection standards are used, PHAs are reminded that they must include compliance with the carbon monoxide device requirements required by Congress as of December 2022. PHAs may follow the [NSPIRE Carbon Monoxide standard](#) for additional guidance on this requirement. PHAs that opt to retain HQS can continue to utilize current HQS guidance, including HUD forms 52580 and 52580-A.

The PHA must report the decision to continue using HQS or another approved alternative standard to HUD by sending an email to NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their local Field Office representative. The email's Subject line must read "*Notification of Extension of HQS, [PHA Code]*" and the body of the email should include the PHA name, PHA code, a statement that HQS will continue to be used, and what date the PHA tentatively plans to implement NSPIRE (which may be no later than October 1, 2024). This email must be sent no later than 45 days from the issuance date of this notice.

If a PHA implements NSPIRE after October 1, 2023, but before October 1, 2024, the PHA must also notify HUD via email to NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their Field Office representative. The email's subject line must read "*Notification of Implementation of NSPIRE, [PHA code]*" and the body of the email should include the PHA name, PHA code, a statement that NSPIRE will now be used, and what date the PHA is implementing NSPIRE (which may be no later than October 1, 2024).

5. Inspectable Areas

The NSPIRE final rule defines the inspectable areas for the inspection as inside, outside, and units of HUD housing at 24 CFR 5.703:

Unit. A unit (or "dwelling unit") of HUD housing refers to the interior components of an individual unit. Examples of components included in the interior of a unit may include the balcony, bathroom, call-for-aid (if applicable), carbon monoxide devices, ceiling, doors, electrical systems, enclosed patio, floors, HVAC (where individual units are

provided), kitchen, lighting, outlets, smoke detectors, stairs, switches, walls, water heater, and windows.

Inside. Inside of HUD housing (or “inside areas”) refers to the common areas and building systems that can be generally found within the building interior and are not inside a unit. Examples of “inside” common areas may include basements, interior or attached garages, enclosed carports, restrooms, closets, utility rooms, mechanical rooms, community rooms, daycare rooms, halls, corridors, stairs, shared kitchens, laundry rooms, offices, enclosed porches, enclosed patios, enclosed balconies, and trash collection areas. Examples of building systems include those components that provide domestic water such as pipes, electricity, elevators, emergency power, fire protection, HVAC, and sanitary services.

Outside. Outside of HUD housing (or “outside areas”) refers to the building site, building exterior components, and any building systems located outside of the building or unit. Examples of “outside” components may include fencing, retaining walls, grounds, lighting, mailboxes, project signs, parking lots, detached garage or carport, driveways, play areas and equipment, refuse disposal, roads, storm drainage, non-dwelling buildings, and walkways. Components found on the exterior of the building are also considered outside areas, and examples may include doors, attached porches, attached patios, balconies, carports, fire escapes, foundations, lighting, roofs, walls, and windows.

While the above definitions include areas and components that are covered by the regulation, they are not all required to be inspected for an HCV or PBV inspection. The inspectable areas for HCV, PBV, and the Mod Rehab programs are defined at 5.705(a)(2):

The inspection requirement for the tenant-based HCV program and the unit inspection for the PBV and Moderate Rehabilitation programs only applies to units occupied or to be occupied by HCV, PBV, and Moderate Rehabilitation participants, and common areas and exterior areas which either service or are associated with such units.

6. NSPIRE Standards

While many HQS items are encompassed in NSPIRE in some way, the focus of NSPIRE is on the condition of dwelling units and prioritizing the health and safety of residents. A major change between NSPIRE and HQS is that the NSPIRE final rule removed the “Site and Neighborhood” requirement for HCV at 24 CFR 982.401(l).

Where to Find the NSPIRE Standards

The standards can be found on the [NSPIRE Standards website](#). You can also find a full list of all Standards in [one PDF document](#) attached to the NSPIRE Final Rule. HUD recognizes that the format of the NSPIRE Standards may cause confusion for HCV PHAs who are more familiar with a checklist-type form and a question-and-answer-based list. An Excel checklist has been created and will be provided on HUD’s website.

Affirmative Habitability Requirements

NSPIRE also provides for minimum, or affirmative, habitability requirements for each “area” (unit, inside, outside). The areas must meet these requirements for habitability. These affirmative habitability requirements are noted specifically in the Standards, but can also be found in 24 CFR 5.703(b), (c), and (d).

HOTMA Life-Threatening List

Under the Housing Opportunity Through Modernization Act of 2016 (HOTMA), as part of the “*Implementation of Various Section 8 Voucher Provisions*,” HUD published a list of life-threatening conditions (“HOTMA LT List”) in the Federal Register.⁴ HUD has included the HOTMA LT List in the NSPIRE Standards and this life-threatening (LT) will become mandatory for all HCV PHAs at the time of NSPIRE implementation. Previously, the list of LT deficiencies was either discretionary and up to the PHA, or PHAs were required to adopt HUD’s HOTMA LT List if they had implemented HOTMA’s initial inspection provisions (under Notice PIH 2017-20). The HOTMA LT List, published with the [final NSPIRE Standards](#) on June 22, 2023, will no longer be discretionary. In addition to being listed within the individual Standards, the HOTMA LT List can also be found separately in Table 65 of the Standards at:

https://www.hud.gov/sites/dfiles/PIH/documents/6092-N-05nspire_final_standards.pdf.⁵

PHAs can still add additional items to the list of items considered LT conditions. If a PHA wishes to include additional LT deficiencies beyond the HOTMA LT List, they would need to be identified and adopted as LT into the PHA’s Administrative Plan. Any HUD-approved acceptability criteria variations that the PHA would like to identify as LT under NSPIRE, will also need to be identified and adopted as LT into the PHA’s Administrative Plan (see section 7. *Variations* of this notice).

Timelines for Correcting Deficiencies

HUD has aligned NSPIRE with HOTMA, and for the HCV programs, Life-Threatening deficiencies must be corrected within 24 hours after such notice has been provided. All other non-life-threatening deficiencies, known as *Severe and Moderate*, must be corrected within 30 days (or a PHA-approved extension) after such notice has been provided. There are some deficiencies considered *Low* that even if present in the HCV programs will result in a **pass** and would only be noted by the inspector for information purposes. If a failed deficiency (Life-Threatening, Severe, or Moderate) is not corrected within the required timeframe, the PHA must initiate Housing Assistance Payment (HAP) Contract enforcement, which can include withholding or abatement of assistance payments, terminations, or relocations.

Scoring

The NSPIRE Scoring Notice does not apply to the programs covered in this notice. HCV, PBV, and Mod Rehab inspections are not numerically scored and NSPIRE retains pass/fail indicators. Pass inspections require no further action by the PHA, family, or landlord. Fail inspections will require follow-up, re-inspections, or verification to confirm the correction of the failed

⁴ Housing Through Modernization Act of 2016: Implementation of Various Section 8 Voucher Provisions, 82 FR 5458

⁵ National Standards for the Physical Inspection of Real Estate: Inspection Standards, 88 FR 40832.

standards.⁶ Each individual NSPIRE Standard indicates whether a deficiency would result in a pass or fail for the unit under the HCV programs.

Self-Inspections

24 CFR 5.707 exempts landlords participating in HCV, PBV, and Section 8 Mod Rehab programs from any self-inspection requirements.

Lead-Based Paint Hazards, Mold and Moisture, and Pest Infestations

As discussed in the NSPIRE Administrative Procedures Notice applicable to Public Housing and Multifamily Housing programs, HUD allows flexibility for what is considered an appropriate correction for lead-based paint, mold and moisture, and pest infestations within 24 hours. All these conditions may take a significant time to permanently control. PHAs may consider this language in considering corrections made by property owners/landlords. For lead-based paint and the programs covered in this notice, PHAs and owners shall continue to comply with the requirements and timelines in 24 CFR Part 35 Subpart M—Tenant-Based Rental Assistance, and Subpart H—Project-Based Assistance. PHAs and owners are reminded that any deteriorated paint in target housing, or other lead-based paint hazard identified through a lead-based paint risk assessment or lead-based paint inspection is considered a violation of HQS and the NSPIRE Standards. For the tenant-based programs, Subpart M applies to units where a child under age 6 resides or is expected to reside, common areas that service that unit, and exterior painted surfaces associated with that unit or common areas. For project-based programs, Subpart H applies to assisted units and common areas of the property regardless of whether a child under age 6 resides or is expected to reside in the unit. The NSPIRE final rule did not alter any of the lead-based paint requirements in Part 35 for these programs.

7. Variations

NSPIRE does not alter the existing flexibilities that allow PHAs to propose, for HUD approval, acceptability criteria variations. 24 CFR 5.705(a)(3) (formerly found at § 982.401(a)(4)), states that HUD may approve variant inspection standards for the HCV and PBV programs.

After a PHA's implementation of NSPIRE, previous variation approvals under HQS that do not align with NSPIRE Standards must be re-reviewed by HUD. PHAs must determine if any previously approved variation they wish to continue is now a variation of the NSPIRE Standards just as they did under HQS acceptability criteria. If the PHA determines the need for a variation still exists, they must submit a request to HUD as described below. If the PHA is unable to make the determination or unsure whether or not a variation aligns with NSPIRE, they are welcome to submit these as requests for HUD determination as well.

Please note, NSPIRE will no longer allow for the use of unvented, fuel-burning space heaters because of the risk of carbon monoxide exposure. For PHAs that continue to use HQS for inspections on or after October 1, 2023, and currently have a HUD-approved variation allowing the PHA to approve the use of unvented, fuel-burning space heaters, this approval will be

⁶ Verification can include photos (Notice PIH 2013-17: *Housing Choice Voucher (HCV) Program – Review of Existing HQS Requirements and the Use of Photos to Improve HQS oversight*) or remote video (Notice PIH 2020-31: *Remote Video Inspections for Housing Choice Voucher Program*) in accordance with PHA Policy.

rescinded effective January 1, 2024. PHAs must provide all owners and currently assisted families with a written notice, no later than November 1, 2023, that such space heaters must be removed and replaced with an appropriate heating source as soon as possible, but no later than December 31, 2023. For any initial inspection that occurs on or after October 1, 2023, PHAs may not execute a new Housing Assistance Payments (HAP) contract for a unit with an unvented, fuel-burning space heater. The owner must provide an appropriate heating source prior to HAP contract execution. During any scheduled periodic inspection that occurs between October 1, 2023, and December 31, 2023, the presence of an unvented, fuel-burning space heater must be cited, and the owner must remove and replace it with an appropriate heating source no later than December 31, 2023. The owner must also ensure that if there is no carbon monoxide device in the unit, one must be installed within 24 hours, in accordance with statutory requirements. For inspections that occur on or after January 1, 2024, the presence of an unvented, fuel-burning space heater will be considered a failed item under HQS that the owner must correct in accordance with regulatory requirements and PHA-established timeframes. If the owner doesn't correct the deficiency within the required timeframes, the PHA must abate HAP and enforce the owner obligations in accordance with program requirements in 24 CFR 982.404.

PHAs that wish to apply for approval of variant inspection standards from the NSPIRE Standards must email REAC at NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their Field Office representative.

The Subject line of the email should read “*Variation Request, [PHA Code]*”

Requests for variations should include the following:

- a. Name and Code of the PHA requesting the variation.
- b. The variation requested or the current standard requested to be modified.
- c. The local condition or housing code that supports the request.⁷
- d. Justification for approval:
 - Whether the variation meets or exceeds the performance requirements under NSPIRE, or
 - How the variation will significantly expand housing opportunities for families.

HUD expects these determinations to be made in approximately 30-45 days. PHAs should continue business as usual while HUD makes these determinations. Any approved variations must be added to the PHA's Administrative Plan. If the PHA is denied the use of a variation, the PHA must revise its inspection protocol to meet the NSPIRE Standards before October 1, 2024.

This variation process is not intended to include any individual determinations of a reasonable accommodation.⁸ PHAs maintain their responsibility to review all reasonable accommodation requests made by an individual with a disability. These requests are made on a case-by-case basis and do not involve overall changes or variations to a PHA's inspection standards. Therefore, these determinations are made by the PHA and would not involve HUD approval under this variation process.

⁷ Local conditions or housing codes may have been imposed by a court or administrative order or by a voluntary legal agreement.

⁸ In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act.

8. NSPIRE Processes and Procedures

NSPIRE did not change elements of the program already established in the Housing Opportunity Through Modernization Act of 2016 (HOTMA), or any of the HCV and PBV regulations on inspection timing or protocols.

Different Types of Inspections

PHAs are still required to conduct three types of inspections in accordance with HCV program guidance: initial, periodic (at least biennially, or at least triennially for small rural PHAs), and special (which includes tenant-requested/complaint inspections and quality control) inspections. NSPIRE makes no changes to this for the HCV programs.

Units under a PBV HAP Contract⁹ continue to be subject to all turnover inspections for new families moving in and a random sampling of at least 20 percent of the contract units for periodic NSPIRE inspections. Like HCV, the random sample must be done at least biennially, or at least triennially for small rural PHAs.

Mod Rehab units under Contract are still subject to inspection at least annually in accordance with 24 CFR 882.516.

Entity Conducting Inspections

NSPIRE aligns the inspection standards of different HUD programs but does not change the entity responsible for conducting the inspections. PHAs, any approved alternative inspection method entity per 24 CFR 982.406, or in the case of PHA-owned units, a HUD-approved independent entity, will continue to inspect HCV, PBV, and Mod Rehab units.

NSPIRE Enforcement

The PHA may continue to exercise any of its rights or remedies under the contracts held with landlords and families. This may include abatement of assistance payments to the landlord, termination of the HAP Contract, or potential termination of assistance to the family (in cases of tenant-caused damages).

PHA Policy

In any matter where a PHA has the discretion and elects to use its discretion, its Administrative Plan must be revised and updated. PHAs should also note that in accordance with 24 CFR 982.54, inspection performance standards and procedures for conducting inspections must be included in the Administrative Plan. If these changes to the Administrative Plan meet the PHA's definition of a Significant Amendment to the PHA Plan, the PHA will also need to amend the PHA Plan in accordance with 24 CFR 903.21.

9. Special Housing Types (24 CFR Part 982 Subpart M)

NSPIRE makes no substantive changes to subpart M, Special Housing Types other than to update the definition of HQS. Housing that meets NSPIRE's affirmative habitability standards (24 CFR 5.703(d)) can be considered eligible for HUD assistance. Unless specifically modified

⁹ See 24 CFR 983.103(a) & (b) for information on inspections prior to executing a PBV HAP Contract.

by subpart M, NSPIRE Standards will apply to these special housing types (Single Room Occupancy, Congregate Housing, Group Homes, Shared Housing, Manufactured Homes, Homeownership units).

10. Alternative Inspection Methods

NSPIRE did not alter existing flexibility for PHAs to rely on alternative inspection methods. In accordance with 24 CFR 982.406, PHAs may utilize inspections of housing assisted under the HOME program, housing financed using Low-Income Housing Tax Credits (LIHTC), inspections conducted by HUD/REAC, or alternative methods otherwise approved by HUD¹⁰ to comply with inspection requirements. Any alternative inspection method that is not HOME, LIHTC, or otherwise conducted by HUD, will need HUD review and approval.

After a PHA's implementation of NSPIRE, previous alternative inspection methods approved by HUD must be re-analyzed by the PHA against NSPIRE Standards and resubmitted to HUD for review and approval. PHAs that wish to rely on an alternative inspection method requiring HUD approval must be sent to REAC via email at NSPIREV_AlternateInspection@hud.gov with a courtesy copy to their Field Office representative.

The Subject line of the email should read "*Alternative Inspection Method, [PHA Code]*"

Requests for alternative inspection methods should include the following:

- a. Name and Code of the PHA requesting the alternative method.
- b. A copy of the method being proposed.
- c. The PHA's analysis showing how the method will meet or exceed all NSPIRE Standards.

HUD expects these determinations to be made in approximately 30-45 days. PHAs should continue business as usual while HUD makes these determinations. Any approved alternative inspection methods, including those already approved by regulation, must be identified in the PHA's Administrative Plan.¹¹ If the PHA is denied the use of an alternative inspection method requested, the PHA must revise its inspection protocol to meet the NSPIRE standards before October 1, 2024.

11. Updated NSPIRE Inspection Form

PHAs continuing to use HQS as previously defined can continue to use HUD forms 52580 and 52580-A until they implement NSPIRE, or until October 1, 2024, whichever is sooner. PHAs that implement NSPIRE should not use these forms. In the interim, HUD strongly encourages PHAs to use the NSPIRE inspection app as soon as it becomes available. Use of this tool will allow PHAs to automate the inspection, have data available electronically, and perform data analysis for trends in conditions or landlord compliance. PHAs may also utilize the NSPIRE Standards available online, use an application provided by a commercial vendor that is based on final NSPIRE Standards (currently 3.0), or the basic checklist that will be provided on HUD's website. HUD notes that the use of a tool or application not provided by HUD may not ensure full compliance with the NSPIRE regulations and standards. It will be the PHA's responsibility to comply with current standards.

¹⁰ See 24 CFR 982.406, 24 CFR 5.703(g), and Notice PIH 2016-05.

¹¹ See 24 CFR 982.406 for additional information.

HUD is seeking ongoing feedback on the Excel checklist provided and the application when it is ready for use. Any comments or suggestions PHAs have on these tools can be sent to NSPIRE@hud.gov (please use the Subject line “*NSPIRE Tool Feedback*”).

12. Use of Software or NSPIRE Inspection Tool

Currently, HUD’s NSPIRE-V Demonstration application is available for PHAs participating in the NSPIRE-V Demonstration and will continue to be available for those PHAs. The app currently utilizes NSPIRE Standards 2.2 but can continue to be used by these Demonstration PHAs while they come into full compliance with NSPIRE before October 1, 2024. This software needs modification to be available for general use, as it was designed to collect and transmit HCV and PBV inspection information to HUD. The NSPIRE final rule does not change any requirements for PHAs to submit their HCV or PBV inspections to HUD.

HUD will provide a future application that PHAs and PHA inspectors can use on their mobile devices or tablets for the HCV and PBV programs. This tool will be aligned with the NSPIRE standards and will include HCV pass/fail indicators to help ensure consistent and accurate inspections. HUD has also been working with industry groups and software providers to get their programs ready for the NSPIRE standards. PHAs can choose to use the tool, software, or application that works best for them and their program, as long as the tool is based on the latest version of the NSPIRE Standards (currently 3.0).

13. Training

HUD has developed training that includes a combination of PowerPoint presentations, infographics as well as instructional videos that are posted on the NSPIRE website. As we move toward implementation for HCV and PBV programs, additional training will be made available. For more information on NSPIRE, visit the NSPIRE homepage. Questions regarding training can be sent to NSPIRE@hud.gov.

14. Additional Information

Questions about this notice? Please contact Dana M. Kitchen, Real Estate Assessment Center, Office of Public and Indian Housing, Department of Housing and Urban Development, 550 12th Street SW, Suite 100, Washington, DC 20410-4000, telephone number 202-708-1112 (this is not a toll-free number), NSPIRE@hud.gov.

HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit <https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.

Please also see HUD’s continually growing NSPIRE website.¹² HUD will post frequently asked questions, resources for all interested parties, updates to NSPIRE, and training for PHAs.

¹² See HUD’s NSPIRE website at: https://www.hud.gov/program_offices/public_indian_housing/reac/nspire.

In between NSPIRE inspections, HUD continues to encourage residents to quickly report hazards or defects in building systems, fixtures, appliances, or other parts of the unit, the grounds, or related facilities to their landlord, property owner, manager, PHA contact, or PHA Board of Commissioners (as applicable). PHAs should also keep residents informed of the status of residents' requests and ensure that properties are maintained in accordance with the NSPIRE regulations and Standards.

A handwritten signature in blue ink that reads "Richard J. Monocchio". The signature is written in a cursive style.

Richard J. Monocchio
Principal Deputy Assistant Secretary
Office of Public and Indian Housing

Attachment B. 1



REVISIONS OF EXISTING PHA PLAN ELEMENTS

National Standards for the Physical Inspection of Real Estate (NSPIRE)

Final Notice: PIH-2023-16

Public Housing

The NSPIRE final rule establishes a new approach to defining and assessing housing quality called the National Standards for the Physical Inspection of Real Estate (NSPIRE). The purpose of NSPIRE is to strengthen HUD's physical condition standards and improve HUD oversight through the alignment and consolidation of the inspection regulations used to evaluate "HUD housing," as defined in 24 CFR 5.701(c), across multiple programs. Implementation of the NSPIRE final rule ensures that residents of HUD housing live in safe, habitable dwellings, and the items and components located inside, outside, and within the units of HUD housing are functionally adequate, operable, and free of health and safety hazards.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING
OFFICE OF HOUSING

Special Attention of:

Regional Administrators; Directors of HUD
Regional, Hub, and Field Offices of Public
Housing; Multifamily Regional
Center/Satellite Office Directors; Public
Housing Agencies; Housing Choice Voucher,
Project-based Voucher, Project-Based Rental
Assistance, Section 202, and Section 811
Property Owners, Multifamily Regional
Center Directors
Multifamily Satellite Office Directors
Multifamily Asset Management Division
Directors
Multifamily Account Executives
Multifamily Owners and Management
Agents, Resident Management Corporations

Notice: PIH 2023-16/H 2023-07

Issued: June 30, 2023

Expires: This notice remains in effect until
amended, superseded, or rescinded.

Cross References:
24 CFR Parts 5, 200, 882, 884, 886, and 902

**Subject: Implementation of National Standards for the Physical Inspection of Real
Estate (NSPIRE) Administrative Procedures**

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1. Purpose

This notice implements portions of the final rule, “Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE)” or the “NSPIRE final rule.” The NSPIRE final rule establishes a new approach to defining and assessing housing quality called the National Standards for the Physical Inspection of Real Estate (NSPIRE). The purpose of NSPIRE is to strengthen HUD’s physical condition standards and improve HUD oversight through the alignment and consolidation of the inspection regulations used to evaluate “HUD housing,” as defined in 24 CFR 5.701(c), across multiple programs. Implementation of the NSPIRE final rule ensures that residents of HUD housing live in safe, habitable dwellings, and the items and components located inside, outside, and within the units of HUD housing are functionally adequate, operable, and free of health and safety hazards.

This notice covers the process and operational requirements for Public Housing programs (programs for housing assisted under the U.S. Housing Act of 1937 other than section 8 of the Act), and Multifamily Housing assistance programs covered by the final rule, including Section 202 Supportive Housing for the Elderly, Section 811 Supportive Housing for Persons with Disabilities, Section 202 direct loan program, and housing with mortgages insured or held by HUD as listed in 24 CFR 5.701. This notice includes policies and procedures for properties participating in inspections, submitting evidence of deficiency correction, submitting technical reviews, administrative review, and other administrative requirements changing with the final NSPIRE rule. In addition, it outlines roles and responsibilities for HUD’s Real Estate Assessment Center (REAC), HUD field office staff, and property representatives from Public Housing Authorities (PHAs) and Property Owners and/or Agents (POAs). This notice also references existing requirements for inspectors performing inspections for REAC under contract.

2. Background

On January 13, 2021, HUD published the “Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE)” proposed rule (proposed rule) in the Federal Register. The NSPIRE final rule, published on May 11, 2023, (88 FR 30442) aligns and consolidates HUD’s inspection standards and procedures and incorporates provisions of the Economic Growth and Recovery, Regulatory Relief and Consumer Protection Act (P.L. 115-174) for HUD’s rental assistance programs. In the final rule, 24 CFR part 5, subpart G is the focal point of the consolidated requirements for HUD-assisted housing that is decent, safe, sanitary, and in good repair, and will be referenced by other rental assistance regulations. In 24 CFR 5.703, the NSPIRE final rule revises that term to mean “functionally adequate, operable, and free of health and safety hazards.” Once published, this Administrative Procedures Notice supplements guidance provided in the NSPIRE Standards notice published on June 22, 2023 (88 FR 40832), and the NSPIRE Scoring notice. Both the NSPIRE Standards and Scoring notices included an opportunity for public comment, and any subsequent changes will be announced in the Federal Register after public comment. While this Departmental notice is issued as a final Departmental notice, HUD will accept comments sent to NSPIRERegulations@hud.gov, and consider these comments for future revisions and operational guidance.

3. Effective and Compliance Dates

The NSPIRE final rule will be implemented in phases:

For Public Housing properties, HUD will commence regular inspections after July 1, 2023, and will prioritize properties that have not been inspected since normal operations resumed in June 2021 after the pandemic, PHAs with a fiscal year end of March 30 and Troubled PHAs to receive their next inspections under the updated regulations. For Public Housing properties that participated in the NSPIRE Demonstration, REAC will consider the prior Uniform Physical Condition Standards (UPCS) score and the date of the inspection under the Demonstration for future inspection scheduling as described in 24 CFR 5.705(c).

For the Multifamily Housing programs, HUD (or the Servicing Mortgagee, as applicable) will commence inspections for participants in the NSPIRE Demonstration beginning July 1, 2023, and for all other properties starting October 1, 2023. As announced through Notice in the Federal Register on January 25, 2023, NSPIRE Demonstration Multifamily Housing participants will receive an inspection of record through the NSPIRE Demonstration unless they opted out by March 1, 2023, in which case they will receive an inspection of record under UPCS.¹ UPCS inspections for these participants commenced in March 2023.

For Multifamily Housing properties that participated in the NSPIRE Demonstration, REAC will consider the prior Uniform Physical Condition Standards (UPCS) score and the date of the inspection under the Demonstration for future inspection scheduling as described in 24 CFR 5.705(c). However, HUD intends to conduct subsequent inspections on each of these properties

¹ Notice of Modification to the Demonstration to Assess the National Standards for the Physical Inspection of Real Estate and Associated Protocols, 88 FR 4727, January 5, 2023.

by the end of 2025 and may adjust scheduling accordingly to fulfill that objective. Scheduling will align with the timeframes established in 24 CFR 5.705(c).

For the Housing Choice Voucher (HCV), Project Based Voucher (PBV) programs, and the programs managed by HUD's Office of Community Planning and Development (CPD), the NSPIRE final rule will be effective October 1, 2023. Inspections of housing under those programs before this effective date will be conducted in accordance with the Housing Quality Standards in effect at 24 CFR 982.401.

This notice provides guidance on the Public Housing and Multifamily Housing programs covered in the final rule. HUD will issue additional Departmental notices to implement the NSPIRE rule for the HCV, PBV, and CPD programs included in the NSPIRE final rule.

4. References and Rescinded Notices

With respect to inspections conducted on and after the effective and/or compliance dates for each program identified above,² this notice replaces all UPCS guidance previously issued by HUD, including the Compilation Bulletin for RAPID 4.0 Version 3, UPCS Inspector Notices, and other web-based guidance on requesting appeals regarding Exigent Health and Safety reporting, appeals, database corrections and other UPCS inspection process topics unless otherwise cited by this notice as still in effect.

As described in the final rule, NSPIRE implementation includes three core notices, or sub-regulatory guidance. These notices are the NSPIRE Standards, Scoring, and this Administrative Procedures notice. This Administrative Procedures notice covers the Public Housing and Multifamily Housing programs listed in 24 CFR 5.701.

HUD will issue additional notices on the HCV, PBV, and CPD programs before the rules are effective for their programs on October 1, 2023. CPD programs covered by the NSPIRE rule include HOME, HTF, ESG, HOPWA, and CoC programs as listed in 24 CFR 5.701. The Office of Public and Indian Housing (PIH) will also issue an additional Departmental notice to implement the Small and Rural Assessment requirements under 24 CFR Part 902 Subpart H and Part 985.

As provided in 24 CFR 5.705 and 24 CFR 5.711, HUD will publish NSPIRE standards and scoring methodologies through a Federal Register Notice at least once every three years with the opportunity for public comment prior to implementation. The final NSPIRE Standards and Scoring notices will be final before REAC inspections commence in covered HUD-assisted housing.

In 2024, HUD expects to issue a proposed rule addressing REAC's Inspector Administration oversight of inspection activities. The proposed rule will include required education and experience qualifications, training and testing requirements, and inspector conduct requirements to become certified to perform NSPIRE inspections in HUD-assisted housing. In advance of a rule, and to support inspections commencing in 2023 with the current UPCS-certified inspector workforce, HUD will issue a notice describing recommended inspector training, qualifications, and professional conduct requirements. Until new regulations for inspector administration and

² PHAs and POAs subject to UPCS inspections conducted prior to the effective/compliance dates identified herein shall remain subject to HUD's UPCS administrative and enforcement policies in force as of the dates of those inspections.

certification are promulgated, inspectors trained in the NSPIRE Standards and using HUD's NSPIRE IT application may conduct inspections and are not required to be certified by HUD. Until REAC issues an updated notice on Inspector Administration and Conduct, inspectors performing inspections for REAC or on behalf of HUD should adhere to [REAC Inspector Notice 2016-02](#). In addition to the requirements of this notice, REAC inspectors shall not engage in behavior that may be considered harassment, including making comments on regarding the race, color, gender, sexual orientation, religion, national origin, familial status, or disability of a property representative or resident.

5. Inspectable Areas

The NSPIRE final rule defines the inspectable areas for the inspection as inside, outside, and units of HUD housing at 24 CFR 5.703:

Inside. Inside of HUD housing (or "inside areas") refers to the common areas and building systems that can be generally found within the building interior and are not inside a unit. Examples of "inside" common areas may include basements, interior or attached garages, enclosed carports, restrooms, closets, utility rooms, mechanical rooms, community rooms, day care rooms, halls, corridors, stairs, shared kitchens, laundry rooms, offices, enclosed porches, enclosed patios, enclosed balconies, and trash collection areas. Examples of building systems include those components that provide domestic water such as pipes, electricity, elevators, emergency power, fire protection, HVAC, and sanitary services.

Outside. Outside of HUD housing (or "outside areas") refers to the building site, building exterior components, and any building systems located outside of the building or unit. Examples of "outside" components may include fencing, retaining walls, grounds, lighting, mailboxes, project signs, parking lots, detached garage or carport, driveways, play areas and equipment, refuse disposal, roads, storm drainage, non-dwelling buildings, and walkways. Components found on the exterior of the building are also considered outside areas, and examples may include doors, attached porches, attached patios, balconies, car ports, fire escapes, foundations, lighting, roofs, walls, and windows.

Units. A unit (or "dwelling unit") of HUD housing refers to the interior components of an individual unit. Examples of components included in the interior of a unit may include the balcony, bathroom, call-for-aid (if applicable), carbon monoxide devices, ceiling, doors, electrical systems, enclosed patio, floors, HVAC (where individual units are provided), kitchen, lighting, outlets, smoke detectors, stairs, switches, walls, water heater, and windows.

When conducting an inspection, REAC inspectors will inspect areas within the regulatory definitions for covered properties. While the above definitions establish all potential areas that may be inspected, REAC may narrow locations in the applicable NSPIRE Standard or inspector protocols.

Additionally, inspectors will not inspect areas of the property that are not considered housing or part of the housing project. For example, commercial or market-rate space used for non-residential purposes, and sidewalks, fencing, roads and parking lots not owned or maintained by the property will not be inspected. Within the NSPIRE Standards, REAC will include the specific areas to be inspected, along with the components and the types of deficiencies that may

be recorded for the inspectable items. Generally, NSPIRE inspections will focus on areas where residents live, areas residents can enter, and components or systems that could impact resident safety and health. For example, REAC inspectors should not cite deteriorated paint as a potential lead-based paint hazard in an area that a child under the age of 6 years would not frequent, such as a locked utility closet. Potential lead-based paint hazards are relevant in units, outside, and common areas, including the main entryway, stairways and hallways, and other common areas frequented by a young child.

REAC inspectors will inspect areas and associated items or components that are listed in the regulations as affirmative requirements and those included within the NSPIRE Standards posted in the Federal Register. Inspectors should not cite tenant-owned items or articles that are not considered components of the unit or inside or outside of HUD housing. For example, a tenant-owned picture with broken glass would not be cited for sharp edges, as that is a resident's personal property and not part of the unit or its components. However, REAC inspectors may make an exception and cite certain tenant-owned items in the following examples for:

- tenant-owned items that affect the performance of a fire safety system or otherwise puts the building at risk;
- tenant-owned appliances and associated electrical and venting components, where that appliance is considered the primary item to meet the affirmative requirements in 24 CFR 5.703(d). For example, a tenant-owned refrigerator that is the primary device for safe food storage; and
- tenant-owned items, like an unvented fuel-burning appliance that is in violation of the affirmative requirements.

6. Inspection Timeframes

The frequency of REAC inspections will be performed in accordance with 24 CFR 5.705(c). For most properties, the frequency of an inspection will be determined by the date of the prior inspection and the score received. Properties that score 90 points or higher will be inspected at least every three years. Properties that score over 80 (but less than 90) will be inspected every two years. Properties that receive less than 80 will be inspected annually. In the first year of NSPIRE final rule's implementation, REAC inspections may occur six months before or after the anniversary date. After that, inspections will generally occur up to three months before or after the anniversary date. Public housing properties of PHAs that are identified as Small and Rural at 24 CFR 902.101 will be inspected every three years, unless designated as Troubled under 24 CFR 902.105. The NSPIRE regulations did not revise the existing requirements at 24 CFR 902.13 for Troubled PHAs or Small PHAs with fewer than 250 public housing units. For these PHAs, the inspection frequency will remain the same unless revised in a future rulemaking.

HUD may approve requests by a POA or PHA for extensions of the inspection deadline for good cause as determined by HUD. HUD may also extend inspection deadlines without POA request, as deemed necessary by the Secretary. HUD reserves the right to inspect properties outside of the established inspection frequency, especially where there are concerns about persistent conditions that impact the health and safety of residents. Concerns may be related to compliance with the affirmative requirements, the NSPIRE Standards, or health and safety concerns described in 24 CFR 5.703(e).

7. Preparing for an Inspection

a. Property Verification and Document Collection

To prepare for NSPIRE inspections, PHAs must ensure that their building and unit information and property contact information (including phone number and email address) is correct in the IMS/PIC or successor system. For properties that participate in the Multifamily Housing programs, POAs must ensure that information in the iREMS or successor system about the building and property contact information is current. If PHAs and POAs need assistance with this process, they can work with their assigned field office representatives.

When NSPIRE inspections first launch, REAC will contact the assigned field office staff, POAs and PHAs to request information before the inspection approximately 30 to 90 days prior to the planned inspection. After initial implementation, this initial contact to confirm information in the NSPIRE system, the contact may be up to 120 calendar days in advance of an inspection anniversary (or two or three years after the last inspection, as applicable). After receiving the contact, the PHAs or POAs will:

- Receive an email notification of the possible inspection, with either a fillable PDF or a link to the property profile in the NSPIRE system.
- Through the NSPIRE System, the PHA or POA will:
 - Provide or confirm contact information for the primary representative and any site managers or escorts that will assist on the day of inspection;
 - Verify property profile and unit occupancy pulled from the public housing or Multifamily housing system of record;
 - Provide the date of property construction (if there are multiple dates for separate buildings/sections, provide the earliest date of construction);
 - For buildings where construction began before January 1, 1979, upload a copy of the most recent lead-based paint evaluation or evidence of exemption under 24 CFR 35.115 and/or 42 U.S.C. 4822;³
 - Provide information about water supply provider and water safety alerts, if applicable;
 - Provide other current building system or occupancy certificates (e.g., fire suppression, elevator, boiler), if applicable or required by the jurisdiction;
 - Provide contact information for a resident council or tenant organization; and
 - Submit the information for review by assigned HUD field office staff and the assigned REAC inspector.

If the property profile or unit occupancy information provided in the NSPIRE system is inaccurate, the PHA or POA must correct the information in the Public Housing or Multifamily Housing systems of record, and in some cases, have the assigned HUD field office staff approve the modifications. Modifications that require HUD approval should be completed at least 30 days

³ Among the exemptions from HUD's Lead Safe Housing Rule at 24 CFR 35.115 are exemptions for zero-bedroom units, housing for the elderly, or a property designated exclusively for persons with disabilities, provided there are no children under age 6 years currently residing or expected to be residing in the residence. Supporting evidence for this exemption must include either a lease that includes the residency restriction or other residency agreements or marketing information that includes the restriction. In addition, confirmation that the occupancy information is accurate and there are no children under age 6 in residence.

in advance of the scheduled inspection to ensure that the inspection can be properly scheduled and accurately sampled and scored.

b. Routine Inspection Scheduling

Once REAC has scheduled an inspection, the NSPIRE system will alert the PHA or POA and the assigned HUD field staff representative. Currently, REAC provides a 28-calendar day notice of the inspection. If this time frame is shortened, it will be announced in a subsequent notice. With the advance notice, the assigned REAC inspector will:

- Ask the PHA or POA and assigned HUD field office staff to verify the planned inspection date;
- Review information submitted, and request resolution of any missed questions or information uploads;
- For properties where there are market-rate or other assisted and HUD-assisted units, provide a copy of the rent roll without resident names for assisted units with the door number;
- Ensure information on housing conditions and units to inspect is received from resident councils or tenant organizations, and if not, follow up by phone and email; and
- Confirm arrival location and time, and other site information if necessary.

In advance of the scheduled inspection, PHAs or POAs shall provide notice to all residents as described in 24 CFR 5.711(h) and the lease. HUD suggests at least seven days' notice for residents through multiple communication methods. Notification may be provided through paper or electronic means, including email, text messaging, or through notices posted on the community bulletin board, halls, or doors.

HUD reminds PHAs that all materials, notices, and communications to families regarding the REAC inspection must be clearly communicated and provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act (Section 504) and HUD's Section 504 regulation, and Titles II or III of the Americans with Disabilities Act (ADA) and implementing regulations. Section 504 and the ADA require recipients to ensure effective communication with applicants, participants, and members of the public and to provide appropriate auxiliary aids and services where necessary to afford individuals with hearing, vision, and other communication-related disabilities an equal opportunity to access information. PHAs must provide appropriate auxiliary aids and services necessary to ensure effective communication in all notices and communications, which includes ensuring that information is provided in appropriate accessible formats as needed, e.g., Braille, audio, large type, assistive listening devices, and sign language interpreters, accessible websites, and other electronic communications (see 24 CFR 8.6, 28 CFR 35.160, and 28 CFR 36.303).

8. During the Inspection

REAC Inspectors may include HUD staff or persons working under a contract with HUD to perform inspections. Inspectors will follow protocols established by REAC and should perform their work in compliance with contract requirements. Property representatives must escort the inspectors during the inspection. Units inspected will include those randomly selected by the NSPIRE application and up to five additional units recommended by the resident council or

tenant organization. If resident council or tenant organization recommends more than five units, the NSPIRE system will randomly select up to five of the recommended units. Where units recommended by the resident council or tenant organization overlap with the official sample, they will be included in the score. Additional information about Resident Feedback is provided in Section 10 of this notice.

The NSPIRE application will prioritize currently occupied units for inspection and may include vacant units. REAC is seeking comment on this practice and will consider it for NSPIRE inspector protocols. Comments should be submitted as advised in Section 2. If the inspector is unable to enter a unit, the inspector will select another unit from the list of unit alternatives. Where the resident does not seem to be home but has been notified of the inspection as required in the lease, the PHAs, POAs and/or property representatives should attempt to provide access. After knocking at least two separate times, the property representative should announce that they have opened the door and announce the purpose of the visit.

During the inspection, the PHA, POA or property representatives should not:

- interfere with or delay the inspection;
- block inspectable areas;
- dispute deficiencies or validity of observed defects;
- ask for the inspector's advice on how to correct deficiencies;
- ask for the inspector's advice on how to improve their score or avoid future deficiency citations; or
- engage in behavior that may be considered harassment, including making comments on an inspector's race, color, gender, sexual orientation, religion, national origin, familial status, or disability.

REAC is aware of consultants that offer services to monitor or shadow REAC inspectors during the inspection. REAC has received complaints that inspection consultants have disputed the observed defects and delayed the completion of the inspection. Additionally, having multiple inspectors at the site and in the units imposes an additional burden on residents on inspection day. At this time, this service is not prohibited, but REAC is considering a ban on these activities during the inspection. REAC will accept comments from the public on this activity in advance of a final decision. Until then, consultants working at the site on inspection day should not interfere with the REAC inspection and are expected to adhere to the prohibitions above for the PHA, POA, or property representative.

If a REAC inspector experiences issues during the inspection related to prohibited activities, they may halt the inspection. When this occurs, the inspector should notify REAC Technical Assistance Center (TAC) (1-888-245-4860 or REAC_TAC@hud.gov) that the inspection is incomplete and provide the reason(s) it was halted within 2 business days. If the inspection is partially completed, the inspector shall provide the PHA or POA with a report of any observed Life-Threatening and Severe deficiencies. REAC will reschedule with the PHA or POA for a date to complete the inspection.

9. After the Inspection

At the conclusion of the inspection, or at the end of each day on a multiple-day inspection, the inspector will provide the POA or property representative a list of Life-Threatening and Severe

conditions that must be corrected within 24 hours of receipt of notification of the deficiencies, with certification of correction submitted to HUD within 2 business days of receipt of notification of the deficiencies. The inspector will email this information to the property representative in PDF format, with a courtesy copy to the official POA or PHA representative if they are not also the property representative. The full NSPIRE inspection report with all Life-Threatening, Severe, Moderate, and Low risk deficiencies and score will be electronically provided within 15 business days. In the initial year of NSPIRE implementation, REAC will do an additional quality assurance review of inspections to ensure that the score is accurate. PHAs and POAs are required to correct identified deficiencies within timelines established in the NSPIRE standards, conduct self-inspections and may be subject to additional requirements by HUD if referred for Administrative Review. PHAs or POAs may seek a technical review to appeal REAC inspection findings or score based on certain criteria that, if corrected, would result in significant improvement in the overall score of the property. Additionally, PHAs and POAs are required to make inspection results available to residents. Significant improvement refers to, per 24 CFR 5.711(d)(5), an increase in a score for the property such that the new score crosses an administratively significant threshold such as increasing the property score 60 or above or change the inspection frequency as described in 24 CFR 5.705(c).

a. Submitting Evidence of Correction of Life-Threatening and Severe Conditions

This notice updates the requirements for resolving deficiencies, including providing supporting evidence of deficiency correction as required by 24 CFR 5.711(c). Proof of work can be (but is not limited to) work orders, invoices, and in some cases photographs, provided the photograph is of the area cited by HUD and aligns with HUD's evidence of the location. PHAs and POAs will have access to HUD's inspection results and photo evidence in the NSPIRE system to assist them in providing evidence. In the context of 24 CFR 5.711, "corrected" means the POA or PHA has resolved or sufficiently corrected the deficiency such that it no longer poses a severe health or safety risk to residents of the property, or that the hazard is blocked until permanent repairs can be completed. If permanent repair will take longer than the allowable time in the relevant standard for the deficiency, the owner or PHA must provide HUD a timeframe for completing permanent repairs for HUD approval. If the correction is a temporary correction to block the hazard, or if professional services or materials to complete the work were not available in 24 hours, the PHA or POA must provide a target date for when the permanent correction will be completed. HUD considers permanent repairs to be those that have an expected design life of at least 20 years, or those that meet the manufacturer's recommendations for service life.

When one repair corrects multiple deficiencies, the PHA or POA can request that HUD consider evidence of correction for the multiple deficiencies and close out all the deficiencies at once.

In the submission to the NSPIRE system to correct Life-Threatening and Severe deficiencies, the PHA or POA must certify that the evidence and assertions contained in the submission are true, complete, and accurate to the best of its knowledge. Further, it will affirm awareness that any false, fictitious, or fraudulent statements or claims may subject it to criminal, civil, or administrative penalties. (18 U.S. C. § 1001).

b. Timelines for Correcting Deficiencies

Under the NSPIRE Standards, for the public housing and Multifamily housing programs, Life-Threatening and Severe deficiencies must be corrected within 24 hours. For these corrections,

the 24-hour timeframe commences immediately upon notification and does not pause for non-working hours, including the weekend.

Moderate deficiencies must be corrected within 30 days, and Low deficiencies within 60 days, or as otherwise provided in the NSPIRE Standards. Repairs should be permanent fixes unless otherwise approved by HUD in writing, and not just temporary corrections to block a hazard. HUD may also prescribe timelines in Corrective Action Plans as defined in 24 CFR 902.3 or Corrective Action Agreements as described in 24 CFR 902.105.

If permanent repair will take longer than the allowable time in the relevant standard for the deficiency, the POA or PHA must provide HUD with a timeframe for completing permanent repairs and submit evidence that the repair is in progress. Any extension to the allowable time for rectifying the deficiency is allowed only upon HUD approval for good cause. In the initial term of NSPIRE implementation, this process should be conducted via email to the field office representative with a courtesy copy to NSPIRERegulations@hud.gov. Once the NSPIRE System is fully operational with all functionalities, PHAs or POAs will be able to complete this process within the application.

c. Best Practices for Correcting Life-threatening and Severe Deficiencies in 24 Hours

In the context of 24 CFR 5.711, “corrected” means the PHA or POA has resolved or sufficiently addressed the deficiency in a manner that it no longer poses a severe health or safety risk to residents. A correction could include controlling or blocking access to the hazard by performing a temporary relocation of the resident while repairs are made.

HUD recognizes that to permanently repair some deficiencies, the PHA or POA may need additional time to acquire a licensed professional or supplies that may not be available in a 24-hour timeframe. As such, for Life-Threatening and Severe defects, HUD expects that permanent repairs will be completed expeditiously, and that evidence of the repair will be provided to HUD as described in 24 CFR 5.711(c)(1). For all deficiencies, the PHA or POA should prioritize permanent repairs over quick fixes that may degrade before the next inspection. As part of the self-inspection process, PHAs and POAs must ensure that deficiencies previously cited and repaired have not subsequently failed.

NSPIRE allows interim repairs that remove a health and safety hazard even though those repairs are not permanent. For example, a missing Ground Fault Circuit Interrupter (GFCI) can have an interim repair such as blank cover plate. Such interim repairs must be fully repaired within a reasonable timeframe approved by HUD or its designee (such as a PHA). Interim repairs are not required to be aesthetically pleasing or conforming to other aspects of the building and HUD acknowledges that such repairs may have salient qualities that disproportionately attract attention. However, if the interim repair effectively removes the health and safety hazard until full or permanent repair is performed, and if full repair is completed within a HUD-approved timeframe, then the interim repair is acceptable under NSPIRE. If the interim repair is implemented prior to the inspection, the timeline for full repair, i.e., 24 hours, begins at the time of inspection, without regard to the time of the initial, pre-inspection implementation of the interim repair. The evidence of repair must be submitted within 48 hours after the 24-hour deadline, allowing 72 hours for the full process.

i. Potential Lead-based Paint Hazards

Under the NSPIRE rule, the REAC inspection will include a visual assessment for the lead-based paint hazard of deteriorated paint as described in the NSPIRE Standards. The requirements for this assessment apply only to “target housing,” which per 15 U.S.C. § 2681(17) and 42 U.S.C. § 4851b(27) is any housing constructed prior to 1978, except housing for the elderly, persons with disabilities, or any zero-bedroom dwelling, unless a child of less than 6 years of age resides or is expected to reside in such housing. This additional evaluation by REAC for potential lead-based paint hazards does not replace or supplant the PHA’s or POA’s responsibilities under the Lead Safe Housing Rule at 24 CFR Part 35, subparts B, D, G, H, I, L, M, and/or R, as applicable.

Where an NSPIRE inspection identifies deteriorated paint, the PHA or POA should first verify that the property or unit is target housing, and if so, whether it is exempt from the Lead Safe Housing Rule. If an exemption applies, the PHA or POA must upload evidence of the exemption to the NSPIRE system and affirm whether children under the age of 6 years currently reside in the property. For additional guidance, see questions B11 and B12 of the “Interpretive Guidance on HUD’s Lead Safe Housing Rule.” Evidence of an exemption can include the lease or other residency agreement that affirms that the property is designated exclusively for occupancy by the elderly or persons with disabilities. Other residency agreements could include a HUD-approved Designated Housing Plan, property deed or charter, or occupancy restrictions approved by HUD or the PHA’s Board of Commissioners.⁴

Where the property is considered target housing, and no exemption applies, the PHA or POA should next determine if the surfaces identified in the inspection contain lead-based paint. This determination can include evaluating the results of a lead-based paint inspection or paint testing as described at 24 CFR 35.1320(a), or by performing a new lead-based paint inspection or paint testing.

HUD-assisted rental housing covered under the Lead Safe Housing Rule shall maintain a copy of each notice, evaluation, and clearance or abatement report required by 24 CFR 35.175 for at least three years. Those records applicable to a portion of a residential property for which ongoing lead-based paint maintenance and/or reevaluation activities are required shall be kept and made available for HUD’s review until at least three years after such activities are no longer required. Records can be filed at the property or maintained at a location available to staff and residents, such as the property manager or owner’s office. Maintenance of this information helps PHAs and POAs to comply with all applicable HUD and EPA regulations, including the Lead Disclosure Rule at 24 CFR part 35, subpart A and EPA’s Renovation, Repair and Painting Rule (RRP Rule) and Abatement Rule, at 40 CFR part 745, subparts E, L, and Q. Under the RRP Rule, firms, staff, or outside contractors performing renovations, repairs, painting, interim controls, or abatement of

⁴ An occupancy or leasing preference for seniors (e.g., aged 55 years and up), the elderly, and/or disabled persons is not sufficient basis for an exemption under the Lead Safe Housing Rule.

lead-based paint hazards must be EPA- or state-certified, to the extent required by the EPA rules.⁵

For Public Housing, when deteriorated paint is identified in the unit, the property representative should determine whether a child under age 6 currently resides there⁶ and whether the surfaces identified contain lead-based paint as defined in 24 CFR 35.110. Information about whether the surface contains lead-based paint should be within the property's lead-based paint inspection as required under 24 CFR 35.1115. In the absence of a lead-based paint inspection or paint testing, the PHA shall presume the paint is lead-based paint in accordance with 24 CFR 35.120. If deteriorated lead-based paint is present in a unit where a child under age 6 is in residence or in common areas servicing such a unit, the PHA must develop a plan to complete lead hazard control as required under 24 CFR 35.1120(b)(1) within 90 days. Where deteriorated lead-based paint is identified in the inside areas or on the exterior of the building where no children under age 6 reside, the PHA must follow 24 CFR 35.1120(b)(2). Where a PHA undertakes lead-hazard control or abatement, PHAs shall ensure compliance with 24 CFR 35.1345 for occupant protection and worksite preparation, including temporary relocation where required, and comply with all other requirements of 24 CFR part 35, subpart R, including but not limited to lead safe work practices, clearance, and ongoing lead-based paint maintenance and revaluation.

For properties receiving Project-based Assistance as described at 24 CFR 35.700 where deteriorated paint is identified in the unit, the POA should determine whether a child under age 6 currently resides there⁷ and whether the surfaces identified contain lead-based paint as defined in 24 CFR 35.110. In the absence of a lead-based paint inspection, risk assessment, or paint testing as described at 24 CFR 35.1320(a) and (b), the POA shall presume that all painted surfaces contain lead-based paint in accordance with 24 CFR 35.120. If the surface contains lead-based paint and there is a child under age 6 in residence, the POA must have a plan to complete lead hazard control as required under 24 CFR 35.715(b)(1) or 24 CFR 35.720(a)(2), as applicable, within required timelines.⁸ Plans developed by a POA can include additional evaluation as described under 24 CFR 35.1320 by a certified Lead-based Paint Inspector or Lead-based Paint Risk Assessor to include paint testing. Where a POA undertakes lead-hazard control, the requirements of 24 CFR 35.1345 for occupant protection and worksite preparation, including relocation where required, apply. Additionally, the POA shall ensure compliance with all other requirements of 24 CFR part 35, subpart R, including but not limited to lead safe work practices, clearance, and ongoing lead-based paint maintenance and revaluation.

For properties receiving Multifamily Mortgage Insurance, as described at 24 CFR 35.600 where deteriorated paint is identified in the unit, the POA should determine whether a child

⁵ For example, if a PHA or property manager has staff that perform painting or repair work that disturbs paint in target housing that is known or presumed to be lead-based paint, the PHA or property management company must be EPA- or state-certified as a firm, and all workers performing the work must be trained as required under 40 CFR 745 Subpart E and the LSHR at 24 CFR 35.1330(a)(4).

⁶ If the presence or absence of any children under age 6 cannot be determined, such presence shall be presumed.

⁷ If the presence or absence of any children under age 6 cannot be determined, such presence shall be presumed.

⁸ Where there is project-based assistance, the requirements of the Lead Safe Housing Rule depend on the per-unit subsidy. Almost all project-based assistance meets the more-than-\$5,000 per unit per year threshold for the requirements of 24 CFR 35.715 to apply.

under age 6 currently resides there⁹ and whether the surfaces identified contain lead-based paint as defined in 24 CFR 35.110. In the absence of a lead-based paint inspection, risk assessment, or paint testing as described at 24 CFR 35.1320(a) and (b), the POA shall presume that all painted surfaces contain lead-based paint in accordance with 24 CFR 35.120. If the surface contains lead-based paint and there is a child under age 6 in residence, the POA must have a plan to complete lead hazard control as required under 24 CFR 35.620 or 24 CFR 35.625, as applicable, within required timelines. Where a POA undertakes lead-hazard control, the requirements of 24 CFR 35.1345 for occupant protection and worksite preparation, including relocation where required, apply. Additionally, the POA shall ensure compliance with all other requirements of 24 CFR part 35, subpart R, including but not limited to lead safe work practices, clearance, and ongoing lead-based paint maintenance and reevaluation.

ii. Pest Infestation

For Life-Threatening or Severe pest infestations, PHAs or POAs should identify a pest control inspector that is trained in Integrated Pest Management and initiate activities as described in PIH Notice 2007-12. HUD encourages Multifamily program properties to develop Integrated Pest Management plans to address pest infestation as described in Housing Notice 2012-5.¹⁰

Initiation of an appropriate pest management plan meets the requirement for correction, with the understanding that, while pests may still be present at the start of the pest management plan, they will be managed through the pest management plan. Ongoing implementation of an appropriate pest management plan (i.e., a pest management plan documented and initiated prior to the inspection) will also satisfy this condition. Within the correction timeframe, documentation must be provided for the pest management plan, and this documentation must include: a start date of the plan; servicing schedule; methods of pest monitoring, managing and treatment and other factors as determined by HUD, the PHA/POA, and/or other relevant authority. Integrated Pest Management (IPM) is strongly encouraged; IPM, broadly stated, uses prevention-based pest management methods, with a focus on:

- Identifying and correcting building conditions that contribute to infestation;
- Reducing use of pesticides (especially routine or untargeted pesticide application);
- Modification of hygiene and sanitation practices in and on the property; and
- Assessment and on-going monitoring to ensure appropriate interventions as needed.

For Moderate, and Low Risk pest infestations, PHAs or POAs should follow HUD guidance cited in this notice and consider implementing IPM before the infestation expands. For additional information, see PIH Notice 2007-12 and www.stoppests.org.

iii. Mold and Moisture

For Life-threatening or Severe mold and moisture deficiencies, within 24 hours, the PHA or POA shall assess and control the moisture source and provide REAC a plan for additional

⁹ If the presence or absence of any children under age 6 cannot be determined, such presence shall be presumed.

¹⁰ PIH Notice 2012-17 applies to Housing Choice Voucher programs as well. HUD reviews Integrated Pest Management and provides resources for all HUD-assisted housing at this link: https://www.hud.gov/program_offices/healthy_homes/healthyhomes/ipm.

evaluation and remediation. Residents should be temporarily relocated until mold and moisture conditions are controlled.

Mold evaluation should be visual and include the use of a moisture meter. Evaluation should focus on the source of moisture and the conditions that contributed to the mold growth. Additionally, the evaluator should evaluate the extent of the mold growth and whether contaminated materials and building materials can be cleaned or must be removed.¹¹ In most cases, air and mold sampling is unnecessary. REAC considers air sampling as inconclusive, as there are no federal standards for comparison. REAC also does not consider sampling of mold for lab analysis to determine the mold type as necessary, as the NSPIRE Standards apply to all types of mold, regardless of genus and species. For more information on mold assessment, see the National Institute for Occupational Safety and Health (NIOSH), [Dampness and Mold Assessment Tool for General Buildings](#). For additional guidance on mold remediation, see resources at www.epa.gov/mold, including EPA's "Mold Remediation in Schools and Commercial Buildings."

d. Self-inspection Requirements

Self-inspections of property conditions are a key component to ensuring properties remain in compliance with 24 CFR 5.703 and the NSPIRE Standards and ensure a safe living environment for residents. Regular self-inspections are also part of regular preventive maintenance rather than "just-in-time" repairs ahead of HUD-conducted inspections. As required by 24 CFR 5.707, for Public Housing and Multifamily Housing properties subject to an assistance contract, PHAs and POAs are required to perform self-inspections of all units at least annually. The timing of individual unit inspection is not specified in the regulations and may be done in conjunction with tenant re-examinations or at the conclusion of the REAC inspection,¹² provided each is inspected at least annually. When conducting inspections, PHAs and POAs must ensure compliance with the affirmative requirements and the NSPIRE Standards for all units, not just those that are occupied at the time of the inspection.

As provided in 24 CFR 5.711(c)(2), for properties that score below 60, the POA or PHA must conduct a survey of the entire project, including all units, inside and outside, for any deficiency, and must electronically submit a copy of the results of the survey to HUD. The survey reports shall be provided to NSPIRERegulations@hud.gov with a courtesy copy to the assigned field office representative until the NSPIRE system can receive the submission. HUD will announce when the NSPIRE system is fully operational to receive self-inspections. Survey results are due 60 days after the NSPIRE inspection is completed, or as further provided by HUD notice.

PHAs or POAs shall ensure that all deficiencies identified in the self-inspection, or post-REAC inspection survey, are resolved within the timeframes established in the NSPIRE standards or as otherwise provided by HUD notice. PHAs or POAs are not required to upload the evidence of correction for units not inspected by REAC unless otherwise directed by HUD notice. However, PHAs and POAs must maintain copies of self-inspection results for at least three years after completion for each unit as required by 24 CFR 5.707.

¹¹ Mold assessment may require the use of certified or licensed firms in certain states.

¹² For example, for properties scoring less than 60, post-report inspections required pursuant to 24 CFR 5.711(c)(2) fulfill the annual self-inspection requirement.

e. Technical reviews

Under the NSPIRE rule at 24 CFR 5.711(d), a PHA or POA can request a technical review of the inspection results and score, starting on July 1, 2023, for Public Housing properties and on October 1, 2023, for Multifamily Housing programs. The regulations for technical review under NSPIRE align the Public Housing and Multifamily Housing programs regulations and remove the term “database adjustment” that was provided under the former UPCS provisions. The technical review process allows PHAs and POAs to have points restored for verifiable reasons, including HUD or inspector error, adverse conditions beyond their control, modernization work in progress, and conflicts with state or local code. A request for a technical review of inspection results must be submitted electronically in the NSPIRE system. REAC must receive it no later than the 45th calendar day following the day HUD provides the inspection report to the POA or PHA. A copy of the appeal should be sent to NSPIRERegulations@hud.gov, with a courtesy copy to the HUD field office representative for that PHA or POA.

A request for a technical review of inspection results must be accompanied by evidence that supports the claim. PHAs or POAs should only seek a technical review which, if corrected, will result in a significant improvement in the overall score of the property. Per 24 CFR 5.711(d)(5), significant improvement refers to an increase in a score for the property such that the new score crosses an administratively significant threshold, which may include an increase in the property score to 60 or above or change the inspection frequency as described in 24 CFR 5.705(c).

REAC will not conduct a technical review of the inspection results based on a PHA or POA’s correction of conditions after the inspection. Upon receipt of this request from the POA or PHA, REAC will review the inspection and the evidence. REAC may consult with HUD field or program staff as part of the review. Based on review, REAC may:

- Undertake a new inspection;
- Correct the original inspection; or
- Issue a new physical condition score.

REAC may undertake a new inspection if the inspection completed has significant anomalies or errors. This decision may be made when the inspection is received by REAC, and before the report is released to the PHA. If this occurs, the new inspection will typically be scheduled within 30 days of the original inspection, with at least a 14-day notice to the PHA or POA. For all technical reviews that do not include undertaking a new inspection, REAC expects to issue a decision within 90 days of a complete application. In the first year of NSPIRE implementation, this timeline may go up to 120 days. PHAs or POAs that do not hear from REAC on the status of their appeal within 120 days will have all points relating to appealed deficiencies restored. If the PHA or POA does not hear from HUD within the correction deadlines established in the NSPIRE Standards, the PHA or POA shall assume that the individual deficiency stands and shall complete corrections within the timelines established under 24 CFR 5.711(c)(2).

10. Administrative Review

Properties that score 30 or less under the NSPIRE Standards are subject to administrative review by HUD pursuant to 24 CFR 5.711(i). Properties that score under 60 in two successive inspections may be subject to administrative review. These properties may have health and safety hazards that merit immediate correction and reporting, and in some cases, evaluation by HUD’s Departmental Enforcement Center (DEC). As required by regulation 24 CFR 5.711(i), scores of

30 points or less will be automatically referred to the DEC for evaluation. For properties that receive two successive NSPIRE scores under 60, the regulations provide for discretionary referrals to the DEC, per 24 CFR 5.711(i).

For Multifamily Housing programs, the administrative review process is described in Housing Notice 2018-08 and/or successor notices.

For Public Housing properties that score 30 or less, the DEC will evaluate the PHA's correction of Life Threatening and Severe deficiencies. If the PHA is not responsive or does not correct these deficiencies, the PHA may be referred to the Assistant Secretary for Public and Indian Housing for sanctions or other actions.

For scores of 31- 59, PIH will retain some discretionary review of the PHA before or in place of a referral to the DEC. This review will consider the PHA's rating under the Public Housing Assessment System (PHAS), and whether there are other administrative tools such as a Corrective Action Plan or PHAS Recovery Agreement that includes the property.

Under 24 CFR 5.711(j), there is no limitation on existing enforcement authority, and HUD has added the term "grant agreement" as an example of a potential authorizing authority.

11. Resident Feedback and Unit Recommendation Process

The prioritization of residents' health and safety is paramount under the NSPIRE rule and Standards.

In advance of the inspection, Residents' Groups will identify the particular dwelling units they would like to add to the inspection process. HUD will provide an electronic mechanism for Residents' Groups to submit the particular dwelling units to HUD. HUD will inform residents when they can submit recommendations through the automated system approximately 180 days prior to the inspection. Residents may electronically submit unit recommendations through the automated system or email but will be asked to complete all submissions at least 30 days prior to the inspection.

Once the information is received, the NSPIRE system will randomly select up to five recommended units to add to the scheduled NSPIRE inspection. If the Residents' Groups submit five or fewer units, the NSPIRE system will add them all to the scheduled inspection. The inspector will inspect these units and identify Life-Threatening, Severe, Moderate, and Low deficiencies as described in the NSPIRE Standards notice. Only Resident-recommended units that were randomly selected for the NSPIRE inspection sample will be scored or be part of the official property score. Nevertheless, all Life-Threatening and Severe deficiencies identified during the NSPIRE inspection must be corrected within 24 hours, and the PHA or POA must submit evidence of the correction along with evidence for other sampled and scored units.

Approximately 15 days after the inspection, REAC will provide an inspection report to the Field Office and the PHA or POA. This report will be provided to all residents as described at 24 CFR 5.711(h). As required by the NSPIRE Rule, any findings or deficiencies cited in the resident group-identified units must be corrected within timelines established in the NSPIRE Standards but will not be a part of the official score unless these units were also randomly selected in the HUD-generated NSPIRE inspection sample.

In between NSPIRE inspections, HUD encourages residents to quickly report hazards or defects in building systems, fixtures, appliances, or other parts of the unit, the grounds, or related facilities to their landlord, property owner, manager, PHA contact, or PHA Board of Commissioners (as applicable). POAs should also keep residents informed of the status of residents' requests and ensure that properties are maintained in accordance with the NSPIRE regulations and Standards.

12. Point of Contact

Tara J. Radosevich, Real Estate Assessment Center, Office of Public and Indian Housing, Department of Housing and Urban Development, 550 12th Street SW, Suite 100, Washington, DC 20410-4000, telephone number 612-370-3009 (this is not a toll-free number), NSPIRERegulations@hud.gov.

HUD welcomes and is prepared to receive calls from individuals who are deaf or hard of hearing, as well as individuals with speech or communication disabilities. To learn more about how to make an accessible telephone call, please visit:

<https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>.



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Principal Deputy Assistant Secretary
for Public and Indian Housing



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Displaying title 24, up to date as of 2/01/2024. Title 24 was last amended 1/01/2024. [i](#)

Title 24 – Housing and Urban Development

Subtitle A – Office of the Secretary, Department of Housing and Urban Development

Part 5 – General HUD Program Requirements; Waivers

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EDITORIAL NOTE ON PART 5

Editorial Note: Nomenclature changes to part 5 appear at 65 FR 16715, Mar. 29, 2000.

Subpart G—Physical Inspection of Real Estate

Source: 88 FR 30490, May 11, 2023, unless otherwise noted.

§ 5.701 Applicability.

- (a) **Scope.** This subpart applies the national standards for the physical inspection of real estate standards to the following HUD programs:
- (1) All Public Housing programs (programs for housing assisted under the U.S. Housing Act of 1937 other than section 8 of the Act);
 - (2) The Housing Choice Voucher program under section 8(o) of the U.S. Housing Act of 1937, part 982 of this title and the Project-Based Voucher program under section 8(o)(13) of the Act and the regulations at 24 CFR part 983 (referred to in this part as the HCV and PBV programs, or HCV and PBV housing);
 - (3) All project-based Section 8 programs;
 - (4) Section 202 Supportive Housing for the Elderly (Capital Advances);
 - (5) Section 811 Supportive Housing for Persons with Disabilities (Capital Advances);
 - (6) Section 202 direct loan program for projects for the elderly and persons with disabilities as it existed before October 1, 1991 (including 202/8 projects and 202/162 projects); and
 - (7) Housing with mortgages insured or held by HUD, or housing that is receiving assistance from HUD, under the following authorities:
 - (i) Section 207 of the National Housing Act (NHA) (12 U.S.C. 1701 *et seq.*) (Rental Housing Insurance);
 - (ii) Section 213 of the NHA (Cooperative Housing Insurance);
 - (iii) Section 220 of the NHA (Rehabilitation and Neighborhood Conservation Housing Insurance);
 - (iv) Section 221(d)(3) of the NHA (Market Interest Rate (MIR) program);
 - (v) Section 221(d)(3) and (5) of the NHA (Below Market Interest Rate (BMIR) program);

- (vi) Section 221(d)(4) of the NHA (Housing for Moderate Income and Displaced Families);
 - (vii) Section 231 of the NHA (Housing for Elderly Persons);
 - (viii) Section 232 of the NHA (Mortgage Insurance for Nursing Homes, Intermediate Care Facilities, Assisted Living Facilities, Board and Care Homes);
 - (ix) Section 234(d) of the NHA (Rental) (Mortgage Insurance for Condominiums);
 - (x) Section 236 of the NHA (Rental and Cooperative Housing for Lower Income Families);
 - (xi) Section 241 of the NHA (Supplemental Loans for Multifamily Projects). (Where, however, the primary mortgage of a Section 241 property is insured or assisted by HUD under a program covered in this part, the coverage by two HUD programs does not trigger two inspections); and
 - (xii) Section 542(c) of the Housing and Community Development Act of 1992 (12 U.S.C. 1707 note) (Housing Finance Agency Risk Sharing program).
- (b) **Conflicts.** The regulations in this subpart may be supplemented by the specific regulations for the HUD-assisted programs listed in paragraph (a) of this section. The program-specific regulations may address the frequency of inspections, who performs the inspections and whether alternative inspections are available given the statutory and regulatory framework for the program. When there is a conflict between the regulations of this subpart and the program-specific regulations, the program-specific regulations govern.
- (c) **HUD housing.** For purposes of this subpart, the term "HUD housing" means the types of housing listed in paragraph (a) of this section.

§ 5.703 National standards for the condition of HUD housing.

- (a) **General.** To ensure that all residents live in safe, habitable dwellings, the items and components located inside the building, outside the building, and within the units of HUD housing must be functionally adequate, operable, and free of health and safety hazards. The standards under this section apply to all HUD housing. HUD housing under the HCV, PBV, and Moderate Rehabilitation programs shall be subject to these standards only for:
- (1) The subsidized unit itself; and
 - (2) Items and components within the primary and secondary means of egress from a unit's entry door(s) to the public way, those common features related to the residential use of the building (e.g., the laundry room, community room, mail room), and the systems equipment that directly services the subsidized unit.
- (b) **Inside.** Inside of HUD housing (or "inside areas") refers to the common areas and building systems that can be generally found within the building interior and are not inside a unit. Examples of "inside" common areas may include, basements, interior or attached garages, enclosed carports, restrooms, closets, utility rooms, mechanical rooms, community rooms, day care rooms, halls, corridors, stairs, shared kitchens, laundry rooms, offices, enclosed porches, enclosed patios, enclosed balconies, and trash collection areas. Examples of building systems include those components that provide domestic water such as pipes, electricity, elevators, emergency power, fire protection, HVAC, and sanitary services. The inside area must meet the following affirmative requirements:
- (1) The inside area must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each level of the property. The Secretary may establish additional standards through FEDERAL REGISTER notification;
 - (2) Except for housing subject to this subpart only through § 5.701(a)(6) or (7), or housing otherwise exempt from this requirement as provided elsewhere in this title, the inside area must meet or exceed the carbon monoxide detection standards set by the Secretary through FEDERAL REGISTER notification;
 - (3) For the inside area, any outlet installed within 6 feet of a water source must be ground-fault circuit interrupter (GFCI) protected;
 - (4) The inside area must have a guardrail when there is an elevated walking surface with a drop off of 30 inches or greater measured vertically;
 - (5) The inside area must have permanently mounted light fixtures in any kitchens and each bathroom; and
 - (6) The inside area may not contain unvented space heaters that burn gas, oil, or kerosene.

(c) **Outside.** Outside of HUD housing (or "outside areas") refers to the building site, building exterior components, and any building systems located outside of the building or unit. Examples of "outside" components may include fencing, retaining walls, grounds, lighting, mailboxes, project signs, parking lots, detached garage or carport, driveways, play areas and equipment, refuse disposal, roads, storm drainage, non-dwelling buildings, and walkways. Components found on the exterior of the building are also considered outside areas, and examples may include doors, attached porches, attached patios, balconies, car ports, fire escapes, foundations, lighting, roofs, walls, and windows. The outside area must meet the following affirmative requirements:

- (1) For the outside area, outlets within 6 feet of a water source must be GFCI protected; and
- (2) The outside area must have a guardrail when there is an elevated walking surface with a drop off of 30 inches or greater measured vertically.

(d) **Units.** A unit (or "dwelling unit") of HUD housing refers to the interior components of an individual unit. Examples of components included in the interior of a unit may include the balcony, bathroom, call-for-aid (if applicable), carbon monoxide devices, ceiling, doors, electrical systems, enclosed patio, floors, HVAC (where individual units are provided), kitchen, lighting, outlets, smoke detectors, stairs, switches, walls, water heater, and windows. The unit must also meet the following affirmative requirements:

- (1) The unit must have hot and cold running water in both the bathroom and kitchen, including an adequate source of safe drinking water in the bathroom and kitchen;
- (2) The unit must include its own bathroom or sanitary facility that is in proper operating condition and usable in privacy. It must contain a sink, a bathtub or shower, and an interior flushable toilet;
- (3)
 - (i) The unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, in the following locations:
 - (A) On each level of the unit;
 - (B) Inside each bedroom;
 - (C) Within 21 feet of any door to a bedroom measured along a path of travel; and
 - (D) Where a smoke detector installed outside a bedroom is separated from an adjacent living area by a door, a smoke detector must also be installed on the living area side of the door.
 - (ii) If the unit is occupied by any hearing-impaired person, the smoke detectors must have an alarm system designed for hearing-impaired persons;
 - (iii) The Secretary may establish additional standards through FEDERAL REGISTER notification;
 - (iv) Following the specifications of National Fire Protection Association Standard (NFPA) 72 satisfies the requirements of this paragraph (d)(3);
- (4) The unit must have a living room and a kitchen area with a sink, cooking appliance, refrigerator, food preparation area, and food storage area;
- (5) For units assisted under the HCV or PBV program, the unit must have at least one bedroom or living/sleeping room for each two persons;
- (6) Except for units subject to this subpart only through § 5.701(a)(6) or (7), or housing otherwise exempt from this requirement as provided elsewhere in this title, the unit must meet or exceed the carbon monoxide detection standards set by HUD through FEDERAL REGISTER notification;
- (7) The unit must have two working outlets or one working outlet and a permanent light within all habitable rooms;
- (8) Outlets within 6 feet of a water source must be GFCI protected;
- (9) For climate zones designated by the Secretary through notice, the unit must have a permanently installed heating source. No units may contain unvented space heaters that burn gas, oil, or kerosene;
- (10) The unit must have a guardrail when there is an elevated walking surface with a drop off of 30 inches or greater measured vertically; and
- (11) The unit must have a permanently mounted light fixture in the kitchen and each bathroom.

(e) **Health and safety concerns –**

- (1) **General.** The inside, outside and unit must be free of health and safety hazards that pose a danger to residents. Types of health and safety concerns include, but are not limited to carbon monoxide, electrical hazards, extreme temperature, flammable materials or other fire hazards, garbage and debris, handrail hazards, infestation, lead-based paint, mold, and structural soundness.
- (2) **Lead-based paint.** HUD housing must comply with all requirements related to the evaluation and control of lead-based paint hazards and have available proper documentation of such (see 24 CFR part 35). The Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and the applicable regulations at 24 CFR part 35 apply.

(f) **Compliance with State and local codes.**

- (1) The standards for the condition of HUD housing in this section do not supersede State and local housing codes (such as fire, mechanical, plumbing, carbon monoxide, property maintenance, or residential code requirements).
- (2) All HUD housing other than units assisted under the HCV and PBV programs must comply with State or local housing codes in order to comply with this subpart.
- (3) State and local code compliance is not part of the determination of whether a unit passes the standards for the condition of HUD housing under this section for the HCV and PBV programs (except in accordance with § 5.705(a)(3)).

(g) **Use of an alternative inspection or additional standard for HCV and PBV programs.** A PHA is not subject to the standards set by this section when the PHA is relying on an alternative inspection in accordance with 24 CFR 982.406. PHAs may also elect to establish additional requirements for quality, architecture, or design of PBV housing, and any such additional requirements must be specified in the Agreement to enter into a HAP Contract or HAP Contract as provided in 24 CFR part 983.

(h) **Special housing types in the HCV, PBV and Moderate Rehabilitation programs.** Part 982, subpart M, of this title identifies special housing types which require standards unique to special types of housing. Unless modified by program-specific regulations, NSPIRE Standards will apply for these special housing types.

§ 5.705 Inspection requirements.

(a) **Procedures –**

- (1) **General.** Any entity responsible for conducting an inspection of HUD housing to determine compliance with this subpart, must inspect and score such HUD housing in accordance with the standards and procedures for identifying safe, habitable housing set out by the Secretary and published in the FEDERAL REGISTER as described in § 5.711. The entity conducting the inspection shall identify each deficiency as "Life Threatening", "Severe," "Moderate", or "Low."
- (2) **Inspection scope.** The inspection requirement for HUD housing generally requires the inside, outside and unit to be inspected, in accordance with § 5.703. The inspection requirement for the tenant-based HCV program and the unit inspection for the PBV and Moderate Rehabilitation programs only applies to units occupied or to be occupied by HCV, PBV, and Moderate Rehabilitation participants, and common areas and exterior areas which either service or are associated with such units.
- (3) **HCV and PBV variant inspection standards.**
 - (i) HUD may approve inspection criteria variations for the following purposes:
 - (A) Variations which apply standards in local housing codes or other codes adopted by the PHA; or
 - (B) Variations because of local climatic or geographic conditions.
 - (ii) Acceptability criteria variations may only be approved by HUD pursuant to paragraph (a)(3)(i) of this section if such variations either:
 - (A) Meet or exceed the performance requirements; or
 - (B) Significantly expand affordable housing opportunities for families assisted under the program.
 - (iii) HUD will not approve any inspection criteria variation if HUD believes that such variation is likely to adversely affect the health or safety of participant families, or severely restrict housing choice.

(iv) Approved variations must be added to the Administrative Plan as described in 24 CFR 982.54(d)(21).

(b) **Entity conducting inspections.** HUD housing must be inspected by the appropriate entity as described in paragraph (b)(1) of this section, except as described in paragraph (b)(2) of this section.

(1) **General.** The owner, lender, contract administrator, or HUD is the entity responsible for performing inspections of HUD housing as provided in this title, or a regulatory agreement or contract. For properties with more than one HUD-insured loan, only the first mortgage lender is required to conduct the inspection. The second mortgage lender will be provided a copy of the physical inspection report by the first mortgage lender.

(2) **Exception.** Under the HCV and PBV programs, the Public Housing Agency is responsible for inspecting HUD housing under those programs, unless another entity is assigned the inspection by the program regulations governing the housing, regulatory agreements or contracts. A PHA-owned unit receiving assistance under section 8(o) of the 1937 act must be inspected by an independent entity as specified in 24 CFR parts 982 and 983. Under the Moderate Rehabilitation program, the PHA is responsible for inspecting the HUD housing unless the PHA is managing units on which it is also administering the HAP Contract in accordance with 24 CFR 882.412, in which case HUD is responsible for the inspections in accordance with 24 CFR 882.516(d).

(c) **Timing of inspections –**

(1) **Generally.** A property must be inspected before the property is approved for participation in any of the HUD housing programs under this part unless there is a program specific exception to this requirement. An entity responsible for conducting an inspection of HUD housing to determine compliance with this subpart must inspect such housing annually unless specified otherwise below. An inspection shall be conducted no earlier than 3 months before and no later than 3 months after the date marking the anniversary of the previous inspection, except that inspections due on or before July 1, 2024, shall be conducted no earlier than 6 months before and no later than 6 months after the date marking the anniversary of the previous inspection. HUD may approve requests by an owner or PHA for extensions of the deadline for an inspection for good cause as determined by HUD and HUD may extend inspection deadlines without owner request, as deemed necessary by the Secretary.

(2) **Extended inspection cycle.** HUD housing, except as specified below, shall be scored and ranked in accordance with the methodology provided through FEDERAL REGISTER notification.

(i) **Standard 1 performing property.** If a property receives a score of 90 points or higher on its physical condition inspection, the property will be designated a standard 1 performing property. Properties designated as standard 1 performing properties will be required to undergo a physical inspection once every three (3) years.

(ii) **Standard 2 performing property.** If a property receives a score of 80 points or higher but less than 90 on its physical condition inspection, the property will be designated a standard 2 performing property. Properties designated as standard 2 performing properties will be required to undergo a physical inspection once every two (2) years.

(iii) **Standard 3 performing property.** If a property receives a score of less than 80 points, the property will be designated a standard 3 performing property. Properties designated as standard 3 performing properties will continue to undergo an annual physical inspection as currently required under covered HUD programs.

(3) **Triennial cycle for small rural PHAs.** Small rural PHAs as defined in 24 CFR 902.101 shall be assessed in accordance with part 902, subpart H of this title.

(4) **Triennial cycle for small PHAs.** Small PHAs as defined in 24 CFR 902.13(a) shall be assessed in accordance with 24 CFR 902.13(a).

(5) **Housing choice vouchers.** PHAs must inspect units subject to part 982 of this title in accordance with the frequency described in 24 CFR 982.405.

(6) **Project based vouchers.** PHAs must inspect units subject to 24 CFR part 983 in accordance with the frequency described in 24 CFR 983.103.

(7) **FHA insured mortgages section 232 facilities.** HUD may exempt assisted-living facilities, board and care facilities, and intermediate care facilities from physical inspections under this part if HUD determines that the State or local government has a reliable and adequate inspection system in place, with the results of the inspection being readily and timely available to HUD. For any other section 232 facilities, the inspection will be conducted only when and if HUD determines, on the basis of information received, such as through a complaint, site inspection, or referral by a State agency, on a case-by-case basis, that inspection of a particular facility is needed to assure protection of the residents or the adequate preservation of the project.

(8) **Section 8 Moderate Rehabilitation program.** PHAs must inspect units subject to the Moderate Rehabilitation program under 24 CFR part 882 in accordance with the frequency described in 24 CFR 882.516.

(d) **Inspection costs.** The cost of an inspection shall be the responsibility of the entity responsible for the inspection as identified in paragraph (a) of this section, except that a reasonable fee may be required of the owner of a property for a reinspection if an owner notifies the entity responsible for the inspection that a repair has been made or the allotted time for repairs has elapsed and a reinspection reveals that any deficiency cited in the previous inspection that the owner is responsible for repairing was not corrected. No fee may be passed along to the household residing in the unit or units.

(e) **Access to property for inspection.** Nothing in this subpart shall restrict the right of HUD, or an entity contracted by HUD, to inspect a property. All owners and PHAs are required to provide HUD or its representative with full and free access to all HUD-assisted properties. All owners and PHAs are required to provide HUD or its representative with access to all units and appurtenances in order to permit physical inspections, monitoring reviews, and quality assurance reviews under this part. Access to the units shall be provided whether or not the resident is home or has installed additional locks for which the owner or PHA did not obtain keys. In the event that an owner or PHA fails to provide access as required by HUD or its representative, the owner or PHA shall be given a physical condition score of zero for the project or projects involved. A score of zero for an owner or PHA shall be used to calculate the physical condition indicator score and the overall assessment score for that owner or PHA.

(f) **Tenant involvement in inspections.** HUD will establish, through notice, a procedure for tenants to recommend to HUD particular units which HUD may choose to inspect either during or separate from its standard inspection. HUD will evaluate the condition of these units and issue a report on findings, but they will not be included in the official score unless they were randomly selected independent of the tenant's recommendation. The owner or PHA is required to correct any deficiency HUD identifies within the timeframes HUD has established for the identified deficiency.

§ 5.707 Uniform self-inspection requirement and report.

All PHAs and owners of HUD housing subject to an assistance contract, other than owners participating in the HCV, PBV, and Moderate Rehabilitation programs, are required to annually self-inspect their properties, including all units, to ensure the units are maintained in accordance with the standards in § 5.703. The owner or PHA must maintain the results of such self-inspections for three years and must provide the results to HUD upon request. This self-inspection is independent of other HUD inspections discussed in § 5.705. The owner or PHA may choose to conduct this inspection after a HUD inspection to satisfy this requirement and the post-report survey requirement at § 5.711(c)(2) simultaneously.

§ 5.709 Administrative process for defining and revising inspection criteria.

(a) **Inspection standards and scoring methodology.** The Secretary will publish in the FEDERAL REGISTER, following notice and the opportunity to comment, a standards notification with a list of deficiencies and the relative severity of these deficiencies to use for inspecting HUD housing. This FEDERAL REGISTER document will also include the factors for determining if an HCV, PBV, or Moderate Rehabilitation unit passes or fails the inspection. The Secretary will also publish in the FEDERAL REGISTER, following notice and opportunity to comment, a scoring notification containing the methodologies to use for scoring and ranking HUD housing. After considering the public comments received on these FEDERAL REGISTER documents, the Secretary will publish documents announcing the new inspections standards and scoring methodologies, and the date on which these notifications become effective.

(1) **Revisions.** The Secretary will issue a notification in the FEDERAL REGISTER published for at least 30 days of public comment making any revisions to the inspection and scoring procedures HUD deems necessary, at least once every three years, or three years after the most recent revision, whichever is later.

(2) **Emergency revisions.** The Secretary may publish a notification without 30 days of public comment in the case of an emergency to protect Federal financial resources or the health or safety of residents of HUD housing, after HUD makes a documented determination that such action is warranted due to:

- (i) A Life-Threatening deficiency or Severe deficiency and other significant risks to safety as outlined in § 5.703;
- (ii) A new safety concern due to changing construction technology; or
- (iii) Other events as determined by the Secretary.

(b) [Reserved]

§ 5.711 Scoring, ranking criteria, and appeals.

- (a) **Applicability.** Administrative process for scoring and ranking the physical condition of HUD housing properties under this section does not apply to the HCV, PBV or Moderate Rehabilitation programs. PHAs administering HCV and PBV programs will be assessed under the Section 8 Management Assessment Program ("SEMAP") or the small rural PHA assessment in accordance with 24 CFR part 985, and PHAs administering the Moderate Rehabilitation programs are subject to HUD review in accordance with 24 CFR 882.517.
- (b) **Scoring and ranking of HUD housing** –
- (1) **General.** HUD's Real Estate Assessment Center (REAC), or the appropriate entity either as described in § 5.705(b), or as identified in the regulator agreement or contract for the property as described in § 5.705(b)(1), will score and rank the physical condition of HUD housing properties in accordance with the procedures set out by the Secretary in § 5.709.
- (2) **Public housing programs.** PHAs operating public housing will be scored and ranked under the Public Housing Assessment System ("PHAS") outlined in part 902 of this title.
- (c) **Inspection report requirements.**
- (1) **Life-Threatening deficiencies and Severe deficiencies.** Upon completion of an inspection, or at the end of each day on a multiple-day inspection, REAC, or the appropriate party as described in § 5.705(b), will provide the owner or PHA or owner's representative, a notice of any items classified as Life-Threatening or Severe deficiencies. All Life-Threatening items must be corrected within 24 hours of receipt of notice of these items, unless HUD approves a variation. All Severe items must be corrected within 24 hours of receipt of notice, unless indicated otherwise within the individual inspection standards published in the FEDERAL REGISTER with notice and the opportunity for comment, or HUD approves a variation. The owner or PHA or owner's representative must electronically certify and provide supporting evidence within 2 business days after the deadline to correct the Life-Threatening and Severe items that the items have been resolved or sufficiently corrected such that they no longer pose a severe health or safety risk to residents of the property, or that the hazard is blocked until permanent repairs can be completed. If permanent repair will take longer than the allowable time in the relevant standard for the deficiency, the owner or PHA must provide HUD a timeframe for completing permanent repairs for HUD approval.
- (2) **Post-report inspection.** The owner or PHA must carefully review the inspection report and is responsible for conducting its own survey of the total property. Moderate deficiencies must be corrected within thirty days and Low deficiencies must be corrected within sixty days, unless indicated otherwise within the individual inspection standards published in the FEDERAL REGISTER with notice and the opportunity for comment or within such other reasonable time prescribed by a HUD notice to the owner or PHA. For properties that scored at or above 60, the survey may be limited to inspecting for deficiencies based on the inspecting entity's inspection findings. For properties that scored below 60, the owner or PHA must conduct a survey of the entire project, including all units, inside areas, and outside areas, for any deficiency, and must electronically submit a copy of the results of the survey to HUD.
- (d) **Technical review of inspection results** –
- (1) **Timing.** A request for a technical review of inspection results must be submitted electronically and must be received by the inspecting entity no later than the 45th calendar day following the day the inspection report is provided to the owner or PHA.
- (2) **Request for technical review.** The request must be accompanied by the owner's or PHA's relevant evidence that an objectively verifiable and material error occurred or adverse conditions beyond the owner or PHA's control occurred, which if corrected will result in a significant improvement in the overall score of the property. A technical review of the inspection results will not be conducted based on conditions that were corrected subsequent to the inspection. Upon receipt of this request from the owner or PHA, the REAC will review the inspection and the evidence. If the REAC review determines that an objectively verifiable and material error (or errors) or adverse condition(s) beyond the owner's or PHA's control has been documented and that it is likely to result in a significant improvement in the property's overall score, the REAC will take one or a combination of the following actions:
- (i) Undertake a new inspection;
- (ii) Correct the original inspection; or
- (iii) Issue a new physical condition score.
- (3) **Burden of proof that error or adverse conditions occurred rests with owner or PHA.** The burden of proof rests with the owner or PHA to demonstrate that an objectively verifiable and material error (or errors) or adverse conditions occurred in the REAC's inspection through submission of evidence, which if corrected will result in a significant improvement in the property's overall score. The REAC will apply a rebuttable presumption that the inspection was

conducted accurately. To support its request for a technical review of the physical inspection results, the owner or PHA may submit photographic evidence, written material from an objective source with subject matter expertise that pertains to the item being reviewed such as a local fire marshal, building code official, registered architect, or professional engineer, or other similar evidence.

(4) **Basis for technical review.** An objectively verifiable material error must be present, or an adjustment to the score must be necessary, to allow for a technical review of inspection results. The basis for a technical review must not be due to the fault of the owner or PHA and must exhibit specific characteristics and meet specific thresholds. The applicable types of material errors and bases for adjustment are as follows.

(i) **Building data error.** A building data error occurs if the inspector inspected the wrong building or a building that was not owned by the property, including common or site areas that were not a part of the property. Incorrect data due to the failure of an owner or PHA to ensure HUD's systems of records are updated cannot form the basis of a review. Incorrect building data that does not affect the score, such as the address and building name would not be considered material.

(ii) **Unit count error.** A unit count error occurs if the total number of units considered in scoring is incorrect due to the fault of HUD. Since scoring uses total units, REAC will examine instances where the participant can provide evidence that the total units used was incorrect and that the results were not representative of the condition of the property.

(iii) **A non-existent deficiency error.** A non-existent deficiency error occurs if the inspection records an observed deficiency that does not satisfy or does not meet a reasonable interpretation of the definition of that deficiency as defined by inspection procedures.

(iv) **Adjustments for factors not reflected or inappropriately reflected in physical condition score.** HUD may determine it is appropriate to review the results of a property's physical inspection if facts and circumstances affecting the owner's or PHA's property are not reflected in the inspection or are reflected inappropriately in the inspection. The circumstances addressed in this may include inconsistencies between local code requirements and the HUD physical inspection protocol; conditions that are permitted by local variance or license or which are preexisting physical features that do not conform to, or are inconsistent with, HUD's physical condition protocol; or the project or PHA having been scored for elements (e.g., roads, sidewalks, mail boxes, resident-owned appliances, etc.) that it does not own and is not responsible for maintaining.

(v) **Adjustments for adverse conditions beyond the control of the owner or PHA.** HUD may determine that certain deficiencies that adversely and significantly affect the physical condition score of the project were caused by circumstances beyond the control of the owner or PHA. The correction of these conditions, however, remains the responsibility of the owner or PHA. The circumstances addressed by this paragraph may include, but are not limited to, damage caused by third parties (such as a private entity or public entity undertaking work near a Public Housing project that results in damage to the project) or natural disasters.

(vi) **Adjustments for modernization work in progress.** HUD may determine that occupied dwelling units or other areas of a property, which are subject to physical inspection, and which are undergoing modernization work, require an adjustment to the physical condition score. An occupied dwelling unit or other areas of an owner's or PHA's property undergoing modernization are subject to physical inspection; the unit(s) and other areas of the property are not exempt from physical inspection. All elements of the unit or of the other areas of the owner or PHA's project that are subject to inspection and are not undergoing modernization at the time of the inspection (even if modernization is planned) will be subject to HUD's physical inspection protocol without adjustment. For those elements of the unit or of the property that are undergoing modernization, deficiencies will be noted in accordance with HUD's physical inspection protocol, but the owner or PHA may request adjustment of the physical condition score as a result of current modernization or rehab work in progress.

(5) **Significant improvement.** Significant improvement in the project's overall score refers to an increase in a score for the owner or PHA such that the new score crosses an administratively significant threshold.

(6) **Reinspection.** If HUD determines that a reinspection is appropriate, it will arrange for a complete reinspection of the project(s) in question, not just the deficiencies previously identified. The reinspection will constitute the final inspection for the project, and HUD will issue a new inspection report (the final inspection report).

(e) **Independent HUD review.** Under certain circumstances, HUD may find it appropriate absent an owner or PHA request for technical review to review the results of an inspection which are anomalous or have an incorrect result due to facts and circumstances affecting the inspected property which are not reflected in the inspection or reflected inappropriately in the inspection.

(f) **Responsibility for the cost of a new inspection.** If a new inspection is undertaken by the inspecting party and the new inspection score results in a significant improvement in the property's overall score, then the entity responsible for the inspection shall bear the expense of the new inspection. If no significant improvement occurs, then the owner or PHA responsible for the property must bear the expense of the new inspection. The inspection cost of a new inspection, if paid by the owner or PHA, is not an eligible project operating expense. The new inspection score will be considered the final score.

(g) **Issuance of final score and publication of score.**

(1) The score of the property is the final score if the owner or PHA files no request for technical review, as provided in paragraph (d) of this section, or for other adjustment of the physical condition score, as provided in paragraph (e) of this section. If the owner or PHA files a request for technical review or score adjustments in accordance with paragraphs (d), or there is a HUD review under paragraph (e) of this section, the final inspection score is the score issued by HUD after any adjustments are determined necessary and made by HUD at the conclusion of these processes.

(2) HUD will make public the final scores of the properties of the owners and PHAs through posting on HUD's internet site, or other appropriate means.

(h) **Responsibility to notify residents of inspection; and availability of documents to residents –**

(1) **Notification to residents.** An owner or PHA must notify its residents of any planned inspections of their units or the housing development generally.

(2) **Availability of documents for review.**

(i) Once a final score has been issued the owner or PHA must make the physical inspection report and all related documents available to residents during regular business hours upon reasonable request for review and copying. Related documents include the owner's or PHA's survey plan, plan of correction, certification, and related correspondence.

(ii) Once the owner's final inspection score is issued and published, the owner or PHA must make any additional information, such as the results of any reinspection or appeal requests, available for review and copying by its residents upon reasonable request during regular business hours.

(iii) The owner or PHA must maintain the documents related to the inspection of the property, as described in paragraphs (h)(2)(i) and (ii) of this section, for review by residents for a period of 60 days from the date HUD provides the inspection score for the property in which the residents reside.

(3) **Posting on the availability of materials.** The owner or PHA must post a notice to the residents in the owner's or PHA's management office and on any bulletin boards in all common areas on the date of submission to the owner of the inspection score for the property in which the resident resides that advises residents of the availability of the materials described in this section. The notice must be translated into other languages if necessary to provide meaningful access for limited English proficient (LEP) individuals. The notice should include, where applicable, the name, address, and telephone number of the HUD field office contact.

(4) Residents are encouraged to comment on this information provided by the owner or PHA and submit any comments directly to the applicable HUD field office or responsible entity. Should residents discover the owner or PHA provided HUD with a false certification during the review, they are encouraged to notify the applicable HUD field office where appropriate inquiry and action will be taken.

(i) **Administrative review of properties.** The file of a property that receives a score of 30 points or less, or two successive scores under 60, on its inspection will be subject to additional administrative review. Properties that receive two successive scores under 60 may be referred to HUD's Departmental Enforcement Center (DEC) for evaluation. Properties that receive a score of 30 points or less shall be automatically referred to the DEC for evaluation.

(1) **Notification to owner of submission of property file to the DEC.** Upon referral to the DEC, the Department will provide for notification to the PHA or owner that the file on the owner's property is being submitted to the DEC for evaluation. The notification will be provided at the time the REAC issues the inspection report to the owner or at such other time as a referral occurs.


(2) **Evaluation of the property.** During the DEC's evaluation period, the DEC will perform an analysis of the property, which may include input from tenants, HUD officials, elected officials, maintenance staff and others as may be appropriate. Although program offices will assist with the evaluation, the DEC will have primary responsibility for the conclusion of the evaluation of the property after taking into consideration the input of interested parties as described in this paragraph. The DEC's evaluation may include a site visit to the PHA's or owner's property.

- (3) **Continuing responsibilities of HUD program offices and mortgagee.** During the period of DEC evaluation, HUD's program offices continue to be responsible for routine business, oversight, and monitoring. In addition, during this period of evaluation, the mortgagee, as applicable, shall continue to carry out its duties and responsibilities with respect to the mortgage.
- (4) **Enforcement action.** Except as otherwise provided by statute, if, based on the DEC's evaluation and in consultation with HUD program offices, the DEC determines that enforcement actions are appropriate, it may take those actions for which the DEC has delegated authority and/or make recommendations to HUD program office with respect to resolving identified physical deficiencies and owner or PHA noncompliance.
- (j) **No limitation on existing enforcement authority.** The administrative process provided in this section does not prohibit HUD from taking whatever action may be necessary (notwithstanding the commencement of this process), as authorized under existing statutes, regulations, contracts, grant agreements or other documents, to protect HUD's interests in HUD housing properties and to protect the residents of these properties.

⦿ **§ 5.713 Second- and third-party rights.**

Nothing in this subpart is intended to create any right of the family residing in HUD Housing or any party, other than HUD or a PHA, to require enforcement of the standards required by this subpart or to assert any claim against HUD or the PHA for damages, injunction, or other relief for alleged failure to enforce the standards.

Attachment B. 1



REVISIONS OF EXISTING PHA PLAN ELEMENTS

HOUSING OPPORTUNITY THROUGH MODERNIZATION ACT (HOTMA)

The Pinal County Housing Authority (PCHA) is providing supporting information from the HUD Website regarding the HOTMA final rules. These changes will be implemented for both the Housing Choice Voucher Program and Public Housing.

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 was signed into law by President Obama in July 2016. On February 14, 2023, HUD published the final rule implementing Section 102, 103, and 104 of HOTMA which addresses:

- Over-income Households in Public Housing- Section 103
- Income Reviews – Section 102
- Asset Limits – Section 104
- Most provisions effective January 1, 2024 (except 103 which was implemented June 14, 2023) with complete implementation no later than January 1, 2025.



Income and Income Exclusions Resource Sheet

For more information refer to the full HOTMA Income and Assets Training Series, including the Income Fact Sheet.

Annual Income 24 CFR 5.609(a)

Annual income includes, with respect to the family:

- All amounts, not specifically excluded below, received from all sources by each member of the family 18 years or older or is the head of household or spouse of the head of household, plus
- Unearned income by or on behalf of each dependent who is under 18 years of age, and
- Imputed returns on net family assets exceeding \$50,000 (adjusted annually using the CPI-W) when the value of the actual returns from a given asset cannot be calculated. Imputed returns are based on the current passbook savings rate, as determined by HUD. **(Note: if it is possible to calculate actual returns from an asset, the PHA should use that amount as income).**

EXCLUSIONS

Federally Mandated Income Exclusions 24 CFR 5.609(b)(22)

Amounts that HUD is required by federal statute to exclude as income for determining eligibility or benefits. HUD will publish an updated notice in the Federal Register to identify the benefits that qualify for this exclusion. Updates will be published when necessary.

- Mandatory Income exclusions related to ABLE accounts will be detailed here. PHAs can refer to Notice PIH 2019-09/H-2019-06, or any subsequent notice on the subject, for details on when ABLE account income is excluded.

Assets 24 CFR 5.609(b)(1)

Imputed returns: Any imputed return on an asset when net family assets total \$50,000 or less (adjusted by HUD annually per CPI-W) and no actual income from the net family assets can be determined. **(Note that: Actual returns from assets are included in income.)**



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Income and Income Exclusions Resource Sheet

Non-recurring income 24 CFR 5.609(b)(24)

Income that will not be repeated in the coming year based on information provided by the family.

Some examples of non-recurring income include:

- U.S. Census Bureau for employment income (relating to decennial census or the American Community Survey) lasting no longer than 180 days and not resulting in permanent employment.
- Direct federal or state payments for economic stimulus or recovery.
- State or federal refundable tax credits or state or federal tax refunds received directly at the time they are received directly by the family.
- Gifts for significant life events or milestones (e.g., holidays, birthdays, wedding gifts, baby showers, anniversaries).
- Non-monetary, in-kind donations, such as food, clothing, or toiletries, received from a food bank or similar organization.
- Lump-sum additions to net family assets, including but not limited to **lottery** or other contest winnings.

Note that: *Income received as an independent contractor, day laborer, or seasonal worker is not excluded from income, even if the source, date, or amount of the income varies.*

Self-employment Income 24 CFR 5.609(b)(28)

Gross income received through self-employment or operation of a business; with the exception of the following which **shall be considered income**:

- Net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in IRS regulations; and
- Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.



Note: *gross income is the total income that a business brings in and is not reflective of the costs of operating a business or of being self-employed*

Minors Earned Income 24 CFR 5.609(b)(3)

All earned income of all children under the age of 18, including foster children.

Income and Income Exclusions Resource Sheet

Adoption assistance payments 24 CFR 5.609(b)(15)

Earned income in excess of the amount of the deduction for a dependent in § 5.611.

- Deduction is currently \$480* per child. The end result is that all adoption assistance payments will be excluded.

Earned Income of Dependent Students

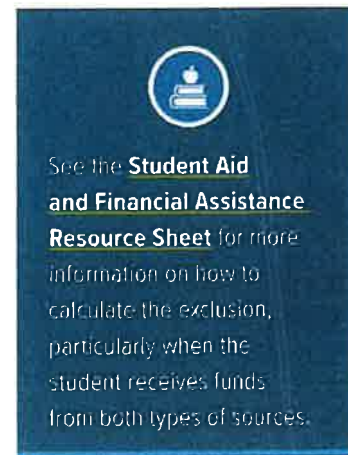
24 CFR 5.609(b)(14)

Earned income of dependent full-time students in excess of the amount of the deduction for a dependent.

- Deduction is currently \$480* per dependent. The end result is that these payments will not be counted.

Title IV HEA Assistance 24 CFR 5.609(9)(i)

Any assistance that section **479B of the Higher Education Act of 1965**, as amended (20 U.S.C. 1087uu), requires to be excluded from a family's income including Bureau of Indian Affairs or Department of Education student assistance programs. These amounts are only excluded up to the cost that covers tuition and other required fees in Section 8 households if the student is the head of household or that person's spouse.



Other Student Financial Assistance 24 CFR 5.609(9)(ii)

Student financial assistance, not excluded under the HEA for "actual covered costs" of higher education paid directly to the student or to the educational institution on the student's behalf.

Educational Savings Account 24 CFR 5.609(b)(10)

Income and distributions from any Coverdell educational savings account or any qualified tuition program under IRS sections 529 and 530.

Baby bonds 24 CFR 5.609(b)(10)

Income earned by government contributions to, or distributions from, 'baby bond' accounts created, authorized, or funded by federal, state, or local government.

Foster Children / Adults Payments 24 CFR 5.609(b)(4)

Payments received for the care of foster children or adults, including state kinship, guardianship care payments, or tribal kinship payments.

** As adjusted annually by CPI-W and rounded to the next lowest multiple of \$25.*

Income and Income Exclusions Resource Sheet

Foster Children/ Adults Income 24 CFR 5.609(b)(8)

Income of foster child or adult (as defined in 24 CFR 5.403 and 5.603).

Live-in Aide 24 CFR 5.609(b)(8)

Income of a live-in aide.



Note on Foster Children/Adults and Live-in Aides: Foster adults and foster children are members of the household and therefore considered when determining appropriate unit size and utility allowance. However, they are not considered members of the "assisted family" in determining annual and adjusted income or net family assets; nor are the assets of foster adults or children taken into consideration for purposes of asset limitations. A live-in aide is treated similarly for purposes of income and assets.

State Payments to Allow Individuals with Disabilities to Live at Home

24 CFR 5.609(b)(19)

These payments must be made:

- by or authorized by a state Medicaid managed care system or other state agency
 - » Includes: state Medicaid-managed care system, other state agency, or authorized entity
- to a family to enable a family member who has a disability to reside in the family's assisted unit.



Note on HOTMA changes to State Payments to Allow Individuals with Disabilities to Live at Home:

- HOTMA expands the exclusion to cover all payments by the state Medicaid-managed care system, other state agency, or authorized entity, for caregiving services to enable a family member with a disability to live in the assisted unit.
- No change if the family already received such payment that was excluded from income
- Previous requirement that these payments offset the cost of services or equipment has been eliminated.

Plan to Attain Self-Sufficiency (PASS) 24 CFR 5.609(b)(12)(i)

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 Plan to Attain Self-Sufficiency (PASS).

Income and Income Exclusions Resource Sheet

Trust distributions 24 CFR 5.609(b)(2)

Irrevocable trust or revocable trust outside of family or household control, excluded from the definition of net family assets under § 5.603(b),

- Distributions of the principal, or corpus, of the trust, and
- Distributions of income from the trust used to pay the costs of health and medical care expenses for a minor.

Revocable trust or a trust under the control of the family or household: any distributions from the trust are excluded from income.

- Except that any actual income earned by the trust, regardless of whether it is distributed, shall be considered income to the family at the time it is received by the trust.



Note: given that the corpus (or principal) of a trust is not new money coming in for the family, any distributions of a trust's principal, regardless of the form of the trust, are excluded. As a general rule, PHAs and owners must count any distributions of income from an irrevocable trust or a trust not under the control of the family (e.g., distributions of earned interest) as income to the family with the exception of distributions used to pay the health and medical care expenses of a minor.

Reimbursements for Health and Medical Care Expenses 24 CFR 5.609(b)(6)

Amounts received by the family that are specifically for, or in reimbursement of, the cost of health and medical care expenses for any family member.

Insurance payments and settlements for personal or property loss

24 CFR 5.609(b)(5)

Including, but not limited to: payments through health insurance, motor vehicle insurance, and workers' compensation.

Retirement plan 24 CFR 5.609(b)(26)

Income received from any account under an IRS-recognized retirement plan. However, any distribution of **periodic payments** from these accounts shall be income at the time they are received by the family. Retirement accounts include:

- Individual retirement arrangements (IRAs)
- Employer retirement plans, and
- Retirement plans for self-employed individual

Military 24 CFR 5.609(b)(11)

The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.

Income and Income Exclusions Resource Sheet

Veterans 24 CFR 5.609(b)(17)

Payments related to aid and attendance for veterans under 38 U.S.C. 1521.

Lawsuit Settlements 24 CFR 5.609(b)(7)

Any amounts recovered in any civil action or settlement based on a claim of malpractice, negligence, or other breach of duty owed to a family member arising out of law, that resulted in a member of the family having a **disability**.

Reparations for Persecution 24 CFR 5.609(b)(13)

Reparation payments paid by a foreign government for claims by people persecuted during the Nazi era.

Tribal Claims Payments 24 CFR 5.609(b)(21)

Payments received by tribal members as a result of claims relating to the mismanagement of assets held in trust by the United States. This includes payments from tribal trust settlements. Payments must be excluded from gross income under the Internal Revenue Code or other federal law.

Civil Rights Settlements and Judgements 24 CFR 5.609(b)(25)

Civil rights settlements or judgments, including settlements or judgments for back pay.

Reimbursements from other publicly assisted programs

24 CFR 5.609(b)(12)(ii)

Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (e.g., special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program.

Resident Services Stipend 24 CFR 5.609(b)(12)(iii)

Resident service stipends not to exceed \$200 per month. This is a modest amount provided to a resident for performing a service for the PHA, on a part-time basis, that enhances the quality of life in the development.

Employment training programs 24 CFR 5.609(b)(12)(iv)

Incremental earnings and benefits from training programs funded by HUD or qualifying federal, state, tribal, or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff.

- Excluded amounts must be received under employment training programs with clearly defined goals and objectives and only excluded during participation in the program unless the amounts are excluded as Federal Financial Aid (§ 5.609(b)(9)(i)).

Income and Income Exclusions Resource Sheet

Family Self Sufficiency Account 24 CFR 5.609(b)(27)

Income earned on amounts placed in a family's FSS.

Housing "gap" payments 24 CFR 5.609(b)(23)

Replacement housing "gap" payments that offset increased rent and utility costs to families that are displaced from one federally subsidized housing unit and move into another federally subsidized housing unit (49 CFR part 24).

If the gap is reduced or eliminated because of a subsequent move by the tenant or change in the subsidy, and the tenant continues to receive the payment, the payment that is no longer needed to close the gap should be counted as income.

Deferred Supplemental Security Income, Social Security benefits, or Department of Veterans Affairs disability benefits 24 CFR 5.609(b)(16)

Deferred periodic amounts from:

- Supplemental Security Income and Social Security benefits that are received as a lump sum or in prospective monthly amounts, or
- Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.

Property Tax Rebates 24 CFR 5.609(b)(18)

Refunds or rebates under state or local law for property taxes paid on the dwelling unit.

Loan Proceeds 24 CFR 5.609(b)(20)

The net amount disbursed by a lender to a borrower, under the loan terms. Funds may be received by the family or a third party (e.g., educational institution or car dealership).

Income and Income Exclusions Resource Sheet

Annual Income Exclusions 24 CFR 5.609(b)

Income Exclusions Table

| Category | Exclusion | CFR | Description |
|--------------------------|---|------------------------|--|
| Other | Federally Mandated Income Exclusions | 24 CFR 5.609(b)(22) | Amounts that must be excluded by federal statute. HUD will publish a Federal Register notice that includes the qualifying benefits. |
| Assets | Imputed Income from Assets | 24 CFR 5.609(b)(1) | Any imputed return on an asset when net family assets total \$50,000 (adjusted annually) or less and no actual income from the net family assets can be determined. |
| Non-recurring income | Non-recurring income | 24 CFR 5.609(b)(24) | Income that will not be repeated in the coming year based on information provided by the family. |
| Self-employment | Gross Self-employment Income | 24 CFR 5.609(b)(28) | Gross income received through self-employment or operation of a business |
| Dependents | Minors (children under the age of 18 years) | 24 CFR 5.609(b)(3) | All earned income of all children under the age of 18, including foster children. |
| Dependents | Adoption assistance payments | 24 CFR 5.609(b)(15) | Adoption assistance payments for a child in excess of the amount of the dependent deduction. |
| Students | Earned Income of Dependent Students | 24 CFR 5.609(b)(14) | Earned income of dependent full-time students in excess of the amount of the dependent deduction. |
| Students | Title IV HEA Assistance | 24 CFR 5.609(b)(9)(i) | Any assistance that Section 479B of the Higher Education Act (HEA) of 1965, as amended, requires to be excluded from a family's income. |
| Students | Other Student Financial Assistance | 24 CFR 5.609(b)(9)(ii) | Student financial assistance, not excluded under the HEA, for actual covered costs of higher education. |
| Students | Educational Savings Account | 24 CFR 5.609(b)(10) | Income and distributions from any Coverdell educational savings account or any qualified tuition program under IRS section 530 or any qualified tuition program under section 529. |
| Baby bonds | Baby bonds | 24 CFR 5.609(b)(10) | Income earned by government contributions to, or distributions from, 'baby bond' accounts created, authorized or funded by federal, state or local government. |
| Foster children / adults | Payments for Foster Children / Adults | 24 CFR 5.609(b)(4) | Payments received for the care of foster children or adults, including State kinship, guardianship care payments, or tribal kinship payments. |
| Foster children / adults | Income of foster children / adults | 24 CFR 5.609(b)(8) | Income of a live-in aide, foster child, or foster adult as defined in 24 CFR 5.403 and 5.603. |
| Live-in Aide | Income of a Live-in Aide | 24 CFR 5.609(b)(8) | Income of a live-in aide, foster child, or foster adult. |
| People with Disabilities | ABLE accounts | 24 CFR 5.609(b)(22) | Will be included in federally mandated excluded amounts. Notice PIH 2019-09/H-2019-06 details when ABLE account income is excluded. |
| People with Disabilities | State Payments to Allow Individuals with Disabilities to Live at Home | 24 CFR 5.609(b)(19) | Payment made by an authorized by a state Medicaid managed care system or other state agency to a family to enable a family member to live in the family's assisted unit. |
| People with Disabilities | Plan to Attain Self-Sufficiency (PASS) | 24 CFR 5.609(b)(12)(i) | Amounts set aside for use under a Plan to Attain Self-Sufficiency (PASS). |
| People with Disabilities | Reimbursements for Health and Medical Care Expenses | 24 CFR 5.609(b)(6) | Amounts for, or in reimbursement of, health and medical care expenses for any family member. |

(continued)

Income and Income Exclusions Resource Sheet

| Category | Exclusion | CFR | Description |
|------------------------------|--|--------------------------|--|
| Trusts | Trust distributions | 24 CFR 5.609(b)(2) | Any distributions of a trust's principal are excluded. PHAs and owners must count any distributions of income from an irrevocable trust or a trust not under the control of the family (e.g., distributions of earned interest) as income to the family with the expectation of distributions used to pay the health and medical care expenses of a minor. |
| Insurance | Insurance payments and settlements for personal or property loss | 24 CFR 5.609(b)(5) | Insurance payments and settlements for personal or property loss including, but not limited to: payments through health insurance, motor vehicle insurance, and workers' compensation. |
| Retirement | Retirement plan | 24 CFR 5.609(b)(26) | Income received from any account under an IRS-recognized retirement plan. However, periodic payments are income at the time of receipt. |
| Military | Hostile fire special payment | 24 CFR 5.609(b)(11) | The special pay to a family member serving in the Armed Forces who is exposed to hostile fire. |
| Veterans | Veterans aid and attendance payments | 24 CFR 5.609(b)(17) | Payments related to aid and attendance for veterans under 38 U.S.C. 1521. |
| Lawsuits | Lawsuit Settlements | 24 CFR 5.609(b)(7) | Amounts recovered in a civil action or settlement based on malpractice, negligence and other breach of duty claim resulting in a family member becoming disabled. |
| Lawsuits | Reparations for Persecution | 24 CFR 5.609(b)(13) | Reparation payments paid by a foreign government for claims by people persecuted during the Nazi era. |
| Lawsuits | Tribal Claims Payments | 24 CFR 5.609(b)(21) | Payments received by tribal members from claims relating to the mismanagement of assets held in trust by the United States. |
| Lawsuits | Lawsuits related to civil rights | 24 CFR 5.609(b)(25) | Civil rights settlements or judgments, including settlements or judgments for back pay. |
| Reimbursements | Reimbursements from publicly assisted programs | 24 CFR 5.609(b)(12)(ii) | Amounts received by a participant in other publicly assisted programs for or in reimbursement of expenses to allow program participation (e.g., special equipment, clothing, transportation, child care, etc.). |
| Resident Services Stipend | Resident Services Stipend | 24 CFR 5.609(b)(12)(iii) | Resident service stipends of \$200 or less per month for performing a part-time service for the PHA that enhances the quality of life in the development. |
| Employment training programs | Employment training programs | 24 CFR 5.609(b)(12)(iv) | Incremental earnings and benefits from training programs HUD and qualifying employment training programs and training of a family member as resident management staff. |
| FSS | Family Self Sufficiency Account | 24 CFR 5.609(b)(27) | Income earned on amounts placed in a family's FSS account. |
| Housing gap payments | Housing "gap" payments | 24 CFR 5.609(b)(23) | Replacement housing "gap" payments to offset increased rent and utility costs to families displaced from one federally subsidized housing unit and another. |
| Benefits | Deferred Supplemental Security Income, SS income and benefits, or VA disability benefits | 24 CFR 5.609(b)(16) | Deferred periodic amounts from: SSI, Supplemental Security Income and benefits or VA disability benefits that are received in a lump sum or prospective monthly amounts. |
| Property tax rebates | Property Tax Rebates | 24 CFR 5.609(b)(18) | Refunds or rebates under state or local law for property taxes paid on the dwelling unit. |
| Loans | Loan Proceeds | 24 CFR 5.609(b)(20) | The net amount disbursed by a lender to a borrower or a third party (e.g., educational institution or car dealership). |



HOTMA Sections 102 and 104: Income and Assets Fact Sheet

This sheet provides an overview of the changes related to income reviews and asset limitations from the implementation of HOTMA Sections 102 and 104.

Income Definitions — 24 CFR 5.609 (a): Income is now defined broadly with an expanded and clarified list of income exclusions. Annual income includes all amounts received from all sources by each adult family member 18 years or older or the head of household or their spouse, plus unearned income by or on behalf of each dependent under 18 years, plus income from assets.

- **Income Exclusions — 24 CFR 5.609(b):** See the [Income and Exclusions Resource Sheet](#) for the list of all excluded amounts.
- **Student Financial Assistance — 24 CFR 5.609(b)(9):** See the [Student Financial Assistance Resource Sheet](#) for information on deductions, exclusions, and calculating exclusions.

Income from Assets — 24 CFR 5.609(a): In general, income from assets is considered income. If it is possible to calculate actual returns from an asset, the PHA should use that amount. If it is not possible to calculate an actual return on an asset, the PHA must impute income from assets based on the current passbook savings rate as determined by HUD when the family has net assets over \$50,000 (adjusted annually by CPI-W). See the [Asset Resource Sheet](#) for the list of all excluded amounts.

Calculation of Income — 24 CFR 5.609(c): For initial occupancy/assistance and interim reexaminations, the PHA must estimate the family income for the upcoming 12-month period using current income. For all annual reexaminations, the PHA must determine the family income for the previous 12-months **unless** using a streamlined income determination, taking into account any redetermination from an interim reexamination and any unaccounted for income changes.

Interim Income Reexaminations — 24 CFR 960.257(b), 982.516(c), and 882.515(b): A family may request an interim reexamination because of family income or composition changes since the last examination. An interim reexamination should be conducted when a family's adjusted income decreases by 10% or more (or lower threshold per HUD or PHA policy). An interim reexamination should also be conducted when a family's adjusted income increases by 10% or more; however, the PHA may not consider any increase in the *earned* income of the family when estimating or calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction during the certification period. See the [Interim Reexaminations Fact Sheet](#).



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HOTMA Sections 102 and 104: Income and Assets Fact Sheet

Safe Harbor: Income Determinations from Other Programs — 24 CFR 5.609(c)(3): The PHA may determine a family's pre-deduction income based on income determinations made by other means-tested federal public assistance programs within the previous 12-months. PHAs are not required to use this method.

Eliminates the Earned Income Disregard: Only families already participating in EID on the effective date of the final rule may continue receiving the benefits up to 2 years from that date. Families receiving the Jobs Plus Earned Income Disregard pursuant to the FY2022 NOFO or earlier may continue to receive the EID under the terms of the NOFO.

Mandatory Deductions — 24 CFR 5.611 (a)(1)-(a)(2): Changes the mandatory deduction amounts to \$480 per dependent and \$525 per elderly and disabled family. These amounts are 2024 figures, adjusted annually for inflation and rounded to the next lowest multiple of \$25.

Health and Medical Expense Deduction — 24 CFR 5.611(a)(3): Increases the threshold for the deduction of unreimbursed health and medical care expenses plus unreimbursed reasonable attendant care and auxiliary apparatus expenses that enable employment to 10% of annual income.

Permissive Deductions — 24 CFR 5.611(b): A PHA may adopt, through written policies, additional deductions from annual income. PHAs will not be eligible for additional HUD funding based on application of these deductions.

Hardship Exemptions to the Health and Medical Expenses Deduction — 24 CFR 5.611(c)(1)-(c)(2): There are two categories of hardship exemptions to the new 10% threshold for unreimbursed health and medical expenses: a phase-in for families already receiving a deduction for expenses over 3% of their income and a general hardship exemption.

Exemption to Continue the Child Care Expense Deduction — 24 CFR 5.611(d): A family whose eligibility for the child care expense deduction is ending may request a financial hardship exemption to continue the deduction.

Limitation on Assets — 25 CFR 5.618(a): The new rule restricts families from receiving public housing or Section 8 benefits if their net family assets exceed \$100,000 (as adjusted annually) or if the family owns real property deemed suitable for the family to live in.

Exclusion from Assets — 24 CFR 5.603(b)(3): There are new exclusions from assets, including related to necessary items of personal property, non-necessary items of personal property when the total value does not exceed \$50,000 (as adjusted), and real property that the family does not have the legal authority to sell.

See the [Assets, Asset Exclusions, and Limitation on Assets Resource Sheet](#) for a complete list and more information on exclusions and real property.

Additional Resources on HOTMA Sections 102/ 104

- HUD Exchange: [HOTMA Income and Assets Training Series](#)



Section 103: Over-Income Limits for Public Housing Families Fact Sheet

Section 103 creates new limitations on program participation for families residing in public housing that remain over-income (OI) for 24 consecutive months. After a 24 month grace period, PHA policy may allow OI families to continue to live in a public housing unit paying an alternative rent. If the PHA does not adopt such a policy, the PHA must terminate tenancy of the OI family within six months of the final notification.

The new rules are implemented through two new sections in the public housing regulations: 24 CFR 960.507 Families exceeding the income limit, and 24 CFR 960.509 Lease requirements for non-public housing over-income families. Related definitions can be found in 24 CFR 960.102(b).

The provisions implementing section 103 will be effective March 16, 2023. All PHAs must fully implement OI policies no later than June 14, 2023. There are **no exceptions** to the income limitation on public housing program participation.

Over-income (OI) limit: set by multiplying the very low-income level for the applicable area by a factor of 2.4, a limit equal to approximately 120% of the AMI. OI procedures are triggered by **annual or interim reexaminations**. During the reexamination, if the family is determined to be OI, the OI notification process begins.

Over-income (OI) family: families whose income exceeds the OI limit, including families during the grace period or before program termination or execution of a non-public housing over-income lease. These families retain all of their rights and obligations as public housing program participants.

Non-public housing over-income (NPHOI) family: a family whose income exceeds the OI limit for 24 consecutive months and remains in the unit paying the alternative non-public housing rent.

These families must have signed an NPHOI lease and are no longer public housing program participants. NPHOI families may not participate in public housing resident councils or programs for low-income or public housing participants. NPHOI families cannot receive a utility allowance from the PHA, be subject to income reexaminations, or be required to comply with Community Service and Self-Sufficiency Requirements.

Alternative Non-Public Housing Rent: A remaining NPHOI family must be charged a monthly rent equal to the higher of: the applicable fair market rent (24 CFR 888(A)), or the amount of the monthly subsidy provided for the unit (HUD will publish annually).



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Section 103: Over-Income Limits for Public Housing Families Fact Sheet

Falling below OI limit: If the PHA determines (in an interim or regular reexamination) that a family's income has fallen below the OI limit at any time during the 24-month grace period the family will remain public housing program participants and return to regular income reexamination periods. If the family becomes OI again, the PHA begins a new 24-month grace period.

Notices: PHAs must give OI families 3 notices, each within 30 days of the income examination that determines the family is, or remains, OI: at the initial determination of OI status, following the reexamination at the conclusion of the 1st 12 months of the grace period, and at the conclusion of the 24 month grace period.

All notices must be provided in writing and state what actions will be taken as required under the PHA's OI policy in the Admissions and Continued Occupancy Policy (ACOP). If applicable, the notice must include the alternative rent amount. All notices must provide information on the family's right to a grievance hearing.

Policies: PHAs must have a continued occupancy policy detailed in its ACOP to either:

- Require OI families to execute a new NPHOI lease within 60 days of notification and charge the family the alternative non-public housing rent, or
- Terminate the tenancy of the family no more than 6 months after the notification.

PHAs may choose to adopt a waitlist preference for NPHOI families who again become income-eligible for readmission to the public housing program. These families would then reapply. OI families who have vacated public housing are not eligible for this preference.

Reporting: The PHA must submit a report annually that specifies:

- The number of OI families residing in a PHA's public housing as of the end of the calendar year. This report will be pulled by HUD via the form HUD-50058.
- The number of families on the waiting lists for admission to public housing. This information will be submitted through the Operating Fund Web Portal beginning January 1, 2024.

Related Resources:

- [Supplemental Guidance for Implementation of Section 103: Limitation on Public Housing Tenancy for Over-Income Families under the Housing Opportunity Through Modernization Act of 2016 \(HOTMA\)](#)
 - » See Appendix for directions on calculating the OI limit.
- [Implementation of Section 103: Over-Income Limits for Public Housing Families recorded training, presentation, and transcript](#)
- [Sample NPHOI lease](#)
- [Sample OI Notices](#)



Student Aid and Financial Assistance Resource Sheet

HOTMA mandates the exclusion of earned income for full-time dependent students and the exclusion of certain financial aid for both full and part-time students.

Mandatory Deduction for Full-time Students 24 CFR 5.609(b)(14)

The earned income of dependent full-time students in excess of the amount of the deduction for a dependent is excluded from income. Since there is a mandatory \$480 deduction* for dependents, the result is that all earned income of dependent students will either be excluded or deducted from income. (*The deduction amount will be adjusted annually for inflation and rounded to the next lowest multiple of \$25.)

Educational Savings Account 24 CFR 5.609(b)(10)

Any amount in or from, or any benefits, income, or distributions from, any Coverdell educational savings account or any qualified tuition program under IRS sections 529 and 530 shall be excluded from income.

Student Financial Assistance 24 CFR 5.609(b)(9)

The new rules create two categories of student financial aid. The first category, is any assistance that section 479B of the Higher Education Act of 1965, as amended, requires to be excluded from a family's income, referred to here as, "Title IV HEA Assistance." For public housing residents, all assistance in this category must be excluded from income. See the exception for some Housing Choice Voucher participants below in the final section.

The second category is any other grant-in-aid, scholarship, or other assistance amounts an individual receives for the actual covered costs charged by the institute of higher education.

Exclusion in both categories apply equally to full and part-time students.

Title IV HEA Assistance 24 CFR 5.609(b)(9)(i)

Title IV HEA Assistance refers to any assistance that section 479B of the Higher Education Act of 1965, as amended (20 U.S.C. 1087uu), requires to be excluded from a family's income. This includes:

- Bureau of Indian Affairs/ Education student assistance programs. Current examples include:
 - » The Higher Education Tribal Grant, and
 - » The Tribally Controlled Colleges or Universities Grant Program.



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Student Aid and Financial Assistance Resource Sheet

- Student assistance received under Title IV of HEA currently includes, but is not limited to:

- » Federal Pell Grants
- » Teach Grants
- » Federal Work-Study Programs
- » Federal Perkins Loans

Beginning January 1, 2024, PHAs shall exclude from income amounts received for the forms of assistance listed in the revised version of Section 479B of the HEA. This will expand the forms of excluded income to include:

- Income earned in employment and training programs under section 134 of the Workforce Innovation and Opportunity Act (WIOA), including: **workforce investment activities for adults and workers dislocated** as a result of permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster that results in mass job dislocation, in order to assist such adults or workers in obtaining reemployment as soon as possible.

Section 479B of the HEA requires that all assistance under Title IV of the HEA as well as Bureau of Indian Affairs student financial assistance, even assistance provided to students in excess of tuition and required fees or charges, be excluded from HUD income calculations. (See the exception for some Housing Choice Voucher participants below.)

Other Student Financial Assistance

24 CFR 5.609(b)(9)(ii)

This category of excluded student financial assistance recognizes that student aid can take a variety of forms and come from a variety of sources.

It seeks to cover student financial assistance, for both full and part-time students, that is **not** included under Title IV of the HEA or under Bureau of Indian Affairs student assistance programs.

To qualify as excluded student financial assistance under this category, the aid must be:

- Used for "actual covered costs"
- Expressly to assist the a student with the costs of higher education; or
- Expressly to assist a student who is not the head of household or spouse, with the reasonable and actual costs of housing while attending the institution of higher education and not residing in an assisted unit;
- A grant or scholarship received from:
 - » The federal government;
 - » A State, Tribe, or local government;
 - » A private foundation registered as a nonprofit under 26 U.S.C. 501(c)(3);



Work Study: Amounts received under work study may only be excluded if provided pursuant to Title IV of the HEA or deducted as earned income if performed by a dependent full-time student (24 CFR 5.609(9)(ii)(B)(2)).

Loans: Loan proceeds for educational expenses, though considered student financial assistance if provided under a loan program in Title IV of the HEA, are not considered student financial assistance in the second category (Student Financial Assistance) but are already excluded from income as a loan (24 CFR 5.609(b)(20)).

Student Aid and Financial Assistance Resource Sheet

- » A business entity (such as corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, or nonprofit entity); or
- » An institution of higher education.

The aid may be paid directly to the student or to the educational institution on the student's behalf. However, any student financial assistance paid to the student must be verified by the PHA as consistent with this section (24 CFR 5.609 (b)(9)(ii)).

Student financial assistance, excluded here, does **not** include:

- Any assistance that is already excluded under Title IV of the HEA
- Financial support provided to the student in the form of a fee for services performed (e.g., a work study or teaching fellowship that is not excluded as Title IV HEA Assistance).
- Gifts, including gifts from family or friends; or
- Any amount of the scholarship or grant that, either by itself or in combination with HEA assistance exceeds the actual covered costs of the student.



Employer Grants: A grant includes a qualified tuition remission, reduction, waiver, or reimbursement (i.e., for costs of tuition, books, and fees, etc. paid for by the student) by the educational institution, such as for an employee of the institution of higher education or an eligible family member of that employee. A grant would also include assistance provided by an employer as part of an employee educational assistance program or tuition reimbursement program.



Actual covered costs of the student are the actual costs of tuition, books and supplies (including supplies and equipment to support students with learning disabilities or other disabilities), room and board, or other fees required and charged to a student by the education institution, and for a student who is not the head of household or spouse, the reasonable and actual costs of housing while attending the institution of higher education and not residing in an assisted unit. The educational institution must meet the definition of an institution of higher education (as defined under section 102 of the Higher Education Act of 1965 (20 U.S.C. 1002)).

Calculating Exclusions from Both Categories

When the student is receiving assistance that is excluded under both categories, the Title IV HEA Assistance must be applied first. Student Financial Assistance can then be applied to any remaining actual covered costs. Once actual costs are covered, any remaining Student Financial Assistance would be considered income.

Steps:

1. Calculate the "actual covered costs."
2. Apply the Title IV HEA Assistance.
3. Subtract the actual covered costs from the total amount of Title IV HEA Assistance.
 - a. If the amount of assistance excluded as Title IV HEA Assistance is equal to or exceeds the actual covered costs, none of the assistance included under "Student Financial Assistance"

Student Aid and Financial Assistance Resource Sheet

would be excluded from income. This is because this assistance would no longer be needed to cover actual costs and therefore would not meet the definition of Student Financial Assistance.

- b. If the amount of Title IV HEA Assistance is less than the actual covered costs, go to the next step.
4. Exclude the amount of Student Financial Assistance up to the amount of the remaining actual covered costs (those not covered by Title IV HEA Assistance).

Example 1

| | |
|-------------------------------------|----------|
| Title IV HEA Assistance: | \$26,000 |
| Other Student Financial Assistance: | \$5,000 |
| Actual covered costs: | \$25,000 |
| Excluded income: | \$26,000 |

Explanation: All assistance under Title IV HEA Assistance must be excluded from income. This exclusion must be taken first. Student Financial Assistance could then cover any remaining actual covered costs. However, since there were no remaining actual covered costs, this assistance would be counted as income.

Example 2

| | |
|-------------------------------------|----------|
| Title IV HEA Assistance: | \$15,000 |
| Other Student Financial Assistance: | \$5,000 |
| Actual covered costs: | \$22,000 |
| Excluded income: | \$20,000 |

Explanation: All financial assistance (\$20,000) is still less than the student's actual covered costs (\$22,000). Therefore, all financial assistance should be applied.

Example 3

| | |
|-------------------------------|----------|
| Title IV HEA Assistance: | \$15,000 |
| Student Financial Assistance: | \$5,000 |
| Actual covered costs: | \$18,000 |
| Excluded income: | \$20,000 |

Explanation: In this case, the student's actual covered costs are only \$18,000. The amount of the scholarship that is considered Student Financial Assistance and excluded from income would be \$3,000. This is because

Student Aid and Financial Assistance Resource Sheet

\$3,000 is the amount by which actual covered costs exceed the assistance excluded as Title IV HEA assistance (\$18,000 - \$15,000). The amount of the scholarship that is in excess of the student's actual covered costs (\$2,000) is not student financial assistance and is not excluded under § 5.609(b)(9)(ii).

Another way to explain this is that, Student Financial Assistance (§ 5.609(b)(9)(iii)) excluded from income is the lower of either:

1. the total amount of scholarships and grants the student received that are not covered by 479B of the HEA or
2. the amount by which the student's actual covered costs exceeds the assistance the student received that is excluded under section 479B of the HEA.

HCV Limitation for Student Assistance in Excess of Covered Costs

Section 479B of the HEA requires that all assistance under Title IV of the HEA and Bureau of Indian Affairs student financial assistance, even assistance provided to students in excess of tuition and required fees or charges, be excluded from HUD income calculations. However, for over 10 years through FY 2022, HUD appropriations have included a provision that for Section 8 students who are age 23 and under or without dependent children any amounts received in excess of tuition and any other required fees and charges shall be considered income. This limitation has been interpreted to apply when the student is the head of household or spouse, but not when the student resides with parents in a Section 8 unit (71 FR 18146). For any funds from a year where HUD's appropriations acts include this limitation, it will apply with respect to Section 8 participants. HUD will notify PHAs if this requirement is removed from the appropriations act.

Student Aid and Financial Assistance Resource Sheet

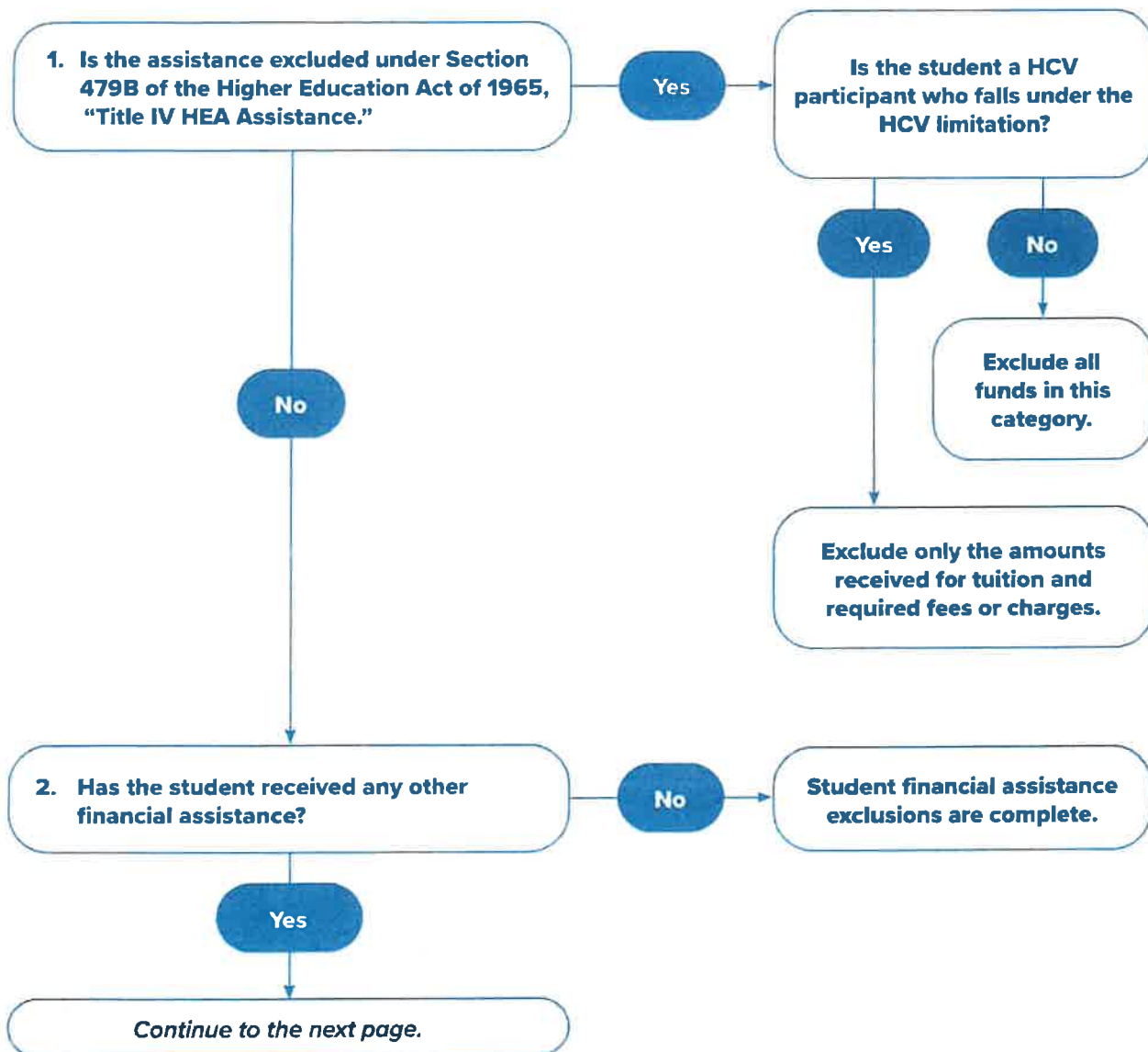
Student Financial Assistance Exclusion Decision Tree

Before going through the decision tree, determine:

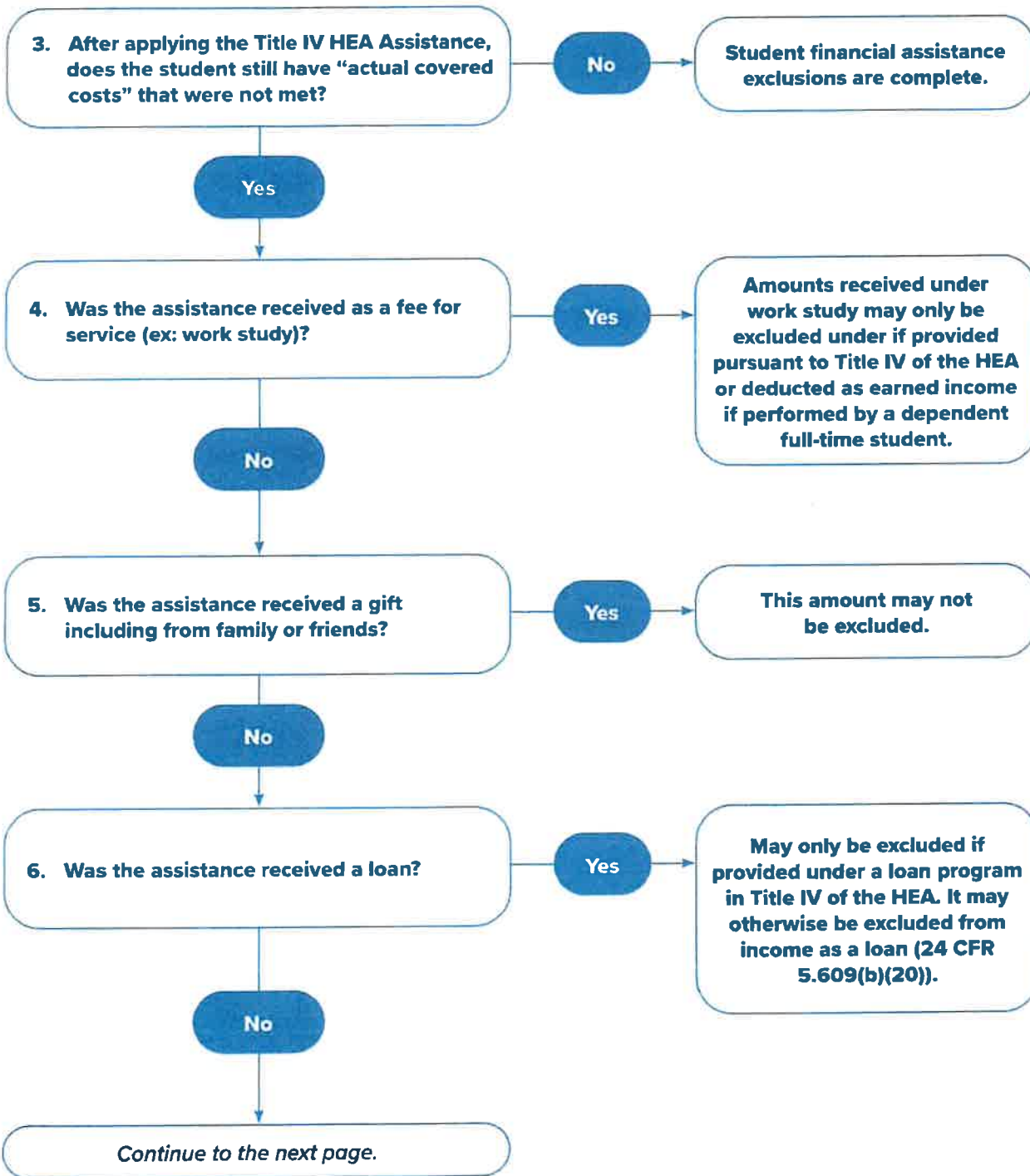
Title IV HEA Assistance:

Other Student Financial Assistance:

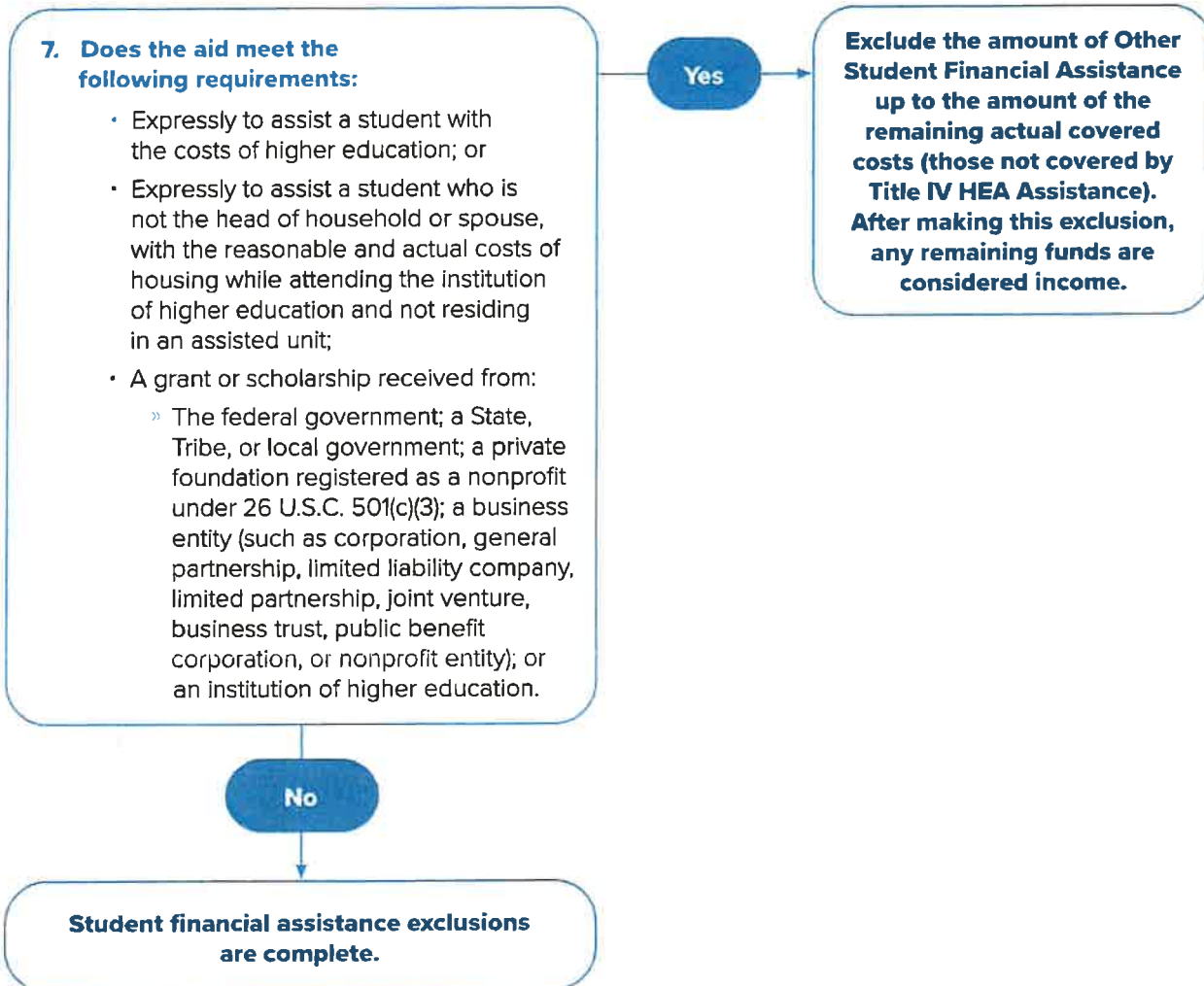
Actual covered costs:



Student Aid and Financial Assistance Resource Sheet



Student Aid and Financial Assistance Resource Sheet





Health and Medical Expenses & Child Care Expenses

Hardship Exemptions Resource Sheet

This resource is meant for both PHAs and families participating in public housing and the Housing Choice Voucher program (Section 8).

Health and Medical Expense Deduction

New HUD rules allow health and medical expenses exceeding 10% of a family's annual income to be deducted from the amount of a family's income to determine the **adjusted** income which is then used to calculate the rent.

Qualifying expenses are the sum of:

- Unreimbursed health and medical care expenses of any elderly or disabled family; and
- Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, in order to enable any member of the family, including the person with a disability, to be employed.
 - » This deduction may not exceed the combined earned income of the adult family members who are able to work due to the attendant care or auxiliary apparatus.

Note: The full text of the rule can be found in the Code of Federal Regulations in section 24 CFR 5.611(a)(3).

Estimating Qualifying Expenses

HUD has an **Income Estimation Tool** which may be used by the public housing agency (PHA) and families to estimate at what amount of expenses a family would begin to receive a deduction for health and medical expenses.

In the following example, the family earns \$20,000 per year. The tool shows that qualified expenses over \$2000, which is 10% of the family's income, could be deducted in determining the family's adjusted income.



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Hardship Exemptions Resource Sheet



Income Estimation Tool

Keep this page for your records. Use the estimates below to determine if you may qualify for an interim recertification (reexamination) to adjust your monthly payment.

Recertification date: **Jan-2024** Family's annual income: **\$ 20,000.00**
(month/year)

If your family qualifies as an elderly or disabled family and has unreimbursed health, medical, or disability assistance expenses of more than **\$ 2,000.00** a year (10% of your annual income) you may qualify for an income deduction. This deduction may reduce your monthly payment.

If your family qualifies for a hardship exemption and has unreimbursed health, medical, or disability assistance expenses of more than **\$ 1,000.00** a year (5% of your annual income) you may qualify for an income deduction. This deduction may reduce your monthly payment.

Hardship Exemptions to the Health and Medical Expenses Deduction

HUD has also created two categories of hardship exemptions to the new 10% threshold for unreimbursed medical expenses. The exemptions allow for more expenses to be deducted from the family's adjusted income for a limited period of time.

Category 1: Phased In relief for families already receiving a health and medical deduction

The new rule increases the health and medical expense deduction to the amount by which those expenses exceed 10% of the family's annual income. This is an increase from the previous threshold of 3%. Families previously receiving the deduction may see an increase in their non-deductible health and medical expenses, which could result in an increase in their adjusted income and their rent. However, this may be offset by the increased deduction for elderly and disabled families from \$400 to \$525. This hardship exemption phases in the new deduction amount over two years.

Eligibility: As of January 1, 2024, the family must have been receiving a deduction from annual income of qualified health and medical expenses exceeding 3 percent of annual income.

Form and duration of the exemption: Those families experiencing a hardship will have a phase in to the new deduction amount over two years:

- 1st year: PHA deducts eligible expenses exceeding 5% of the family's income.
- 2nd year: PHA deducts eligible expenses exceeding 7.5% of the family's income.

Hardship Exemptions Resource Sheet

- After 24 months this hardship exemption expires. The PHA will deduct expenses exceeding 10% of the family's annual income, unless the family requests and qualifies for a new exemption under category 2.

Category 2: General Financial Hardships

This exemption is for families who can demonstrate a financial hardship due to an increase in their qualified expenses or because of a change that would not otherwise trigger an interim reexamination. For example, a decrease in income or a change in family composition.

Eligibility: A family must demonstrate that their applicable expenses increased or the hardship is a result of a change in circumstances, as defined by the PHA, that would not otherwise trigger an interim reexamination.

This relief is available regardless of whether the family previously received health and medical deductions or is currently receiving, or previously received, a hardship exemption under the first category.

Form and duration:

- The family may receive a deduction of all eligible expenses exceeding 5% of their annual income.
- The exemption ends when the circumstances that made the family eligible for the exemption no longer apply or after 90 days, whichever comes earlier.
- The PHA may, at their discretion, extend the relief for one or more additional 90-day periods while the family's hardship continues.

Category 2 may also include families that qualified under Category 1 but:

- Exhausted that relief (after 24 months), or
- Chose to apply for relief under this category in the 2nd year of receiving a Category 1 deduction. The family would then receive a deduction for their qualifying expenses over 5% of their income instead of those exceeding 7.5% of their income.
- The family will no longer be eligible for a hardship exemption under the first category, even if they had not finished the 24 month period.


Note: The full text of the rule related to these hardship exemptions can be found in the Code of Federal Regulations in section 24 CFR 5.611(c).

Estimating if a family qualifies for a hardship exemption

The **Income Estimation Tool** can also be used to see if a family may be eligible for a hardship deduction. The tool shows the amount of qualified expenses over 5% of the family's income. If the family has a financial hardship making it unable for them to pay the rent and has qualified health and medical expenses over 5% they should speak to the PHA to see if they qualify for a hardship exemption.

Hardship Exemptions Resource Sheet

In this same example, the tool shows that the family would have to have qualified expenses over \$1000, which is 5% of the family's income, to potentially qualify for a hardship exemption.



Income Estimation Tool

Keep this page for your records. Use the estimates below to determine if you may qualify for an interim recertification (reexamination) to adjust your monthly payment.

Recertification date: **Jan-2024** Family's annual income: **\$ 20,000.00**
(month/year)

If your family qualifies as an elderly or disabled family and has unreimbursed health, medical, or disability assistance expenses of more than **\$ 2,000.00** a year (10% of your annual income) you may qualify for an Income deduction. This deduction may reduce your monthly payment.

If your family qualifies for a hardship exemption and has unreimbursed health, medical, or disability assistance expenses of more than \$ 1,000.00 a year (5% of your annual income) you may qualify for an Income deduction. This deduction may reduce your monthly payment.

Child Care Expense Deduction

Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education may be deducted from income.

This means that the amount of child care expenses may be deducted from the family's annual income in determining their adjusted annual income and therefore their rent. The expenses that can be deducted cannot exceed the amount of income earned by the person who is able to work due to the childcare.

For example, if childcare costs are \$6000 for the year and the parent who is able to work due to childcare earns \$5000 annually, then \$5000 would be deducted in determining the family's adjusted income.

Note: The full text of the rule can be found in the Code of Federal Regulations in section 24 CFR 5.611(a)(4).

Hardship Exemptions Resource Sheet

Exemption to Continue the Child Care Expense Deduction

A family whose eligibility for the child care expense deduction is ending may request a financial hardship exemption to continue the deduction.

Eligibility: The family must demonstrate that they are unable to pay their rent because of loss of this deduction, and the child care expense is still necessary even though the family member is no longer employed or furthering education.

For example, the parent who was working due to the child care had to leave their job to care for a sick family member. In order to provide this unpaid care they continue to need childcare.

Form and duration of relief:

- Up to 90 days.
- The exemption may be extended, at the PHA's discretion, for additional 90-day periods based on family circumstances.
- The PHA may terminate the hardship exemption if they determine that the family no longer needs it.

PHA Policy: The PHA must have an established policy for determining a family's inability to pay the rent if they request a child care hardship exemption.

Family notification: The family must receive prompt notification in writing of the change in adjusted income and the rent due to the child care hardship exemption, and dates for when the hardship exemption will begin and expire.

Note: The full text of the rule related to these hardship exemptions can be found in the Code of Federal Regulations in section 24 CFR 5.611(d).

Related Resources

- [Income Estimation Tool](#) and [Directions](#)
- [HOTMA Income and Assets Trainings Series](#)

REVISIONS OF EXISTING PHA PLAN ELEMENTS

Public Housing

Waiting List and Tenant Selection

CHAPTER 6: Selection Policies and Preferences System

C. Local Preferences and Ranking

The Housing Quality and Work Responsibility Act of 1998 permanently eliminated the Federal preference requirement; however, PHA's may adopt the Federal preference language and criteria as their local and/or ranking preferences.

The PHA will select and house applicants in accordance with the following preferences and priorities, in the order listed:

1. Limitations on Admission
 - a) Types of developments and units available; or
 - b) Occupancy Standards (limitation on the minimum and maximum number of household members permitted to live in dwelling units of specified sizes).
2. Selection Preferences, as follows, in order listed

| Preferences | Ranking or point value |
|-----------------------|------------------------|
| Elderly/Disabled | 1 |
| Victim of VAWA Crimes | 1 |
| Veteran | 1 |
| Homeless | 1 |

Proposed Changes to Local Preferences

Increase preference points for Elderly/Disabled and Homeless

| Preferences | Rank or point value |
|-------------------------|---------------------|
| Elderly/Disabled | 2 |
| Homeless | 2 |
| Veteran | 1 |
| Victim of VAWA Crimes | 1 |

W - 20-21 SECTION 8 WAITING LIST

Housing Authority of Pinal County

Effective Date : 2/1/2024

Section 8

| Applicant# | VS WT Points | Waiting List Date | Time | Eligibility Y/N | Date | Gross Income | Income Limits | Race Code | Ethn Code | Hsg Type | |
|------------|--------------|-------------------|----------|-----------------|----------|--------------|---------------|-----------|-----------|------------|---|
| County | Census Tract | Local Points | B-Range | Region | Locality | EDHNS | | | | H/C Access | |
| 1613 | 30596 | 1 1 0 | 04/20/21 | 15:31:00 | Y | 04/20/21 | 25000 | VeryLow | 8 | 0 | F |
| | | 0 | 0 | | | | | | | No | |
| 1614 | 30500 | 1 1 0 | 04/21/21 | 13:49:00 | Y | 04/12/21 | 20000 | ExtLow | 2 | 2 | F |
| | | 0 | 0 | | | | N | | | No | |
| 1615 | 31068 | 4 1 0 | 12/08/21 | 11:56:05 | Y | 10/23/23 | 0 | ExtLow | 2 | 2 | B |
| | | 0 | 0 | | | | | | | No | |

Waiting List Recap by Voucher Size

| Size | 0BR | 1BR | 2BR | 3BR | 4BR | 5BR | 6+BR | No BR | TOTAL |
|------------------|-----|-----|-----|-----|-----|-----|------|-------|-------|
| Elderly | 4 | 176 | 36 | 8 | 1 | 0 | 0 | 0 | 225 |
| Near Elderly | 4 | 173 | 65 | 20 | 0 | 0 | 0 | 0 | 262 |
| Handi/Disabled | 0 | 127 | 36 | 14 | 4 | 0 | 0 | 0 | 181 |
| Single Fed Disp | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Family | 42 | 266 | 437 | 202 | 51 | 7 | 2 | 0 | 1007 |
| Hispanic | 5 | 124 | 140 | 64 | 12 | 1 | 0 | 0 | 346 |
| White | 19 | 284 | 188 | 85 | 18 | 1 | 1 | 0 | 596 |
| Black | 26 | 283 | 285 | 108 | 33 | 5 | 0 | 0 | 740 |
| Indian/Alaskan | 2 | 28 | 20 | 13 | 2 | 1 | 1 | 0 | 67 |
| Asian | 0 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 5 |
| Pacific Islander | 0 | 3 | 5 | 3 | 0 | 0 | 0 | 0 | 11 |
| Mixed | 1 | 12 | 18 | 9 | 1 | 0 | 0 | 0 | 41 |
| Other | 0 | 1 | 6 | 3 | 0 | 0 | 0 | 0 | 10 |

Report Criteria

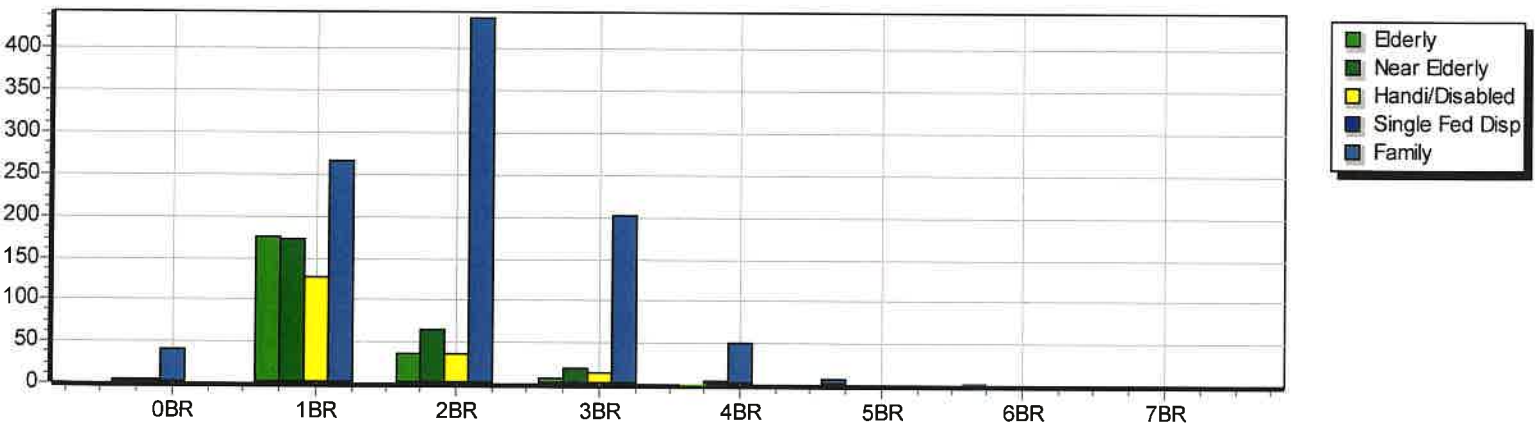
Report Type: Detailed
Income Figures: Yes
Race/Ethnicity Codes: Yes
Include Family Size: No
Include Sex: No
Pending Applicants: No
Include Tenant Name: No
Address: No
Family: No
Applicants to Print: ALL

Sort Order: Wait List Position

Income Limit Breakdown

| | |
|-----------|------|
| High: | 8 |
| Low: | 54 |
| Very Low: | 330 |
| ExtLow: | 1169 |

Recap Chart



**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

Nelrod Associate Contact Person: **Denise Avalos** denise@nelrod.com or (817) 922-9000 ext. 132

HOUSING PHA (HA) INFORMATION:

| | |
|---------------------------------|---|
| PHA name: | PINAL COUNTY HOUSING AUTHORITY |
| Address: | 970 N ELEVEN MILE CORNER ROAD |
| PHA City, State & Zip | CASA GRANDE, ARIZONA 85194 |
| PHA website (for applications): | https://www.pinal.gov/584/Housing |
| PHA Phone #: | 520 866 7203 |
| PHA Phone # (for applications): | 520 866 7203 |
| Contact Person: | Rolanda Cephas |
| Title: | Executive Director |
| Email Address: | rolanda.cephas@pinal.gov |

OVERVIEW OF THE PHA

| | YEAR |
|------------------------------------|------|
| What year was the PHA established? | 1950 |

Legal Jurisdiction

Complete this sentence: The area of operation of the PHA is geographically defined as:
Pinal County

Mission Statement

What is the PHA's mission statement, as included in the Annual Plan?
Provide safe, decent, and affordable housing options to qualified low-income families in Pinal County;
while encouraging economic self-sufficiency through education, training, and employment opportunities.

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

Organizational Structure - Who is responsible for directly overseeing the administration of the Public Housing Program(s)?

- | | |
|---|--|
| <input type="checkbox"/> Executive Director/CEO | <input type="checkbox"/> Property Manager/Director |
| <input type="checkbox"/> President/CEO | <input type="checkbox"/> Property Assistant Manager/Director |
| <input type="checkbox"/> Deputy Director | <input type="checkbox"/> Resident Services Coordinator/Manager |
| <input checked="" type="checkbox"/> Public Housing Manager/Director | <input type="checkbox"/> Ross Coordinator |
| <input type="checkbox"/> Public Housing | <input type="checkbox"/> Maintenance staff |
| <input type="checkbox"/> Assistant Manager/Director | |

CHAPTER 1: PUBLIC HOUSING PROGRAM BACKGROUND AND KEY EVENTS

No Questions

CHAPTER 2: RELATIONSHIP BETWEEN HUD, THE PHA, AND THE FAMILY

02.1 Release of Information and Consent by Applicants and Participants [24 CFR 5.230(a)]

02.1.1 When a member of the family turns 18 years of age, that family member must sign and submit a consent form:

- at the family's next income reexamination OR
 within 30 days of the family member turning 18 years of age

02.1.2 In accordance with the provisions governing the public housing program, if the participant or any member of the participant's family, does not sign and submit the consent form as required, assistance to and the tenancy of a participant _____ be terminated.

- will will not

02.2 Revocation of Consent Forms [24 CFR 5.232(c)]

Revocation of consent forms prohibits the PHA from requesting and accessing income information, including generating any EIV reports and using EIV data to verify income (although the data matches between HUD and other agencies will continue to automatically occur in the EIV system if the family is not terminated from the program.

02.2.1 What are the penalties for Revocation of Consent Forms? Please what applies:

- Denial of admissions for applicants.
- Termination of assistance for participant families.
- The participant family will continue to receive assistance after revoking their consent until the next annual reexamination or interim reexamination, whichever occurs first. Failure for the participant family to sign the consent form at the next annual reexamination or interim reexamination will result in termination of assistance.

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

02.3 Revocation of Financial Consent Forms [24 CFR 5.232(c)]

Revocation of financial consent forms prohibits the PHA from requesting and accessing financial records. Without the family's executed financial consent form, the PHA may not process annual or interim reexaminations of income, including when the family's income decreases and the family requests an interim reexamination to decrease the tenant rent.

02.3.1 Are there penalties for Revocation of Financial Consent Forms?

Yes No

02.3.2 What are the penalties for Revocation of Financial Consent Forms? *Please* *what applies:*

- Denial of admissions for applicants.
- Termination of assistance for participant families.

CHAPTER 3: THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY

No Questions

CHAPTER 4: NONDISCRIMINATION AND EQUAL HOUSING OPPORTUNITIES

No Questions

CHAPTER 5: VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

No Questions

CHAPTER 6: OUTREACH

No Questions

CHAPTER 7: WAITING LIST AND TENANT SELECTION [24 CFR 960.202]

07.1.1. Does the PHA have a Community Wide waiting list? Yes No

07.1.2. Does the PHA have a Site-based waiting list? Yes No

07.2 Merger & Cross Listing

Will the PHA merge the waiting list for tenant-based assistance with the PHA waiting list for admission to another public housing program, including a federal or local program? [24 CFR 982.205(a)(1) and (2)].

Yes No

07.3. Updating and Purging the Waiting List

07.3.1 How often does the PHA purge the PH waiting list?

Monthly Every 6 months Annually

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

07.3.2 The PHA will require applicants to report changes in their circumstances within _____ days of occurrence.

- 10 days
 10 business days
 The PHA does not require applicants to report changes while on the waiting list.

07.3.3 How many days from the date of the notice does the PHA give the applicant to return the form?

- 5 days 10 days

07.3.4 How many days will the applicant have to respond after the update letter is forwarded to a forwarded address after being returned?

- 5 days 10 days

07.3.5 Does the PHA maintain an interest list when applications are not being taken?

- Yes No

07.3.6 During periods of time when application taking is closed, the PHA _____ maintain a list of individuals who wish to be notified when the waiting list is reopened.

- will will not

07.3.7 The PHA _____ maintain a recorded message providing current information on when the waiting list will or might be reopened.

- will will not

07.4 Accepting the Applications

07.4.1 Does the PHA accept pre-applications when the waiting list is opened?

- Yes No

07.4.2 The PHA accepts applications (*pre-application and/or full applications*) as follows: (check all that apply):

- In person at PHA office:
 Online
 Telephone

Questionnaire for Development Low-Income Public Housing Admissions and Continued Occupancy Policy, Lease, and Related Policies

07.4.3 Placement of the Waiting list, applicants will be placed on the waiting list by:
 based on preferences and date and time of application.
 by a lottery or random choice technique.

07.4.4 Applicant appointments are scheduled by (check all that apply):
 Mail Telephone Email

07.4.5 How much notice is given to applicant before appointment?
 5 calendar days 10 calendar days Two weeks

07.4.6 Who is required to attend an initial application interview?
 Only the head of household
 All family members 18 years of age or and older, including the live-in aide

07.4.7 How many appointments can an applicant miss before the application is designated as inactive?
 one (1) appointment two (2) appointments

07.4.8 If the applicant misses application appointment(s), the PHA will designate the application and:
 Remove the applicant's name from the waiting list and reapply when the waiting list is open.
 Place the applicant at the bottom of the waiting list.

07.5 Local Preferences [24 CFR 960.206]

The information related to the PHA's local preferences and ranking/weight in the ACOP must agree with the PHA's local preference information in the Annual Plan.

07.5.1 Has the PHA adopted local preferences for admissions to the program?
 Yes No

(If no, please skip to Section 8. Basic Eligibility Determination)

07.5.2 Please select the local Preferences below. (Please all that apply below)

| Rank | Preference |
|------|--|
| | Residency |
| | Working families |
| 2 | Person with disabilities |
| 1 | Victims of domestic violence, dating violence, sexual assault, or stalking |
| 2 | Single persons who are elderly, displaced, homeless, or disabled |
| 1 | Veterans (maybe required by some states) |

Questionnaire for Development Low-Income Public Housing Admissions and Continued Occupancy Policy, Lease, and Related Policies

| Rank | Preference |
|------|---|
| 2 | Persons who are elderly |
| | Involuntary displacement |
| | Living in substandard housing |
| | Non-Public Housing over income families |

NOTE: If the PHA adopted a ranking system to go with its preferences, please indicate the ranking order by placing a 1, 2, 3, etc. in the 'Ranking or Point Value' beside of the preference listed above.

07.5.3 The PHA will require applicants on the PHA's waiting list to report changes in the local preference within _____ of occurrence.

- five (5) calendar days ten (10) calendar days
 five (5) business days ten (10) business days

07.6 Denial of Local Preference

07.6.1 The written notice will contain: a brief statement of the reasons for the determination, and a statement that the applicant has the right to meet with the PHA to review the determination.

This request must be received by the PHA no later than _____ days from the postmarked date of the written notice.

- five (5) calendar days ten (10) calendar days
 five (5) business days ten (10) business days

07.6.2 A letter informing the applicant of the final determination as to their local preferences status will be mailed within _____ from the meeting.

- five (5) calendar days ten (10) calendar days
 five (5) business days ten (10) business days

07.7 Selection from the Waiting List

The PHA will select applicants from the waiting in accordance to the local preference(s) claimed by the applicant by: (Please *all that applies below*)

07.7.1 Highest Aggregated Local Preference Point/Range Value

07.7.2 Earliest date/time

Lottery

07.7.1 Unaggregated Point/Range Value

07.7.3 Earliest date/time

Lottery

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

07.7.1 Total number of local preferences

07.7.4 Earliest date/time

Lottery

07.7.1 Single highest local preference Point/Rank Value

07.7.5 Earliest date/time

Lottery

07.7.6 Does the PHA have a Section 8 Waiting List?

Yes

No

CHAPTER 8: BASIC ELIGIBILITY DETERMINATION [24 CFR 982.201]

08.1 Citizenship and Eligible Immigration Status [24 CFR 5.508]

In addition to the Declaration of Citizenship form, list other documents the PHA will request to verify U.S. citizenship or U.S. nationality.

Verification of birth

U.S. passport

Military DD214

08.2 Social Security Numbers [24 CFR §§5.216 and 5.218]

If the applicant family is otherwise eligible to participate in the public housing program, the PHA shall allow the family to maintain their position on the waiting list for a period of _____ to permit the family the opportunity to obtain and disclose the required SSN information. During this period, if a unit becomes available and the household members have not disclosed their SSN, PHA shall offer the available unit to the next eligible applicant family on the waiting list.

30 days

60 days

90 days

08.3 Restrictions on Assistance to Family Based on Assets [24 CFR 5.612]

The PHA is prohibited from providing public housing program assistance to a family, either initially or upon reexamination of a family's income based on the family's net assets.

08.3.1 How will the PHA enforce the asset limitation for a family at reexamination of income?
[24 CFR 5.618(c)]

The PHA will enforce the asset limitation on eligibility for assistance at reexamination of income with the exceptions to the asset limitation based on family type and considerations factors, such as:

- a. The family meets the definition of an elderly and/or disabled family;

Questionnaire for Development Low-Income Public Housing Admissions and Continued Occupancy Policy, Lease, and Related Policies

- b. The family is unable to find suitable alternative housing to meet the needs of a family member with disabilities;
 - c. Income; and
 - d. Whether supportive services are being provided.
- The PHA will not enforce the asset limitation on eligibility for assistance at reexamination of income.

08.3.2 How will the PHA enforce the asset limitations? [24 CFR 5.618(d)]

- The PHA will delay the termination of assistance for a period of six (6) months in order to allow the family to become compliant with this requirement.
- The PHA will terminate the assistance based on the informal hearing procedures.

CHAPTER 9: APPLICANT SELECTION & SCREENING

No Questions

CHAPTER 10: DENIAL OF ADMISSION [24 CFR 960.204]

10.1 If an applicant receives an offer of a public housing unit and rejects the offer without good cause, the PHA will:

- Drop the applicant to the bottom of the waiting list with a new date/time of application.
- Remove applicant from waiting list and requiring them to reapply.

10.2 Denial of Admissions for Criminal Activity and/or Alcohol Abuse [24 CFR 960.204]

The PHA has established the following standards to be applied as appropriate, for drug-related criminal activity, other criminal activity, and alcohol abuse concerning denial of admission:

The PHA has determined a "pattern" as at least _____ drug or alcohol related criminal offenses within the _____ year period prior to application for public housing assistance.

10.2.1 # of offenses: 2

10.2.2 # of years: 3

10.3 The PHA shall consider a reasonable time before admission to the public housing program as _____ after the date of the most recent conviction of any household member.

- 3 years
- 5 years

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

- 10.4 Evidence of criminal activity shall be defined as _____ for criminal activity.
 Conviction Preponderance of evidence
- 10.5 Currently engaging in illegal use of a drug or other criminal activity shall be defined as ____ from the date the PHA discovers the use of the illegal drug. [24 CFR 960.204(2)].
 3 months / 90 days
 6 months / 180 days
 12 months / 365 days
- 10.6 Reasonable cause shall be determined by _____ of illegal use of a drug charge or other criminal activity.
 Conviction Preponderance of evidence
- 10.7 The PHA may determine the use of an illegal drug through _____ of a drug-related charge.
 Conviction Preponderance of evidence
- 10.7 The PHA shall determine involvement in criminal activity through the _____ for a criminal activity.
 Conviction Preponderance of evidence
- 10.8 The time period of ineligibility for admission for other drug-related or other criminal activities shall be _____ years from the date of the _____.
- 10.8.1** 3 years **10.8.2** Arrest
 5 years Conviction

10.9 Criminal Background

- 10.9.1 Does the PHA request background check from outside consumer reporting agencies (i.e., Tenant Tracker; Tenant PI; etc.)?
 Yes No
If yes, please provide a copy of the process and documents provided.

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

CHAPTER 11: DETERMINING OF INCOME

11.1 Net Family Assets [24 CFR 5.603]

11.1.1 The PHA will count as an asset, including a disposition in trust, the difference between the cash value and the actual amount received for the asset disposed of for less than market value for two years from date of disposition, if the cumulative fair market value of the asset disposed of during the past two years exceed the gross amount of the asset by \$_____.

- \$1000 \$2000

11.2 Calculation of Annual Income [Federal Register, 02.14.2023]

11.2.1 The PHA must determine the income of the family for the previous 12-month period and use this amount as the family income for annual reexaminations, except where the PHA uses a streamlined income. Does your PHA use streamlined income?

- Yes No

11.2.2 The PHA _____ use other program's determination of income?

- will will not

11.3 De Minimis Error [960.257(f)]

11.3.1 The PHA will take any corrective action necessary to _____ a family if the family has been overcharged for their tenant rent as a result of the de minimis error in the income determination.

- credit repay

11.3.2 The PHA will repay the overcharged tenant rent _____?

- by issuing the family a check for the overcharged tenant rent.
 by issuing the family a credit for the overcharged tenant rent
 Other _____

11.4 HUD Mandatory Deduction and Allowances

11.4.1 Has the PHA elected to adopt permissive deductions?

- Yes No

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

11.4.2 List the permissive deductions for the PHA:

11.5 Hardship Exemptions for Unreimbursed Health & Medical Care & DAE [24 CFR 5.611(c) and Federal Register, 02.14.2023]

11.5.1 PHA's definition of "change in circumstances" includes but is not limited to:

- a decrease in income
- change in family composition
- change in circumstances as determined by the PHA on a case-by-case basis

11.5.2 The PHA _____ extend the relief for a 90-day period while the family's Health & Medical hardship condition continues.

will will not

11.6 Hardship Exemptions for Childcare Expenses [24 CFR 5.611(d) and Federal Register, 02.14.2023]

11.6.1 The PHA _____ extend the relief while the family's childcare hardship condition continues for a period of 90 days and additional request will be approved on a case-by-case basis.

will will not

11.7 Financial Hardship Policy [24 CFR 5.611(e)(1)]

11.7.1 The PHA's definition of a financial hardship for the purpose of providing hardship exemptions for unreimbursed health and medical care expenses, reasonable attendant care and auxiliary apparatus expenses, and childcare expenses includes circumstances in which the family: (Please *all that apply below*)

- a. Has lost eligibility or are awaiting an eligibility determination for a federal, state, or local assistance program, including a family that has a noncitizen household member lawfully admitted for permanent residence who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

**Questionnaire for Development Low-Income Public Housing
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- b. Experienced an income (earned or unearned) decrease because of a change in circumstances, including the loss of employment and/or change in household composition.
- c. Would be evicted as a result of imposing the statutory increase in the threshold for the unreimbursed health and medical care expenses and reasonable attendant care and auxiliary apparatus expenses.
- d. Had a death in the family.
- e. Requires a reasonable accommodation related to a family member's disability.
- f. May have had other financial hardship situations as determined by the PHA on a case-by-case basis.

11.7.2 The PHA will consider a family's inability to pay the tenant rent when: (Please all that apply below)

- 1. The family request a financial hardship exemption in writing;
- 2. The family's TTP is greater than the PHA's minimum rent;
- 3. The family's rent will increase as a result of:
 - a. The statutory increase in the threshold to receive health and medical care expense and reasonable attendant care and auxiliary apparatus expense deductions from annual income; and/or
 - b. The family's eligibility for the childcare expense deduction is ending.

11.7.3 The PHA will promptly, within _____ of the determination, notify the family in writing of the change in the determination of adjusted income and the family's rent resulting from the hardship exemption.

- 5 calendar days 10 calendar days 15 calendar days

CHAPTER 12: VERIFICATION REQUIREMENTS [PIH Notice 2023-27]

12.1 EIV System

12.1.1 The PHA will utilize HUD's EIV System to verify tenant employment and income information at annual reexamination and _____ of family composition and income.

- streamlined reexaminations interim reexaminations

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

12.1.2. The PHA will attempt the next lower level of the third-party verification techniques after at least _____ documented attempts to obtain third-party verification at a higher level.

- 1 documented attempt 2 documented attempts

12.1.3 The PHA will attempt the next lower level of the third-party verification techniques after documented attempts or after _____⁵ days have elapsed.

12.1.4 The PHA may also request for the family to provide additional/required documents, verification, and/or information by the use of the _____ (name of form).

- Information Needed form
 Other _____
 No name for the form

12.1.5 The family will be given _____ from the date of the form to provide the additional/required documents, verification, and/or information to the PHA.

- 5 calendar days 10 calendar days
 5 business days 10 business days

12.2 Verification Hierarchy Techniques

12.2.1 The PHA will use Level 2 verification if the family is unable to provide Level 4 verification within **(12.2.1)** ¹⁰ days or the Level 3 source does not respond to the PHA's mail, fax, or email within **(12.2.2)** ¹⁰ days of the date of the Level 3 verification.

12.2.3 For Level 2 verification, if the PHA is unable to contact the third-party source on the first attempt, the PHA shall attempt a second contact within _____ of the first Level 2 attempt.

- 5 calendar days 10 calendar days
 5 business days 10 business days

12.2.4 The PHA will accept a _____ of the reported income and/or expenses from the family.

- Notarized sworn statement (with penalty of perjury)
 Affidavit
 Both

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

12.3 Verification of Social Security Numbers and Social Security/SSI Benefits

12.3.1 Once the individual's identity verification status is classified as "Verified", the PHA _____ remove and destroy the copy of the SSN documents in the family file. [PIH Notice 2018-24].

- will will not

12.3.2 If the PHA destroys the SSNs in the family file no later than 5 calendar days after the individual's identity verification status is classified as "Verified" in the following manner:

- Paper copies of the SSNs will be destroyed by either shredding or burning.
 Electronic copies of the SSNs will be destroyed by erasing or permanently deleting the file.

12.4 Self-Certification of Net Family Assets [24 CFR 982.516(a)(3)].

12.4.1 Will the PHA allow the family to self-certify net family assets equal to or less than \$50,000 and ownership in real property?

- Yes No

12.5 PHA Verification of Net Family Assets

12.5.1 In determining the value of net assets, the PHA will use the average balances of the last 3 _____ consecutive months bank statements verified/generated by a third-party source dated within 120 days preceding the PHA request date or reexamination.

12.5.2 Verification of Assets for New Additions to the Family [PIH Notice 2016-05]

The PHA _____ obtain third-party verification of assets and income from assets for new additions to the family.

- will will not

12.6 Verifications from Drug Abuse Treatment Facilities [24 CFR 960.205]

12.6.1 Does the PHA request verifications from Drug Abuse Treatment Facilities?

- PHA does not contact drug abuse treatment facilities.
 PHA will verify drug-free status from a facility.
 PHA will verify drug free status on members that have prior criminal/violent history.

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

CHAPTER 13: NOTIFICATION OF ELIGIBILITY [24 CFR 960.208]

13.1 Notification of Ineligibility for the Public Housing Program

13.1.1 A request for a hearing must be received by the PHA no later than _____ calendar days from the postmark date of the notice.

- 10 14

CHAPTER 14: PRE-OCCUPANCY ORIENTATION

14.1 The head of applicant family will be notified by mail at least _____ in advance of the pre-occupancy orientation date and time

- 5 calendar days 10 calendar days
 5 business days 10 business days

14.2 _____ must attend the pre-occupancy orientation.

- The head of household only
 The head of household, spouse, co-head only
 The head of household and all adult household members 18 years of age and older

14.3 The PHA may conduct the pre-occupancy orientation by:

- In person, face-to-face appointment
- Telephone
- Webcast
- Video call/video conference

CHAPTER 15: TYPES OF DEVELOPMENTS AND REQUIREMENTS

15.1 Please provide all developments names (including family developments) or numbers, types and bedroom sizes by completing the chart below *[Used for Appendix in Policy] Use additional sheets if necessary:*

| Name and No. of Development | Total # Units | # General Occupancy Units (former Family Units) | # Mixed Population Units (former Elderly Units) | Number of Designated Elderly Units | Number of Designated Handicap Units | Number of Designated Units Elderly/Handicap |
|-----------------------------|---------------|---|---|------------------------------------|-------------------------------------|---|
| Maricopa | 20 | 20 | | | 1 | |
| Eloy | 30 | 30 | | | 2 | |
| Casa Grande | 27 | 27 | | | 1 | |
| Eleven Mile Corner | 25 | 25 | | | 1 | |
| Apache Junction | 29 | 29 | | | 2 | |
| Coolidge | 8 | 8 | | | | |

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

CHAPTER 16: OCCUPANCY STANDARDS

HUD is prohibited from establishing a national occupancy standard. Occupancy standards may be no more restrictive than 'one person per bedroom plus one'. Local code for the jurisdiction in which the PHA operates may also define occupancy standards or limits. In establishing its occupancy standards, the PHA must assure that its limits do not have a discriminating effect on families with children.

16.1 Does the PHA have a 2 person per bedroom Occupancy Standard regardless of age, sex or relationship?

- Yes No

16.2 Please complete the chart below to indicate the minimum and maximum occupancy limitations the PHA wants to have, by bedroom size:

| No. of Bedrooms | Minimum # of Persons | Maximum # of Persons |
|-----------------|----------------------|----------------------|
| 0 | 1 | 1 |
| 1 | 1 | 2 |
| 2 | 2 | 4 |
| 3 | 3 | 6 |
| 4 | 4 | 8 |
| 5 | 6 | 10 |
| 6 | 8 | 12 |

16.3 At what age does the PHA policy state that a child should have its own room (separate from parents or siblings of the opposite sex)?

- 4 5 6

16.4 A live-in aide, who is not a family member, will be provided a separate bedroom.

- Yes No

16.5 The family will be allowed to have guests for a period of up to ¹⁴ _____ cumulative days in any 12-month period, except in the case of a family member requiring care during illness or recuperation from illness or injury as certified by a medical professional.

CHAPTER 17: OFFERING THE UNITS (TENANT SELECTION AND ASSIGNMENT PLAN)

17.1 How many vacant unit choices are applicants ordinarily given before they fall to the bottom or are removed from the waiting list? (Select one)

- 1 unit 2 or more

**Questionnaire for Development Low-Income Public Housing
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NOTE: The PHA policy with respect to the number of units offered must agree with the PHA Plan.

- 17.2 How many days does the applicant have to accept or reject the unit offer?
 3 5 7
- 17.3 Which of the following does the PHA do when an applicant rejects the maximum unit offers?
 Place the applicant at the bottom of the waiting list
 Remove applicant from the waiting list

CHAPTER 18: USE AND OCCUPANCY

18.1 Family Absence from Unit

18.1.1 The family may not be absent from the unit for a period of more than _____ consecutive calendar days without written consent from the PHA.

- 60 120
 90 180

18.1.2 The Executive Director or designee may approve a temporary absence from the unit of up to _____ consecutive calendar days for extraordinary reasons, such as but not limited to military leave, hospitalization, or imprisonment, as long as the tenant rent and utilities are current and not delinquent.

- 60 120
 90 180

18.2 Absences Due to Children Being Placed in Foster Care

18.2.1 The family must promptly, within _____ days of occurrence, notify the PHA of the absence from the unit of any children listed on the lease due to placement in foster care.

- 5 calendar days 10 calendar days
 5 business days 10 business days

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18.3 Use of Caretaker Due to Absence of Head of Household

18.3.1 The family must promptly, within _____ days of occurrence, notify the PHA of the absence of the head of household due to imprisonment, hospitalization, admittance into a nursing home, military service, school, etc.

- 5 calendar days 10 calendar days
 5 business days 10 business days

18.3.2 If the sole family member is absent from the unit for _____ during the lease term or any renewal or extension period while the tenant rent is delinquent, the PHA may deem the unit abandoned if an inspection shows that all or most of the family's property has been removed.

- 60 calendar days 120 calendar days
 90 calendar days 180 calendar days

18.3.3 The PHA will determine that the unit is not the family's primary residence if all family members are absent for _____ consecutive days during a lease period without notice and/or PHA approval.

- 15 60
 30 90

18.4 Abandonment of the Unit

18.4.1 If the family and all other persons are absent from the unit for _____ consecutive days during the lease term or any renewal or extension period while the tenant rent is delinquent, the PHA may deem the unit abandoned if an inspection shows that all or most of the family's property has been removed.

- 15 60
 30 90

CHAPTER 19: CHOICE OF RENT

19.1 Rent Options and Annual Reviews [24 CFR 960.253(a) and PIH Notice 2021-27]

19.1 At the second and third annual rent options, for families that choose to switch from income-based rent to pay the flat rent, the PHA:

_____ conduct a full reexamination of family income and composition for the second and third annual rent option.

- will will not

**Questionnaire for Development Low-Income Public Housing
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19.2 Income-Based Rent [24 CFR 960.253(c)]

19.2 If the utility allowance exceeds the TTP, the PHA will pay such excess amount (the utility reimbursement) _____ to pay the utility bill on behalf of the family.

- to the family
- directly to the utility supplier of the family's choice

19.3 Ceiling Rent [24 CFR 960.253(d)]

19.3 Does the PHA administer ceiling rents (prior to October 1, 1999) in lieu of flat rents?

- Yes
- No

CHAPTER 20: TENANT RENT AND OTHER CHARGES [24 CFR 966.4(b)(1)]

20.1 Tenant Rent [24 CFR 966.4(b)(1)]

20.1.1 Rent is due and payable on the _____ of the month.

- 1st day
- 5th day
- 15th day

20.1.2 Rent is considered delinquent if not paid by the close of business on the _____ of the month.

- 5th day
- 6th day
- 10th day

20.2 Forms of Payment

20.2.1 Does the PHA policy allow for acceptance of rent payments in cash?

- allows
- does not

20.2.2 Tenant rent and other payments will be accepted only in the form of:

- cash
- cashier's checks
- money orders
- personal checks

20.2.3 Does the PHA policy include provisions for a charge or fee for NSF checks?

- Yes
- No

20.2.4 If yes, what amount? \$35.00

20.3 Delinquent Charges and Late Fees [24 CFR 966.4(b)(3)]

20.3.1 Does the HA wish to charge a late fee for delinquent rent?

- Yes
- No

**Questionnaire for Development Low-Income Public Housing
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20.3.2 What is the initial amount of the late fee? \$ 25.00

20.3.3 When is the late fee billed? 6th of the month

20.3.4 Does the PHA bill an initial late fee & then additional fees if rent is not paid in a timely manner?

Yes No

20.3.5 & 20.3.6 Additional late fee of amount \$ (20.3.5) will be assessed on (20.3.6) if rent remains unpaid.

20.4 Total Tenant Payment [24 CFR 5.628]

20.4.1 A minimum rent of \$ 50.00

20.5 Minimum Rent Hardship Exemption [24 CFR 5.630(b)]

20.5.1 The PHA may request documentation of the hardship and will promptly, within _____ days, determine if the hardship is temporary or long term.

5 calendar days 10 calendar days
 5 business days 10 business days

20.6 Special Reexamination

20.6.1 If a family is on "zero rent" or "provisional/temporary rent" the family must report their circumstances in person every _____ days (30, 60, 90 days) until their situation stabilizes.

30 days 60 days 90 days

CHAPTER 21: SECURITY DEPOSIT [24 CFR 966.4(b)(5)]

21.1 Does the PHA require residents to pay a security deposit?

requires does not require

21.2 Gradual Payment of Security Deposit

21.2.1 The PHA may provide for the gradual accumulation of the security deposit paid by a resident on a case-by-case basis, not to exceed _____.

21.2.2 If payments are approved, the PHA requires a minimum of 25 % of the security deposit to be paid prior to move-in.

**Questionnaire for Development Low-Income Public Housing
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21.2.3 The PHA _____ deposit the family paid security deposit into an interest bearing or non-interest-bearing account and will maintain full, accurate, and detailed accounting records with the financial institution.

- will will not

CHAPTER 22: UTILITIES AND UTILITY ALLOWANCE [24 CFR Part 965, Subparts D and E]

22.1 Utility Reimbursement [24 CFR 5.632]

Portions of this information will be used for the dwelling lease.

22.1 The utility allowance reimbursement will be paid directly to the:

- Family Utility company of the family's choice

22.2 Will the PHA make the utility reimbursement payments quarterly if the total amount due to the family totals \$45 or less per quarter, and will the pay the utility reimbursement retroactively or prospectively? [24 CFR 5.632(b)(1)].

- Yes No

22.3 Will the PHA make _____ utility reimbursement payments.

- retroactive prospective

CHAPTER 23: THE DWELLING LEASE [24 CFR 966.4 Subpart A]

No Questions

CHAPTER 24: REEXAMINATIONS [24 CFR 960.257]

24.1 General Redetermination Requirements

24.1 The annual reexamination date for the family will be aligned with the effective date of the family's lease.

- Yes No

24.2 Annual Reexamination Appointment

24.2.1 The PHA will maintain an annual reexamination tracking system and approximately ___ days in advance of the annual reexamination effective date the PHA will begin the annual reexamination process.

- 60 90 120

24.2.2 Reasonable hours to conduct reexamination appointments are between 8 _____ a.m. and 4 _____ p.m.

**Questionnaire for Development Low-Income Public Housing
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24.2.3 Days of the week the PHA will conduct the reexaminations appointments.

- Monday Thursday
 Tuesday Friday
 Wednesday

24.2.4 The PHA will require the following to be present at the reexamination appointment:

- The head of household only
 The head of household, spouse, co-head only
 The head of household and all adult household members 18 years of age and older

24.2.5 The reexamination appointment may be conducted in the following format *(Please check all that apply)*:

- In person, face-to-face appointment
 Telephone
 Mail-in reexamination
 Email reexamination
 Text messaging
 Webcast
 Video call/video conference
 Home visits as a reasonable accommodation for person with disabilities or for elderly families

24.2.6 For scheduling conflicts, the family may contact the PHA to reschedule the first annual reexamination appointment _____.

- Up to 1 day prior to the annual reexamination appointment date.
 Up to 2 day(s) prior to the annual reexamination appointment date.
 Up to 3 day(s) prior to the annual reexamination appointment date.
 The day of the annual reexamination appointment date.

24.2.7 The family may contact the PHA by:

- Phone call Email Fax

24.2.8 The PHA will schedule _____ second annual reexamination appointment.

- One (1) Two (2)

**Questionnaire for Development Low-Income Public Housing
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24.2.9 The second annual reexamination appointment notice will be scheduled promptly (within 10 days of the first appointment) and will be scheduled within _____ or a date which has been mutually agreed upon by the PHA and the family.

- 5 calendar days 10 calendar days
 5 business days 10 business days

24.3 Streamlined Annual Reexamination Income Determination for Fixed Incomes

24.3.1 Will the PHA use the discretionary regulation of streamlined annual reexamination of income for fixed-income sources? [24 CFR 960.257(c)].

- Yes No

24.2.2 If so, in year 2 and 3, will the PHA verify non-fixed income using third-party verification?

- Yes No

24.4 Family Interim Reporting Requirements [24 CFR 960.257(b)(5)]

24.4.1 The family must report interim changes in writing to the PHA within _____ of the occurrence of the change.

- 5 calendar days 10 calendar days
 5 business days 10 business days

24.4.2 The family must report interim changes in circumstances by:

- the PHA interim report form.
 providing the interim change in writing (not using a PHA interim report form)
 Other (Provide name of form) _____

24.4.3 The PHA interim report form is available:

- By request from the PHA
- At the PHA office
- Online on the PHA's website
- By email

24.4.4 PHA may receive the written interim change by (check all that apply):

- Dropping it off at the PHA office (the family will be provided a receipt containing the day and time the form was dropped off)
- Appointment only
- By mail
- Email
- Fax

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

24.5 Interim Household Composition Reporting Requirements

24.5.1 Family must notify the PHA within ____ days of an addition to the family.

- 5 calendar days 10 calendar days
 5 business days 10 business days

24.5.2 The Family must notify the PHA within ____ days of a removal of a family member.

- 5 calendar days 10 calendar days
 5 business days 10 business days

24.6 PHA Interim Requirements

24.6.1 The PHA will conduct an interim reexamination of family income if they PHA estimates the family's annual adjusted income decrease by an amount that is _____ of the family's annual adjusted income.

- 10% or more
 8% (lower threshold set by PHA)
 5% (lower threshold set by PHA)

24.6.2 The PHA _____ conduct an interim reexamination of family income if the PHA estimates the family's adjusted income will decrease by an amount that is less than (24.6.1) of the family's annual adjusted income (or a lower amount established by HUD through notice). [24 CFR 960.257(b)(2)]

- will will not

24.6.3 Has the PHA adopted a retroactive rent decrease policy? [PH/HCV List of Discretionary Policies to Implement HOTMA]

- Yes No

24.6.4 Will the PHA include earned income increases in determining whether the 10% threshold is met for increases in adjusted income when the family previously had an interim examination performed for a decrease in annual adjusted income (earned or unearned or combined since the last annual reexamination)? [PIH Notice 2023-27]

- Yes No

24.6.5 The PHA _____ conduct an interim reexamination in the last three (3) months of a certification period.

- will will not

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

24.7 Interim Reexamination Appointments

24.7.1 Reasonable hours to conduct interim appointments are between 8 a.m. and 4 p.m.

24.7.2 Days of the week the PHA will conduct the interim appointments.

- Monday Thursday
 Tuesday Friday
 Wednesday

24.7.3 The PHA will require the following to be present at the interim appointment:

- The head of household only
 The head of household, spouse, co-head only
 The head of household and all adult household members 18 years of age and older

24.7.4 The interim appointment may be conducted in the following format (check all that apply):

- In person, face-to-face interim reexamination appointment
 Telephone
 Mail-in interim reexamination appointment
 Email interim reexamination appointment
 Text messaging
 Webcast
 Video call//video conference
 Home visits as a reasonable accommodation for person with disabilities or for elderly families

24.7.5 For scheduling conflicts, the family may contact the PHA to reschedule the first interim reexamination appointment up to 1 days of the interim reexamination appointment date.

24.7.6 The family may contact the PHA by:

- Phone call Email Fax

24.7.7 The PHA will schedule _____ second interim reexamination appointment.

- One (1) Two (2)

**Questionnaire for Development Low-Income Public Housing
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24.7.8 The second interim reexamination appointment notice will be scheduled promptly (within 10 days of the first appointment) and will be scheduled within _____ or a date which has been mutually agreed upon by the PHA and the family.

5 calendar days

10 calendar days

5 business days

10 business days

24.8 Effective Date of Interim Reexamination for Extenuating Circumstances [24 CFR 960.257(b)(6)(ii) and PIH Notice 2023-27]

24.8.1 The PHA _____ make the effective date of an interim reexamination retroactive to the first of the month following the date of the actual decrease in income as opposed to the first of the month following completion of the reexamination when a family's ability to report a change in income promptly was hampered due to extenuating circumstances, such as a natural disaster, or disruptions to the PHA's management operations.

will

will not

24.9 Community Service and Self Sufficiency Requirements [24 CFR Part 960, Subpart F and PIH Notice 2015-12]

24.9.1 The PHA _____ provide names and contact information of agencies offering opportunities for residents, including persons with disabilities, to comply with the CSSR requirements.

will

will not

24.9.2 The PHA _____ choose to coordinate with social service agencies, local schools, and human service offices to develop a referral list of names and agency contacts.

will

will not

24.9.3 If the PHA administers a ROSS or Family Self-Sufficiency (FSS) program, the PHA _____ partnership with the Program Coordinating Committee.

will

will not

24.9.4 The PHA _____ provide guidance and a list of acceptable activities or advance approval of a community service activity to avoid the possibility of refusing to recognize the activity as eligible after the non-exempt family member performs it.

will

will not

**Questionnaire for Development Low-Income Public Housing
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24.9.5 The PHA _____ accept community services activities performed at for profit-motivated entities, volunteer work performed at homes or offices of general private citizens, and court-ordered or probation-based community service.

- will will not

24.9.6 The PHA will consider _____ hours per week as the minimum number of hours for a work activity.

- 30 35 40

CHAPTER 25: ZERO INCOME FAMILIES

25.1 The PHA will schedule a special reexamination of family income and household composition for families reporting zero income every _____ days.

- Every 30 days Every 90 days
 Every 60 days Every 120 days

25.2 The family will be required to maintain and provide the PHA all receipts for any expenses (e.g., food and clothing, utility bills) for the most recent _____ period.

- 3 months 4 months

25.3 If the family's income cannot be projected with any reasonable degree of accuracy, the PHA will continue to schedule a special reexamination every _____ days.

- Every 30 days Every 90 days
 Every 60 days Every 120 days

**CHAPTER 26: CONTINUED OCCUPANCY POLICY OF PUBLIC HOUSING OVER-INCOME (OI)
FAMILIES [24 CFR Part 960.507]**

26.1 For public housing families who have exceeded the over-income limit for 24 consecutive months, the PHA will:

- Terminate the family's tenancy (*please answer Question 26.2*)
 Charge the family the alternative non-public housing rent (*Please complete Appendix: Dwelling Lease*)

**Questionnaire for Development Low-Income Public Housing
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26.2 Termination of the Family's Tenancy

If the PHA's continued occupancy policy is to terminate public housing families who have exceeded the over-income limit for 24 consecutive months, the period before termination tenancy can be up to 6 months after the required notification but could be less. The PHA will terminate the tenancy _____ after the third required notification.

- | | |
|--|--------------------------------|
| <input checked="" type="radio"/> 30 days | <input type="radio"/> 120 days |
| <input type="radio"/> 60 days | <input type="radio"/> 180 days |
| <input type="radio"/> 90 days | |

IF TERMINATING, SKIP TO CHAPTER 27

26.3 Charge the Family the Alternative Non-Public Housing Rent

If the PHA's continued occupancy policy is to charge public housing families who have exceeded the over-income limit for 24 consecutive months the alternative non-public housing rent, the PHA must enter into a new lease with the non-public housing over-income family (NPHOI).

26.3.1 Term of the NPHOI Family Lease [24 CFR 960.509(b)(2)]

What is the PHA's lease term for a NPHOI family?

- | | |
|--------------------------------------|---------------------------------|
| <input type="radio"/> Month-to-Month | <input type="radio"/> 18 months |
| <input type="radio"/> 12 months | <input type="radio"/> 24 months |

Note: Upon expiration of the lease term, the lease shall not automatically renew.
[24 CFR 960.509(b)(12)]

26.4 Waiting List [24 CFR 960.206(b)(6)]

26.4.1 If the PHA charges the NPHOI family the alternative public housing rent, will the PHA adopt a preference to re-admit a NPHOI family into the public housing program if the NPHOI family becomes an eligible low-income family?

- will will not

CHAPTER 27: INSPECTIONS

27.1 Entities Conducting Inspections

27.1.1 Is a Contractor responsible for conducting inspections for the PHA?

- Yes No

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27.1.2 Has the PHA adopted additional variation standards in addition to the NSPIRE Standards?

- Yes No

If so, please list:

27.1.3 If the unit fails inspection due to housekeeping or family caused damages, the family will be given _____ days to correct the items identified during the inspection.

- 5 calendar days 10 calendar days
 5 business days 10 business days

CHAPTER 28: PROGRAM INTEGRITY

28.1 The PHA will allow a family _____ days to response to a notice of overpayment.

28.2 The family will be given _____ to furnish any mitigating evidence.

- 5 calendar days 10 calendar days
 5 business days 10 business days

28.3 If an amount of \$_____ or more dollars is owed to the PHA due to family fraud, the PHA will seek restitution through legal judicial channels.

- \$500 \$10,000
 \$1000 other _____

28.4 After the appointment/conference for serious violations and/or misrepresentations, the PHA will notify the family by first class mail of the proposed action no later than _____ after the appointment/conference.

- 5 calendar days 10 calendar days
 5 business days 10 business days

**Questionnaire for Development Low-Income Public Housing
Admissions and Continued Occupancy Policy, Lease, and Related Policies**

CHAPTER 29: DEBTS OWED TO THE PHA [PIH Notice 2018-18]

29.1 If the PHA requires the family to make a down payment on the retroactive rent owed, the down payment amount shall be not less than ____ of the total amount of the retroactive rent owed to the PHA.

- 5 percent 10 percent 20 percent

29.2 Monthly retroactive rent payments are due payable to the PHA by the ____ day of the month and shall be considered delinquent on the ____ of the month.

29.2 Payable by the 1st **29.2.1** Delinquent by the 5th

29.3 Retroactive rent payments are payable to the PHA will be accepted by:

- Personal check Cashier check
 Money order Debit/credit card

29.4 The PHA may terminate the family's assistance if the family is _____ delinquent on the payments, the family's assistance may be terminated.

- 1 month 2 months

29.5 Any new debt to the PHA must be paid in full within _____ days of notice to the family of the new debt.

29.6 The PHA shall not offer a Repayment Agreement to the family if the amount of retroactive rent owed to the PHA is in excess of \$_____.

- \$500 \$1,000 \$5,000

CHAPTER 30: RECORDS MANAGEMENT

30.1 If the PHA admits an applicant family to the public housing program, the PHA will destroy, by shredding, the criminal records no later than ____ after admission to the program.

- 5 calendar days 10 calendar days
 5 business days 10 business days

ACOP Questionnaire

- 30.2 The PHA will destroy, by shredding, the criminal record no later than _____ after the period allowed to request an informal hearing has expired or no later than _____ after receiving the informal hearing decision.

30.2 Criminal record:

- 5 calendar days
 5 business days
 10 calendar days
 10 business days

30.2.1 Informal Review Decision:

- 5 calendar days
 5 business days
 10 calendar days
 10 business days

- 30.3 The PHA will destroy, by shredding, the criminal record no later than _____ after the period allowed to request an informal hearing has expired or no later than _____ after receiving the informal hearing decision.

30.3 Criminal record:

- 5 calendar days
 5 business days
 10 calendar days
 10 business days

30.3.1 Informal Review Decision:

- 5 calendar days
 5 business days
 10 calendar days
 10 business days

- 30.4 If the family files a civil lawsuit for the denial of admission, termination of assistance, negligence, or breach of the PHA's disclosure of the criminal record, the PHA will destroy the criminal records no later than **30 days** after the statute of limitations has passed or the disposition of the civil lawsuit.

CHAPTER 31: OTHER MATTERS

31.1 Smoke-Free in Public Housing

- 31.1.1 The PHA has included the following additional prohibited tobacco products and restricted areas:

- Other PHA Prohibited Tobacco Products:
 Other PHA Restricted Areas:

ACOP Questionnaire

APPENDIX A: DWELLING LEASE [24 CFR Part 966]

Certain ACOP answers will also be used for the Dwelling Lease.

A1. Dwelling Lease

A1.1 Tenant rent payments must be made at or mailed to: Include a street address, city, state, and zip code).

Pinal County Housing Authority
970 N. Eleven Mile Corner Road Casa Grande, AZ 85194

The resident must provide the PHA with ___ calendar days advance written notice of intent to vacate and terminate the lease (non-renewal of the lease), except in cases of domestic violence, dating violence, sexual assault, or stalking.

30 60 Other: _____

A1.2 The PHA may change the utility allowance at any time during the term of the lease and shall give the tenant ___ days' written notice of the revised utility allowances prior to the proposed effective date along with any resultant changes in tenant rent or utility reimbursement.

30 60 Other: _____

A1.3 If resident paid utilities are disconnected, the utilities must be restored within ___ hours.

24 hours 48 hours Other: _____

A1.4 The tenant shall be given _____ calendar days to move following delivery of a transfer notice from the PHA.

30 60 Other: _____

A1.5 Does the PHA require the tenant to pay a reactivation fee for removal or disengagement of smoke detector or carbon monoxide detectors?

Yes No

A1.6 The PHA will give ___ days' notice before authorizing towing of an improperly parked, inoperable, unauthorized, improperly stored, or vehicle without proper registration.

1 2 Other: _____

A1.7 For an abandoned unit, if there is no response to the PHA notice after ____, or if all the tenant's possessions have been removed, the PHA will take possession of the unit, provided that the tenant rent still remains unpaid.

24 hours/1 day 48 hours/2 days Other: _____

ACOP Questionnaire

A1.8 How many late payments in a 12-month period constitute a "repeated late payment"?

- 2 late payments 3 late payments Other: _____

A1.9. The PHA requires the following to execute the lease.

- Only the head of household
 All family members 18 years of age or and older, excluding the live-in aide
 Others _____

APPENDIX B: TERMINATION & EVICTION

B.1 The resident must provide the PHA with _____ calendar days advance written notice of intent to vacate and terminate the lease (non-renewal of the lease), except in cases of domestic violence, dating violence, sexual assault, or stalking.

- 30 days 60 days

B.2 The PHA will prohibit and deny readmission for evicted from federally assisted housing for drug-related criminal activity for 3 _____ years from the date of the eviction.

APPENDIX C: GRIEVANCE PROCEDURES POLICY

C.1 PHA grievances are presented before:

- A hearing officer A hearing panel

C.2 Will the PHA establish an expedited grievance procedure?

- Yes No

C.3 The hearing officer or hearing panel will give scheduling priority to expedited grievances and will promptly schedule a hearing within _____ of receiving the request for a hearing.

- 5 business days 10 business days
 5 calendar days 10 calendar days

C.4 The hearing officer or hearing panel shall prepare a written decision, together with the reasons therefore, within _____ after the hearing.

- 5 business days 10 business days
 5 calendar days 10 calendar days

ACOP Questionnaire

C.5 Request for a Grievance Hearing:

The complainant shall submit a written or oral request for a hearing to the PHA, or to the development office, within _____ after receipt of the written summary of the Informal Settlement conference.

5 business days
 5 calendar days

10 business days
 10 calendar days

C.5.1 The complainant's request for a hearing must list dates/times at which the complainant will be available for a hearing during the next _____.

5 business days
 5 calendar days

10 business days
 10 calendar days

C.6 Informal Settlement

C.6.1 The PHA will prepare a summary of the informal settlement discussion within.

5 business days
 5 calendar days

10 business days
 10 calendar days

C.7 If the complainant fails to request a hearing within the required time period ____ after receiving the summary, the PHA's decision rendered at the Informal Settlement conference becomes final. However, the complainant does not waive the right to contest the PHA's action in an appropriate judicial proceeding.

5 business days
 5 calendar days

10 business days
 10 calendar days

C.8 Failure to appear to the grievance hearing

If the complainant or the PHA fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing, for a period not to exceed, or may make a determination that the party has waived his or her right to a hearing.

5 business days
 5 calendar days

10 business days
 10 calendar days

APPENDIX D: TRANSFER AND TRANSFER WAITING LIST

D.1 Does the PHA allow Resident-initiated transfers? Yes No

D.1.1 If yes, the PHA will determine whether the request will be approved and will notify the family within ____ of approval.

30 days 60 days

REVISIONS OF EXISTING PHA PLAN ELEMENTS

Housing Choice Voucher

Waiting List and Tenant Selection

CHAPTER 7: WAITING LIST AND TENANT SELECTION

D. Local Preferences

The PHA may, but is not required to establish a system of preferences for selection of families admitted to the HCV program. The PHA's preferences will be consistent with the PHA Plan and the Consolidated Plan and will be based on local housing needs and priorities that can be documented by generally accepted data sources.

1. The PHA has elected to adopt the following as the local preferences:

| Preferences | Rank or point value |
|-----------------------|---------------------|
| Elderly/Disabled | 1 |
| Homeless | 1 |
| Veteran | 1 |
| Victim of VAWA Crimes | 1 |

Proposed Changes to Local Preferences

Increase preference points for Elderly/Disabled and Homeless

| Preferences | Rank or point value |
|-------------------------|---------------------|
| Elderly/Disabled | 2 |
| Homeless | 2 |
| Veteran | 1 |
| Victim of VAWA Crimes | 1 |

A - LOW RENT WAITING LIST

Housing Authority of Pinal County

Effective Date : 2/1/2024

Bedroom Size: ALL

Bedroom Size: 4

| Applicant# | BR | WT | Points | Waiting List Date | Time | Eligibility Y/N | Date | Gross Income | Income Limits | Race Code | Ethn Code | Hsg Type |
|------------|--------------|----|--------------|-------------------|----------|-----------------|----------|--------------|---------------|-----------|-----------|------------|
| County | Census Tract | | Local Points | B-Range | Region | | Locality | EDHNS | | | | H/C Access |
| 39 | 10440 | | 4 1 0 | 08/19/18 | 12:42:06 | Y | 08/19/18 | 7320 | ExtLow | 1 | 1 | B |
| | | | 0 | 0 | | | | | | | | No |
| 40 | 10476 | | 4 1 0 | 08/25/18 | 11:22:33 | Y | 08/25/18 | 32712 | ExtLow | 2 | 2 | B |
| | | | 0 | 0 | | | | | | | | No |
| 41 | 26744 | | 4 1 0 | 08/28/18 | 17:00:57 | Y | 08/28/18 | 29196 | ExtLow | 1 | 2 | B |
| | | | 0 | 0 | | | | | | | | No |
| 42 | 10491 | | 4 1 0 | 08/28/18 | 22:12:05 | Y | 08/28/18 | 6000 | ExtLow | 3 | 2 | B |
| | | | 0 | 0 | | | | | | | | No |
| 43 | 10584 | | 4 1 0 | 09/27/18 | 18:47:16 | Y | 09/27/18 | 0 | ExtLow | 1 | 2 | F |
| | | | 0 | 0 | | | | | | | | No |
| 44 | 10617 | | 4 1 0 | 10/10/18 | 13:45:52 | Y | 10/10/18 | 8904 | ExtLow | 2 | 2 | B |
| | | | 0 | 0 | | | | | | | | No |
| 45 | 10622 | | 4 1 0 | 10/12/18 | 12:29:15 | Y | | 22560 | ExtLow | 1 | 1 | B |
| | | | 0 | 0 | | | | | | | | No |
| 46 | 10633 | | 4 1 0 | 10/17/18 | 22:09:39 | Y | 10/17/18 | 15360 | ExtLow | 1 | 2 | B |
| | | | 0 | 0 | | | | | | | | No |
| 47 | 10672 | | 4 1 0 | 10/27/18 | 17:33:15 | Y | 10/27/18 | 68976 | High | 2 | 2 | B |
| | | | 0 | 0 | | | | | | | | No |
| 48 | 11016 | | 4 1 0 | 04/05/19 | 11:35:02 | Y | 04/05/19 | 28800 | ExtLow | 1 | 1 | B |
| | | | 0 | 0 | | | | | | | | No |

Waiting List Recap by Bedroom Size

| Size | 0BR | 1BR | 2BR | 3BR | 4BR | 5BR | 6+BR | No BR | TOTAL |
|------------------|-----|-----|-----|-----|-----|-----|------|-------|-------|
| Elderly | 0 | 146 | 28 | 6 | 4 | 0 | 0 | 0 | 184 |
| Near Elderly | 0 | 95 | 60 | 36 | 10 | 0 | 0 | 0 | 201 |
| Handi/Disabled | 0 | 153 | 68 | 32 | 7 | 0 | 0 | 0 | 260 |
| Single Fed Disp | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Family | 0 | 108 | 276 | 224 | 33 | 0 | 0 | 0 | 641 |
| Hispanic | 0 | 109 | 173 | 120 | 18 | 0 | 0 | 0 | 420 |
| White | 0 | 246 | 205 | 154 | 30 | 0 | 0 | 0 | 635 |
| Black | 0 | 75 | 68 | 52 | 11 | 0 | 0 | 0 | 206 |
| Indian/Alaskan | 0 | 24 | 67 | 49 | 6 | 0 | 0 | 0 | 146 |
| Asian | 0 | 5 | 2 | 2 | 0 | 0 | 0 | 0 | 9 |
| Pacific Islander | 0 | 0 | 2 | 4 | 0 | 0 | 0 | 0 | 6 |
| Mixed | 0 | 8 | 13 | 4 | 1 | 0 | 0 | 0 | 26 |
| Other | 0 | 5 | 16 | 8 | 0 | 0 | 0 | 0 | 29 |

Report Criteria

| | |
|-----------------------|--------------------|
| Report Type: | Detailed |
| Income Figures: | Yes |
| Race/Ethnicity Codes: | Yes |
| Include Family Size | No |
| Include Sex | No |
| Pending Applicants: | No |
| Include Tenant Name: | No |
| Address: | No |
| Family: | No |
| Applicants to Print: | ALL |
| Bedroom Size: | ALL |
| Designation: | All Family Types |
| Sort Order: | Wait List Position |

A - LOW RENT WAITING LIST

Housing Authority of Pinal County

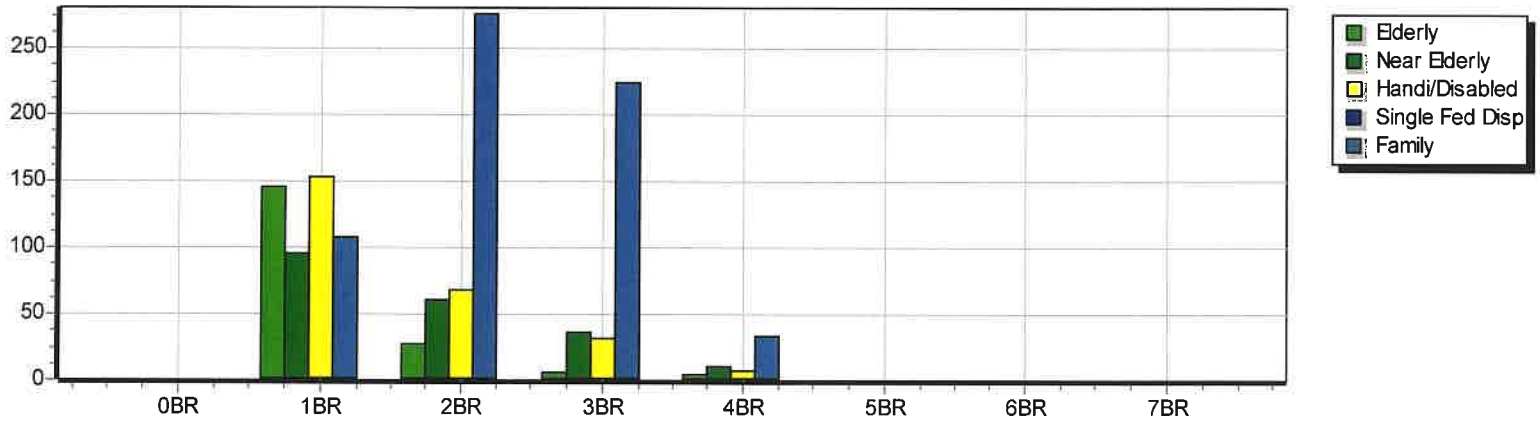
Bedroom Size: ALL

Effective Date : 2/1/2024

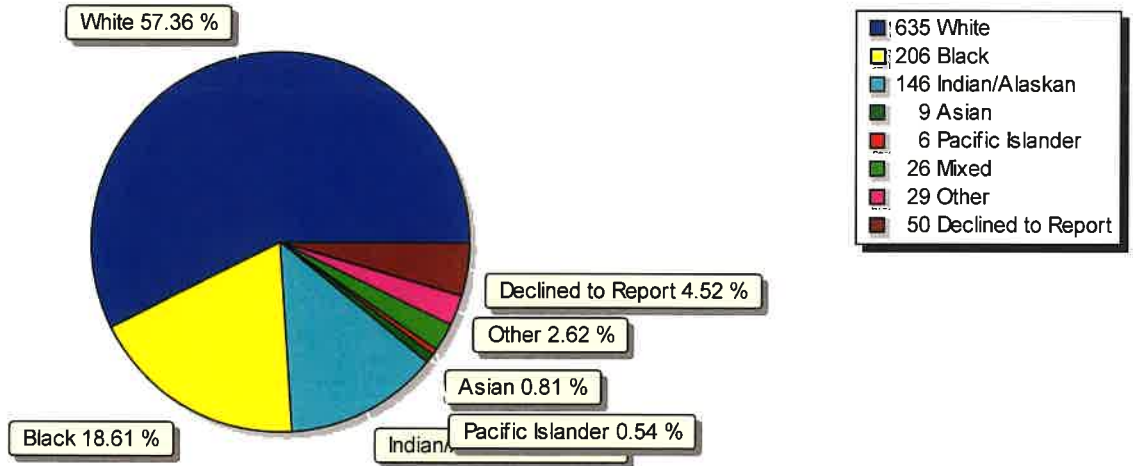
Income Limit Breakdown

| | |
|-----------|-----|
| High: | 8 |
| Low: | 43 |
| Very Low: | 100 |
| ExtLow: | 942 |

Recap Chart



Race



HCV ADMINISTRATIVE PLAN QUESTIONNAIRE

Contact Person: **Denise Avalos** denise@nelrod.com or (817) 922-9000 ext. 132

HOUSING PHA (HA) INFORMATION:

| | |
|---------------------------------|---|
| PHA name: | PINAL COUNTY HOUSING AUTHORITY |
| Address: | 970 N ELEVEN MILE CORNER ROAD |
| PHA City, State & Zip | CASA GRANDE, ARIZONA 85194 |
| PHA website (for applications): | https://www.pinal.gov/584/Housing |
| PHA Phone #: | 520 866 7203 |
| PHA Phone # (for applications): | 520 866 7203 |
| Contact Person: | Rolanda Cephas |
| Title: | Executive Director |
| Email Address: | rolanda.cephas@pinal.gov |

OVERVIEW OF THE PHA

| | YEAR |
|------------------------------------|------|
| What year was the PHA established? | 1950 |

Legal Jurisdiction

Complete this sentence: The area of operation of the PHA is geographically defined as: Pinal County

Mission Statement

What is the PHA's mission statement, as included in the Annual Plan?
 Provide safe, decent, and affordable housing options to qualified low-income families in Pinal County; while encouraging economic self-sufficiency through education, training, and employment opportunities.

HCV Administrative Plan Questionnaire

Organizational Structure

Who is responsible for directly overseeing the administration of the HCV Program(s)?

- | | |
|---|---|
| <input type="checkbox"/> Executive Director/CEO | <input type="checkbox"/> HCV Occupancy Specialist |
| <input type="checkbox"/> President/CEO | <input type="checkbox"/> FSS Coordinator |
| <input type="checkbox"/> HCV Director | <input type="checkbox"/> HCV Inspector |
| <input checked="" type="checkbox"/> HCV Manager | <input type="checkbox"/> HCV Portability Specialist |
| <input type="checkbox"/> HCV Administrator | <input type="checkbox"/> HCV Case Manager |

HCV VOUCHERS AND SPECIAL PROGRAMS ADMINISTERED BY THE PHA ARE AS FOLLOWS:

The PHA Currently administers the following programs:

| √ Please check all that apply | √ Please check all that apply |
|--|---|
| <input checked="" type="checkbox"/> Tenant Based Vouchers [24 CFR Part 982] | <input type="checkbox"/> NED Vouchers [PIH Notice 2013-19] |
| <input checked="" type="checkbox"/> Project-Based Vouchers [24 CFR Part 983] | <input type="checkbox"/> Mainstream Vouchers [PIH Notice 2020-01] |
| <input checked="" type="checkbox"/> RAD PBV [PIH Notice 2023-19/H 2023-08] | <input type="checkbox"/> Moderate Rehabilitation Vouchers [24 CFR Part 882] |
| <input type="checkbox"/> RAD PBRA [PIH Notice 2023-19/H 2023-08] | <input type="checkbox"/> Moving-to-Work Vouchers [PIH Notice 2013-02] |
| <input type="checkbox"/> HUD-VASH Vouchers [Federal Register, May 6, 2008] | <input type="checkbox"/> Family Unification Program [24 CFR 982 and FUP NOFO] |
| <input type="checkbox"/> Foster Youth to Independence Initiative [PIH Notice 2023-08] | <input type="checkbox"/> Tenant Protection Vouchers [PIH Notice 2020-04 and PIH Notice 2018-09] |
| <input checked="" type="checkbox"/> Family Self-Sufficiency Program [24 CFR Part 984] | <input type="checkbox"/> Continuum of Care (CoC) Program |
| <input checked="" type="checkbox"/> Emergency Housing Vouchers (EHVs) [PIH Notice 2021-15] | |

Does the PHA administer any Special Housing Types? [24 CFR 982, Subpart M]: Yes No

| √ Please check all that apply | √ Please check all that apply |
|---|--|
| <input type="checkbox"/> Single Room Occupancy (SRO) [24 CFR 982.602 – 605] | <input type="checkbox"/> Manufactured Home Space Rental [24 CFR 982.622 – 624] |
| <input type="checkbox"/> Congregate Housing [24 CFR 982.606 – 609] | <input type="checkbox"/> Manufactured Home [24 CFR 982.620 – 621] |
| <input type="checkbox"/> Group Home [24 CFR 982.610 – 614] | <input type="checkbox"/> Cooperative Housing [24 CFR 982.619] |
| <input type="checkbox"/> Shared Housing [24 CFR 982.615 – 618] | <input type="checkbox"/> HCV Homeownership Option [24 CFR 982.625 – 643] |

LIST OTHER HCV VOUCHERS and/or PROGRAMS

CHAPTER 1: HCV PROGRAM BACKGROUND AND KEY EVENTS ~No Questions

HCV Administrative Plan Questionnaire

CHAPTER 2: RELATIONSHIP BETWEEN HUD, THE PHA, THE OWNER, AND THE FAMILY

02.1 Release of Information & Consent by Applicants & Participants. [24 CFR 5.230(a)]

02.1.1 When a member of the family turns 18 years of age, that family member must sign and submit a consent form:

- at the family's next income reexamination OR
 within 30 days of the family member turning 18 years of age

02.1.2 In accordance with the provisions governing the HCV program, if the participant, or any member of the participant's family, does not sign and submit the consent form as required, assistance to and the tenancy of a participant ____ be terminated.

- will will not

02.2 Revocation of Consent Forms [24 CFR 5.232(c)]

Revocation of consent forms prohibits the PHA from requesting and accessing income information, including generating any EIV reports and using EIV data to verify income (although the data matches between HUD and other agencies will continue to automatically occur in the EIV system if the family is not terminated from the program).

02.2.1 What are the penalties for Revocation of Consent Forms? Please all that apply:

- Denial of admissions for applicants.
- Termination of assistance for participant family.
- The participant family will continue to receive assistance after revoking their consent until the next annual reexamination or interim reexamination, whichever occurs first.

02.3 Revocation of Financial Consent Forms [24 CFR 5.232(c)]

Revocation of financial consent forms prohibits the PHA from requesting and accessing financial records. Without the family's executed financial consent form, the PHA may not process annual or interim reexaminations of income, including when the family's income decreases and the family requests an interim reexamination to decrease the tenant rent.

02.3.1 Are there penalties for Revocation of Financial Consent Forms? Yes No

02.3.2 What are the penalties for Revocation of Financial Consent Forms? Please what applies:

- Denial of admissions for applicants.
- Termination of assistance for participant families.

HCV Administrative Plan Questionnaire

CHAPTER 3: THE ADMINISTRATIVE PLAN

No Questions

CHAPTER 4: NONDISCRIMINATION AND EQUAL HOUSING OPPORTUNITIES

No Questions

CHAPTER 5: VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

No Questions

CHAPTER 6: OUTREACH

No Questions

CHAPTER 7: WAITING LIST MANAGEMENT [24 CFR Part 982, Subpart E]

07.1 Merger & Cross Listing

The PHA _____merge the waiting list for tenant-based assistance with the PHA waiting list for admission to another assisted housing program, including a federal or local program? [24 CFR 982.205(a)(1) and (2)]

will will not

07.2. Updating and Purging the Waiting List

07.2.1 How often does the PHA purge the HCV waiting list?

Monthly Every 6 months Annually

07.2.2 The PHA will require applicants to report changes in their circumstances within _____ days of occurrence.

10 days
 10 business days
 The PHA does not require applicants to report changes while on the waiting list.

07.2.3 How many days from the date of the notice does the PHA give the applicant to return the form?

5 days 10 days

07.2.4 How many days will the applicant have to respond after the update letter is forwarded to a forwarded address after being returned?

5 days 10 days

07.2.5 Does the PHA maintain an interest list when applications are not being taken?

Yes No

HCV Administrative Plan Questionnaire

07.2.6 During periods of time when application taking is closed, the PHA _____ maintain a list of individuals who wish to be notified when the waiting list is reopened.

will will not

07.2.7 The PHA _____ maintain a recorded message providing current information on when the waiting list will or might be reopened.

will will not

07.3 Special Admission (Non-Waiting List) [24 CFR 982.203]

Has HUD awarded the PHA program funding that is targeted for families living in specified units (such as desegregation, shared housing, tenants in public housing or HUD-owned housing that is about to be demolished)?

Yes No

07.4 Accepting the Applications

07.4.1 Does the PHA accept pre-applications when the waiting list is opened?

Yes No

07.4.2 The PHA accepts applications (pre-application and/or full applications) as follows: *(check all that apply):*

- In person at PHA office:
- Online
- Telephone

07.4.3 Applicants will be placed on the waiting list by:

- based on preferences and date and time of application.
- by a lottery or random choice technique.

07.4.4 Applicant appointments are scheduled by *(Please check all that apply):*

- Mail
- Telephone
- Email

07.4.5 How much notice is given to applicant before appointment?

5 calendar days 10 calendar days Two weeks

07.4.6 Who is required to attend an initial application interview?

- Only the head of household
- All family members 18 years of age or and older, including the live-in aide

HCV Administrative Plan Questionnaire

07.4.7 How many appointments can an applicant miss before the application is designated as inactive?

- one (1) appointment
 two (2) appointments

07.4.8 If the applicant misses application appointment(s), the PHA will designate the application and:

- Remove the applicant's name from the waiting list and reapply when the waiting list is open.

 Place the applicant at the bottom of the waiting list.

07.5 Local Preferences [24 CFR 982.207]

The information related to the PHA's local preferences and ranking/weight in the Admin Plan must agree with the PHA's local preference information in the Annual Plan.

07.5.1 Has the PHA adopted local preferences for admissions to the HCV Program?

- Yes
 No

(If no, please skip to Section 8. Basic Eligibility Determination)

07.5.2 Please select the local Preferences below. (Please all that apply below)

| Rank | Preference |
|------|--|
| | Residency |
| | Working families |
| 2 | Person with disabilities |
| 1 | Victims of domestic violence, dating violence, sexual assault, or stalking |
| 2 | Single persons who are elderly, displaced, homeless, or disabled |
| 1 | Veterans (maybe required by some states) |
| 2 | Persons who are elderly |
| | Involuntary displacement |
| | Living in substandard housing |
| | Paying more than 50% of family income for rent |

NOTE: If the PHA adopted a ranking system to go with its preferences, please indicate the ranking order by placing a 1, 2, 3, etc. in the 'Ranking or Point Value' beside of the preference listed above.

07.5.3 The PHA will require applicants to report changes in their preference within ___ days of occurrence.

- five (5) calendar days
 ten (10) calendar days

 five (5) business days
 ten (10) business days

HCV Administrative Plan Questionnaire

07.6 Denial of Local Preference

07.6.1 The written notice will contain: a brief statement of the reasons for the determination, and a statement that the applicant has the right to meet with the PHA to review the determination.

This request must be received by the PHA no later than _____ days from the postmarked date of the written notice.

five (5) calendar days

ten (10) calendar days

five (5) business days

ten (10) business days

07.6.2 A letter informing the applicant of the final determination as to their local preferences status will be mailed within _____ from the meeting.

five (5) calendar days

ten (10) calendar days

five (5) business days

ten (10) business days

07.7 Selection from the Waiting List

The PHA will select applicants from the waiting in accordance to the local preference(s) claimed by the applicant by: (Please *all that applies below*)

07.7.1 Highest Aggregated Local Preference Point/Range Value

07.7.2 Earliest date/time

Lottery

07.7.1 Unaggregated Point/Range Value

07.7.3 Earliest date/time

Lottery

07.7.1 Total number of local preferences

07.7.4 Earliest date/time

Lottery

07.7.1 Single highest local preference Point/Rank Value

07.7.5 Earliest date/time

Lottery

CHAPTER 8: BASIC ELIGIBILITY DETERMINATION [24 CFR 982.201]

08.1 Continuously Assisted [24 CFR 982.4 and 982.201(d)(1) and (2)]

In addition to the regulatory definition of continuously assisted, the PHA has established the following instance(s) when the family may be considered continuously assisted.

- Temporary residence (180 days or less) in a shelter due to being a victim of a VAWA crime.

HCV Administrative Plan Questionnaire

- A family whose is otherwise eligible and HCV assistance was terminated due to a zero HAP that exceeded 180 days, except for a family whose HCV assistance was terminated for lease violations or violations of the obligations of the family.
- Families that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract.

08.2 Citizenship and Eligible Immigration Status [24 CFR 5.508]

In addition to the Declaration of Citizenship form, list other documents the PHA will request to verify U.S. citizenship or U.S. nationality.

- Verification of birth U.S. passport Military DD214

08.3 Social Security Numbers [24 CFR §§5.216 and 5.218]

If the applicant family is otherwise eligible to participate in the HCV program, the PHA shall allow the family to maintain their position on the waiting list for a period of _____ to permit the family the opportunity to obtain and disclose the required SSN information. During this period, if a voucher becomes available and the household members have not disclosed their SSN, PHA shall offer the available voucher to the next eligible applicant family on the waiting list.

- 30 days 60 days 90 days

08.4 Restrictions on Assistance to Family Based on Assets [24 CFR 5.618]

The PHA is prohibited from providing public housing program assistance to a family, either initially or upon reexamination of a family's income based on the family's net assets.

08.4.1 How will the PHA enforce the asset limitation for a family at reexamination of income? [24 CFR 5.618(c)]

- The PHA will enforce the asset limitation on eligibility for assistance at reexamination of income with the exceptions to the asset limitation based on family type and considerations factors, such as:
- a. The family meets the definition of an elderly and/or disabled family;
 - b. The family is unable to find suitable alternative housing to meet the needs of a family member with disabilities;
 - c. Income;
 - d. Whether supportive services are being provided.
- The PHA will not enforce the asset limitation on eligibility for assistance at reexamination of income.

HCV Administrative Plan Questionnaire

08.4.2 If the PHA enforces the asset limitations what are the following procedures? [24 CFR 5.618(d)]

- The PHA will delay the termination of assistance for a period of six (6) months in order to allow the family to become compliant with this requirement.
- The PHA will terminate the assistance based on the informal hearing procedures.

08.5 Family Screening

Upon receiving a written request from a prospective owner/landlord, the PHA will release:

- The family's current and prior address, as shown in PHA records; and
- The name and address, if known to the PHA, of the landlord at the family's current and prior address.

08.6 Criminal Background Screening [24 CFR Part 5, Subpart I and CFR 982.553]

08.6.1 The PHA request criminal records from _____ law enforcement agencies for screening purposes. (Please all that apply below)

- Local
- State
- Federal
- FBI criminal records, either directly or through NCIC authorized source

CHAPTER 9: DENIAL OF ADMISSIONS [24 CFR 982.552 and 982.553]

NOTE: Please refer to PIH Notice 2015-19: Guidance for PHAs and Owner of Federally-Assisted Housing on Excluding the Use of Arrest Records in Housing Decisions.

09.1 Criminal Activity [24 CFR 982.553]

The PHA has established the following standards to be applied as appropriate, for drug-related criminal activity, other criminal activity, and alcohol abuse concerning denial of admission:

The PHA has determined a "pattern" as at least _____ drug or alcohol related criminal offenses within the _____ year period prior to application for HCV assistance.

09.1 Number of offenses: 2

09.2 Number of years: 3

HCV Administrative Plan Questionnaire

- 09.3 The PHA shall consider a reasonable time before admission to the HCV program as _____ after the date of the most recent conviction of any household member.
 3 years 5 years
- 09.4 Evidence of criminal activity shall be defined as _____ for criminal activity.
 Conviction Preponderance of evidence
- 09.5 Currently engaging in illegal use of a drug or other criminal activity shall be defined as _____ from the date the PHA discovers the use of the illegal drug. [24 CFR 982.553(a)(2)(ii)(c)(2)].
 3 months / 90 days 6 months / 180 days 12 months / 365 days
- 09.6 Reasonable cause shall be determined by _____ of illegal use of a drug charge or other criminal activity.
 Conviction Preponderance of evidence
- 09.7 The PHA may determine the use of an illegal drug through _____ of a drug-related charge.
 Conviction Preponderance of evidence
- 09.8 The PHA shall determine involvement in criminal activity through the _____ for a criminal activity.
 Conviction Preponderance of evidence
- 09.9 The time period of ineligibility for admission for other drug-related or other criminal activities shall be _____ years from the date of the _____.
- 09.9** 3 years **09.10** Arrest
 5 years Conviction

09.11 Criminal Background Check from Consumer Reporting Agencies

Does the PHA request background check from outside consumer reporting agencies (i.e., Tenant Tracker; Tenant PI; etc.)?

- Yes No

If yes, please provide a copy of the process and documents provided.

HCV Administrative Plan Questionnaire

CHAPTER 10: DETERMINATION OF INCOME

10.1 Net Family Assets

10.1.1 The PHA will count as an asset, including a disposition in trust, the difference between the cash value and the actual amount received for the asset disposed of for less than market value for two years from date of disposition, if the cumulative fair market value of the asset disposed of during the past two years exceed the gross amount of the asset by \$_____.

- \$1000 \$2000

10.2 Calculation of Annual Income [Federal Register, 02.14.2023]

10.2.1 The PHA must determine the income of the family for the previous 12-month period and use this amount as the family income for annual reexaminations, except where the PHA uses a streamlined income. Does your PHA use streamlined income?

- Yes No

10.2.2 The PHA _____ use other program's determination of income?

- will will not

10.3 De Minimis Error [24 CFR 982.516(f)]

10.3.1 The PHA will take any corrective action necessary to _____ a family if the family has been overcharged for their family share as a result of the de minimis error in the income determination.

- Credit Repay

10.3.2 The PHA will repay the overcharged family share _____?

- to the family by issuing the family a check.
 to the owner by issuing the owner a check.
 to the owner by crediting the owner's account.
 Other _____

10.4 HUD Mandatory Deduction and Allowances

10.4.1 Has the PHA elected to adopt permissive deductions?

- Yes No

HCV Administrative Plan Questionnaire

10.4.2 List the permissive deductions for the PHA:

10.5 Hardship Exemptions for Unreimbursed Health & Medical Care & DAE [24 CFR 5.611(c) and Federal Register, 02.14.2023]

10.5.1 PHA's definition of "change in circumstances" includes but is not limited to:

- a decrease in income
- change in family composition
- change in circumstances as determined by the PHA on a case-by-case basis

10.5.2 The PHA_____ extend the relief for a 90-day period while the family's Health & Medical hardship condition continues.

will will not

10.6 Hardship Exemptions for Childcare Expenses [24 CFR 5.611(d) and Federal Register, 02.14.2023]

10.6.1 The PHA _____ extend the relief while the family's childcare expense hardship condition continues for a period of 90 days and additional request will be approved on a case-by-case basis.

will will not

10.7 Financial Hardship Policy [24 CFR 5.611(e)(1)]

10.7.1 The PHA's definition of a financial hardship for the purpose of providing hardship exemptions for unreimbursed health and medical care expenses, reasonable attendant care and auxiliary apparatus expenses, and childcare expenses includes circumstances in which the family: (Please *all that apply below*)

- a. Has lost eligibility or are awaiting an eligibility determination for a federal, state, or local assistance program, including a family that has a noncitizen household member lawfully admitted for permanent residence who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.
- b. Experienced an income (earned or unearned) decrease because of a change in circumstances, including the loss of employment and/or change in household composition.
- c. Would be evicted as a result of imposing the statutory increase in the threshold for the unreimbursed health and medical care expenses and

HCV Administrative Plan Questionnaire

reasonable attendant care and auxiliary apparatus expenses.

- d. Had a death in the family.
- e. Requires reasonable accommodation related to a family member's disability.
- f. May have had other financial hardship situations as determined by the PHA on a case-by-case basis.

10.7.2 The PHA will consider a family's inability to pay the family share when:

(Please *all that apply below*)

- 1. The family request a financial hardship exemption in writing;
- 2. The family's TTP is greater than the PHA's minimum rent;
- 3. The family's rent will increase as a result of:
 - a. The statutory increase in the threshold to receive health and medical care expense and reasonable attendant care and auxiliary apparatus expense deductions from annual income; and/or
 - b. The family's eligibility for the childcare expense deduction is ending.

10.7.3 The PHA will promptly, within _____ of the determination, notify the family in writing of the change in the determination of adjusted income and the family's rent resulting from the hardship exemption.

5 calendar days

10 calendar days

15 calendar days

10.7.4 Approval of Hardship Exemption

The PHA will, within _____ of the determination, notify the family in writing of the family's approval for the hardship exemption and change in the determination of adjusted income resulting from the hardship exemption.

5 calendar days

10 calendar days

5 business days

10 business days

10.7.5 Denial of the Hardship Exemption

The PHA will promptly, within _____ of the determination, notify the family in writing of the denial of either an initial hardship exemption or an additional 90-day extension of the hardship exemption.

5 calendar days

10 calendar days

5 business days

10 business days

HCV Administrative Plan Questionnaire

CHAPTER 11: VERIFICATION REQUIREMENTS [PIH Notice 2023-27]

11.1 EIV System

11.1.1 The PHA will utilize HUD's EIV System to verify tenant employment and income information at annual reexamination and _____ of family composition and income.

- Streamlined reexaminations Interim reexaminations

11.1.2 The PHA will attempt the next lower level of the third-party verification techniques after at least _____ documented attempts to obtain third-party verification at a higher level.

- 1 documented attempt 2 documented attempts

11.1.3 The PHA will attempt the next lower level of the third-party verification techniques after documented attempts or after _____ days have elapsed.

11.1.4 The PHA may also request for the family to provide additional/required documents, verification, and/or information by the use of the _____ (name of form).

- Information Needed form
 Other _____
 No name for the form

11.1.5 The family will be given _____ from the date of the form to provide the additional/required documents, verification, and/or information to the PHA.

- 5 calendar days 10 calendar days
 5 business days 10 business days

11.2 Verification Hierarchy Techniques

11.2.1 The PHA will use Level 2 verification if the family is unable to provide Level 4 verification within (11.2.1) ¹⁰ days or the Level 3 source does not respond to the PHA's mail, fax, or email within (11.2.2) ¹⁰ days of the date of the Level 3 verification.

11.2.3 For Level 2 verification, if the PHA is unable to contact the third-party source on the first attempt, the PHA shall attempt a second contact within _____ of the first Level 2 attempt.

- 5 days 7 days

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11.2.4 The PHA will accept a _____ of the reported income and/or expenses from the family.

- Notarized sworn statement (with penalty of perjury)
 Affidavit
 Both

11.3 Verification of Social Security Numbers and Social Security/SSI Benefits [24 CFR 5.216(g)(1) and PIH Notice 2023-27]

11.3.1 Once the individual's identity verification status is classified as "Verified", the PHA _____ remove and destroy the copy of the SSN documents in the family file. [PIH Notice 2018-24].

- will will not

11.3.2 If the PHA destroys the SSNs in the family file no later than 5 calendar days after the individual's identity verification status is classified as "Verified" in the following manner:

- Paper copies of the SSNs will be destroyed by either shredding or burning.
 Electronic copies of the SSNs will be destroyed by erasing or permanently deleting the file.

11.4 Self-Certification of Net Family Assets [24 CFR 982.516(a)(3)].

11.4.1 Will the PHA allow the family to self-certify net assets equal to or less than \$50,000? [24 CFR 982.516(a)(3)].

- Yes No

11.5 PHA Verification of Net Family Assets

11.5.1 In determining the value of net assets, the PHA will use the average balances of the last 3 _____ consecutive months bank statements verified/generated by a third-party source dated within 120 days preceding the PHA request date or reexamination.

11.5.2 Verification of Assets for New Additions to the Family [PIH Notice 2016-05]

The PHA _____ obtain third-party verification of assets and income from assets for new additions to the family.

- will will not

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11.6 Verifications from Drug Abuse Treatment Facilities [24 CFR 960.205]

11.6.1 Does the PHA request verifications from Drug Abuse Treatment Facilities?

- PHA does not contact drug abuse treatment facilities.
- PHA will verify drug-free status from a facility.
- PHA will verify drug free status on members that have prior criminal/violent history

CHAPTER 12. SUBSIDY STANDARDS [24 CFR 982.402]

12.1 Persons of the opposite sex ages _____ and over (other than spouses or intimate partners) will not be required to share a bedroom.

- 4 5 6

12.2 Please complete the chart below to indicate the minimum and maximum occupancy limitations the PHA wants to have, by bedroom size:

| No. of Bedrooms | Minimum # of Persons | Maximum # of Persons |
|-----------------|----------------------|----------------------|
| 0 BR | 1 | 1 |
| 1 BR | 1 | 2 |
| 2 BR | 2 | 4 |
| 3 BR | 4 | 6 |
| 4 BR | 6 | 8 |
| 5 BR | 8 | 10 |
| 6 BR | 10 | 12 |

12.3 Exceptions to the subsidy standards will be reviewed by the _____ and may be allowed depending upon the family's circumstances.

- HCV Director
- HCV Manager
- HCV Supervisor
- HCV Case Manager
- HCV Specialist

CHAPTER 13. TENANT BRIEFING [24 CFR 982.301]

13.1 The head of applicant family will be notified by mail at least _____ in advance of the briefing date and time.

- 5 calendar days
- 5 business days
- 10 calendar days
- 10 business days

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- 13.2 _____ must attend the briefing appointment.
- The head of household only
 - The head of household, spouse, co-head only
 - The head of household and all adult household members 18 years of age and older
- 13.3 The PHA may conduct the oral briefing by:
- In person, face-to-face appointment
 - Telephone
 - Webcast
 - Video call/video conference

CHAPTER 14. ISSUANCE OF THE VOUCHER [24 CFR 982.303]

- 14.1 The PHA's initial term of the voucher is 60 days.
- 14.2 Does the PHA grant extension of the voucher term?
- Yes No (*skip to Question 14.3*)
- 14.2.1 Maximum number of extensions: 1
- 14.2.2 Maximum days in an extension: 60
- 14.3 When an applicant family's voucher term expires with or without an extension, the PHA will:
- Require the family to reapply when the PHA begins accepting applications.
 - Place the family on the waiting list with a new application date without requiring the family to reapply.

CHAPTER 15: TENANCY APPROVAL

15.1 Request for Tenancy Approval [24 CFR 982.302]

- 15.1.1 The PHA will allow the family to submit ___ RFTA(s) at a time.
- 1 2
- 15.1.2 How does the PHA allow the family to submit the Request for Tenancy Approval?
(Please all that apply below).
- Family delivery in person without appt.
 - Family calls for appointment then delivers
 - Family mails in
 - Family faxes in
 - Family emails in
 - Landlord delivers without appointment
 - Landlord calls for appointment then delivers
 - Landlord mails in
 - Landlord faxes in
 - Landlord emails in

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15.1.3 Does your PHA have PHA-Owned Units

- Yes No

15.2 Disapproval of Owner/Landlord [24 CFR 982.306]

The PHA _____ allow the owner/landlord to present evidence to appeal the decision to deny their participation in the program.

- will will not

CHAPTER 16: UTILITY ALLOWANCE [24 CFR 982.517]

No Questions

CHAPTER 17: PAYMENT STANDARD [24 CFR 982.503 and 24 CFR 982.505]

17.1 If the payment standard amount is decreased during the term of the HAP contract, the PHA will (*please select one*): [24 CFR 982.305(c)(3) and HOTMA].

- Use the lower payment standard to calculate the family's HAP beginning the effective date of the family's second regular reexamination following the effective date of the decrease in the payment standard.
- Continue to use the existing higher payment standard for the family's subsidy calculation for as long as the family continues to receive the voucher assistance in that unit.
- Gradually reduce the payment standard amount used to calculate the family's subsidy, Phasing in the reduction.

CHAPTER 18: NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE (NSPIRE) [24 CFR Part 5, Subpart G and PIH Notice 2023-28]

18.1 Does the PHA have less than 1250 HCV units? [24 CFR 982.305(b)(2)(i)(A) and (B)]

- Yes No

18.2 Initial Inspections [24 CFR Part 982.405]

18.2.1 The PHA shall notify the family and owner, by:

- By telephone
- In writing by email
- Both by telephone and email

18.2.2 The PHA shall notify the family and owner at least ____ prior to the initial inspection.

- one (1) day four (4) days
- two (2) days five (5) days
- three (3) days

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18.2.3. The PHA will require the following to be present at the initial inspection appointment:

- A family member aged 18 years old or older or family representative age 18 years old or older
- The owner or owner representative
- Both the family and the owner

18.2.4 Reasonable hours to conduct an initial inspection are between 8 a.m. and 4 p.m.

18.2.5 Days of the week the PHA will conduct initial inspections.

- Monday Thursday
- Tuesday Friday
- Wednesday

18.2.6 If the family has missed _____ scheduled initial inspection appointments, the PHA will deny the request for tenancy approval.

- Two (2) Three (3)

18.2.7 The owner will be given up to 10 days to correct initial inspection NSPIRE deficiencies before the PHA denies the request for tenancy?

18.2.8 The owner will be given up to 10 days to correct the items noted as fail, at the inspector's discretion, depending on the amount and complexity of work necessary to pass the NSPIRE inspection.

18.3 Biennial/Annual Inspections [24 CFR Part 982.405 and PIH Notice 2016-05]

18.3.1. The PHA will require the following to be present at the biennial/annual inspection appointment:

- A family member aged 18 years old or older or family representative age 18 years old or older
- The owner or owner representative
- Both the family and the owner

18.3.2 The PHA shall notify the family in writing at least _____ prior to the biennial/annual inspection.

- one (1) day four (4) days
- two (2) days five (5) days
- three (3) days

18.3.3 Reasonable hours to conduct biennial/annual inspections are between 8 a.m. and 4 p.m.

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18.3.4 Days of the week the PHA will conduct biennial/annual inspections.

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Wednesday | |

18.3.5 If the unit is not in compliance with NSPIRE standards, the inspector will provide the **Failed Inspection Report** (name of inspection deficiency form) to family and/or owner, with a copy to the PHA.

18.4 Complaint or Special Inspections

18.4.1 The PHA shall notify the family and owner, by telephone or via email, at least one (1) day prior to the complaint/special inspection.

- By telephone
 In writing by email
 Both by telephone and email

18.4.2 The PHA shall notify the family in writing at least _____ days prior to complaint/special inspections.

- 5 10

18.4.3 Reasonable hours to conduct complaint/special inspections are between 8 _____ a.m. and 4 _____ p.m.

18.4.4 Days of the week the PHA will conduct complaint/special inspections.

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Wednesday | |

18.4.5. The PHA will require the following to be present at the complaint/special inspection appointment:

- A family member aged 18 years old or older or family representative age 18 years old or older
 The owner or owner representative
 Both the family and the owner

18.5 Quality Control Inspections

18.5.1 The PHA shall notify the family and owner in writing at least ___ days prior to the quality control inspection.

- 5 10

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18.5.2. The PHA will require the following to be present at the quality control inspection appointment:

- A family member aged 18 years old or older or family representative age 18 years old or older
- The owner or owner representative
- Both the family and the owner

18.5.3 Reasonable hours to conduct quality control inspections are between 8 a.m. and 4 p.m.

18.5.4 Days of the week the PHA will conduct quality control inspections.

- Monday Thursday
- Tuesday Friday
- Wednesday

18.5.5 If the family has missed _____ scheduled quality control inspection appointments, the family will have violated the obligations of the family, and their assistance may be terminated in accordance with the termination procedures in this Administrative Plan.

- Two (2) Three (3)

18.6 Entities Conducting Inspections

18.6.1 Is a Contractor responsible for conducting inspections for the PHA?

- Yes No

18.6.2 Has the PHA adopted additional variation standards in addition to the NSPIRE Standards?

- Yes No

If so, please list:

18.7 Time Standards for NSPIRE Standards Repairs

The PHA-approved extension time period shall not exceed 30 days from the original date of request of an extension by the family or the owner.

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18.8 Life-Threatening and Non-Life-Threatening NSPIRE Standards HQS Deficiencies

1) Gas (natural or liquid petroleum) leak or fumes; 2) Electrical hazards that could result in shock or fire; 3) Inoperable or missing smoke detector; 4) Interior air quality; 5) Gas/oil fired water heater or heating, ventilation, or cooling systems with missing, damaged, improper, or misaligned chimney or venting; 6) Lack of alternative means of exit in case of fire or blocked egress; 7) Other interior hazards; and 8) Deteriorated paint in a unit built before 1978.

Does the PHA want to add "Other PHA Life Threatening Defects" to the list of Life-threatening conditions in under this section?

Yes No

18.9 Abatement of Housing Assistance Payment (please check one):

- The PHA will include the 30-day notice to abate the HAP payment in the original notification of breach of the NSPIRE Standards.
- The PHA will provide the owner a 30-day notice to abate the HAP payment separate from the original notification of breach of the NSPIRE Standards.

18.10 Reinspection Fee [24 CFR Part 982.405(f)]

18.10.1 Will the PHA use the discretionary streamlining regulation of reinspection fees?

Yes No

18.10.2 What is the fee amount for 2nd reinspection \$

18.10.3 What is the fee amount for 3rd reinspection \$

CHAPTER 19: RENT REASONABLENESS DETERMINATIONS [24 CFR Part 982.507]

19.1 Does the PHA utilize the Nelrod EZ-RRD system for Rent Reasonableness determinations?

Yes No

19.2 If no, please describe the PHA's methodology for determining reasonable rent. (If the PHA uses a software program to determine reasonable rent, please include the name of the software program and documentation of the software methodology used).

PHA Methodology for Determining Reasonable Rent

Lindsey Housing Software

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CHAPTER 20: LEASING PROCEDURES

- 20.1 If the proposed lease is unacceptable to the PHA, how many days does the owner have to amend it? [24 CFR Part 982.308]
- 3 calendar days 5 calendar days
 3 business days 5 business days
- 20.2 The PHA shall allow an adult guest to visit and/or stay overnight in the assisted unit for no more than 14 cumulative days per year.
- 20.3 The PHA shall allow children under the age of 18 to visit and/or stay overnight in the assisted unit for a maximum of 60 cumulative days per year provided the family has the written permission of the owner/landlord.

CHAPTER 21: THE HAP SUBSIDY AND FAMILY SHARE

21.1 Minimum Rent [24 CFR 5.630]

The PHA established minimum rent is \$50.00
(Annual Plan and HCV Administrative Plan must agree)

21.2 Minimum Rent Hardship Exemption [24 CFR Part 5.630(b)]

The PHA may request documentation of the hardship and will promptly, within _____ days, determine if the hardship is temporary or long term.

- 3 calendar days 5 calendar days
 3 business days 5 business days

21.3 HAP Controls and Accountability

PHA internal requests for HAP payments must be submitted no later than _____ before the end of each month to ensure that HAP payments can be reviewed for accuracy and are made in a timely manner to the owners.

- 3 calendar days 5 calendar days
 3 business days 5 business days

21.4 Utility Reimbursement [24 CFR 982.514(b)]

21.4.1 The utility allowance reimbursement will be paid directly to the:

- Family Utility company of the family's choice

21.4.2 Will the PHA make the utility reimbursement payments quarterly if the total amount due to the family totals \$45 or less per quarter and will the pay the utility reimbursement retroactively or prospectively?[24 CFR 982.514(c)].

- Yes No

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22.1.7 The family may contact the PHA by:

- Phone call Email Fax

22.1.8 The PHA will schedule _____ second annual reexamination appointment.

- One (1) two (2)

22.1.9 The second annual reexamination appointment notice will be scheduled promptly (within 10 days of the first appointment) and will be scheduled within _____ or a date which has been mutually agreed upon by the PHA and the family.

- 5 calendar days 10 calendar days
 5 business days 10 business days

22.1.10 Will the PHA use the discretionary regulation of streamlined annual reexamination of income for fixed-income sources? [24 CFR 982.516(b)].

- Yes No

22.1.11 If so, in years 2 and 3, will the PHA verify non-fixed income using third-party verification?

- Yes No

22.2 Interim Reexaminations [24 CFR 982.514(c)]

22.2.1 The PHA _____ conduct an interim reexamination of family income if the PHA estimates the family's adjusted income will decrease by an amount that is less than (22.2.2) of the family's annual adjusted income (or a lower amount established by HUD through notice). [24 CFR 982.516(c)(2)]

- will will not

22.2.2 The PHA will conduct an interim reexamination of family income if they PHA estimates the family's annual adjusted income decrease by an amount that is _____ of the family's annual adjusted income. [24 CFR 982.516(c)(2)]

- 10% or more
 8% (lower threshold set by PHA)
 5% (lower threshold set by PHA)

24.2.3 The PHA _____ adopted a retroactive rent decrease policy?

- has has not [PIH Notice 2023-27]

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22.2.4 Will the PHA include earned income increases in determining whether the threshold is met for increases in adjusted income when the family previously had an interim examination performed for a decrease in annual adjusted income (earned or unearned or combined since the last annual reexamination? [24 CFR 982.516(c)(2)(i) and PIH Notice 2023-27]

Yes No

22.2.5 The PHA _____ conduct an interim reexamination in the last three (3) months of a certification period. [24 CFR 982.516(c)(2)(ii)]

will will not

22.2.6 The family must report the interim change in writing to the PHA within _____ of the occurrence of the change.

5 calendar days 10 calendar days
 5 business days 10 business days

22.2.7 The family must report interim changes in circumstances in writing by using:

the PHA interim report form.
 providing the interim change in writing (not using a PHA interim report form)
 Other (Provide name of form) _____

22.2.8 The PHA interim report form is available:

By request from the PHA
 At the PHA office
 Online on the PHA's website
 By email

22.2.9 The PHA may receive the written interim change by (*please check all that apply*):

Dropping it off at the PHA office (the family will be provided a receipt containing the day and time the form was dropped off)
 Appointment only
 By mail
 Email
 Fax

22.3 Interim Reexamination Appointments

22.3.1 Reasonable hours to conduct interim appointments are between 8 a.m. and 4 p.m.

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22.3.2 Days of the week the PHA will conduct the interim appointments.

- Monday Thursday
 Tuesday Friday
 Wednesday

22.3.3 The PHA will require the following to be present at the interim appointment:

- The head of household only
 The head of household, spouse, co-head only
 The head of household & all adult household members 18 years of age & older

22.3.4 The interim appointment may be conducted in the following format
(please check all that apply):

- In person, face-to-face interim reexamination appointment
 Telephone
 Mail-in interim reexamination appointment
 Email interim reexamination appointment
 Text messaging
 Webcast
 Video call//video conference
 Home visits as a reasonable accommodation for elderly person with disabilities

22.3.5 For scheduling conflicts, the family may contact the PHA to reschedule the first interim reexamination appointment _____.

- Up to ____ day(s) prior to the interim reexamination appointment date.
 The day of the interim reexamination appointment date.

22.3.6 The family may contact the PHA by:

- Phone call
 Email
 Fax

22.3.7 The PHA will schedule _____ second interim reexamination appointment.

- One (1) Two (2)

22.3.8 The second interim reexamination appointment notice will be scheduled promptly (within 10 days of the first appointment) and will be scheduled within _____ or a date which has been mutually agreed upon by the PHA and the family.

- 5 calendar days 10 calendar days
 5 business days 10 business days

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22.3.9 The Family must notify the PHA within ____ days of an addition to the family.

- 5 calendar days 10 calendar days
 5 business days 10 business days

22.3.10 The Family must notify the PHA within ____ days of a removal of a family member.

- 5 calendar days 10 calendar days
 5 business days 10 business days

22.4 Effective Date of Interim Reexamination for Extenuating Circumstances [24 CFR 982.516(c)(4)(ii) and PIH Notice 2023-27]

22.4.1 The PHA _____ make the effective date of an interim reexamination retroactive to the first of the month following the date of the actual decrease in income as opposed to the first of the month following completion of the reexamination when a family's ability to report a change in income promptly was hampered due to extenuating circumstances, such as a natural disaster, or disruptions to the PHA's management operations.

- will will not

CHAPTER 23: ZERO INCOME FAMILIES [24 CFR Part 960.507]

23.1 The PHA will schedule a special reexamination of family income and household composition for families reporting zero income every _____ days.

- Every 30 days Every 90 days
 Every 60 days Every 120 days

23.2 The family will be required to maintain and provide the PHA all receipts for any expenses (e.g., food and clothing, utility bills) for the most recent _____ period.

- 3 months 4 months

CHAPTER 24: ABSENCE FROM THE UNIT [24 CFR 982.312]

24.1 Family Absence from the Unit

Family absence from the unit means that no member of the family listed on the lease is residing in the unit.

24.1.1 The family must promptly, within _____ days of occurrence, notify the PHA of the family's absence from the unit.

- 5 calendar days 10 calendar days
 5 business days 10 business days

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24.1.2 The family may not be absent from the unit for a period of more than _____ consecutive calendar days without written consent from the PHA.

60

120

90

180

24.1.3 The Executive Director or designee may approve a temporary absence from the unit of up to _____ consecutive calendar days for extraordinary reasons, such as but not limited to military leave, hospitalization, or imprisonment, as long as the tenant rent and utilities are current and not delinquent.

60

120

90

180

24.2 Absences Due to Children Being Placed in Foster Care

24.2.1 The family must promptly, within _____ days of occurrence, notify the PHA of the absence from the unit of any children listed on the lease due to placement in foster care.

5 calendar days

10 calendar days

5 business days

10 business days

24.3 Use of Caretaker Due to Absence of Head of Household

24.3.1 The family must promptly, within _____ days of occurrence, notify the PHA of the absence of the head of household due to imprisonment, hospitalization, admittance into a nursing home, military service, school, etc.

5 calendar days

10 calendar days

5 business days

10 business days

24.3.2 When an individual in a single person household leaves the home to go into a hospital or nursing home for a period of more than _____ days, the assistance will be terminated.

60

120

90

180

CHAPTER 25: FAMILY BREAK-UP [24 CFR 982.315]

25.1 If both parents must leave the household and the proper legal authorities, such as the Department of Social Services and/or the Juvenile Court, has determined that another adult is to be brought into the assisted unit to care for the child(ren) for an indefinite period, the PHA will treat that adult as a visitor for _____.

30 days

60 days

90 days

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CHAPTER 26: MOVES WITH CONTINUED ASSISTANCE [24 CFR Part 982.354, 24 CFR 982.552, and PIH Notice 2016-09]

- 26.1 The PHA will prohibit more than one move in a 12 month period, except as a reasonable accommodation for persons with disabilities, for victims of a VAWA crime, or harassment.
- 26.2 Will the PHA deny a request to move because the family owes a debt to the PHA or to another PHA?
- Yes No

26.3 Denial of Moves Due to Insufficient Funding

If the PHA denies a move due to insufficient funding, the following must be addressed in the Administrative Plan for families whose request to move was denied due to insufficient funding:

26.3.1 How will the PHA inform families of the PHA's policy regarding denying a move due to insufficient funding?

- Include the information in the HCV briefing packet
- Include the information in the annual reexamination packet
- Include the information in both the HCV briefing packet and annual reexamination packet

26.3.2 If the PHA denies a family's request to move, including a portability move, due to insufficient funding, the family will be notified by:

- Phone call Mail Email

26.3.3 How will the PHA notify the family with open requests to move when funds become available?

- Phone call Mail Email

CHAPTER 27: PORTABILITY [24 CFR 982.354 and 24 CFR 982.355]

27.1 Will the PHA allow an applicant family who was not a resident of the PHA's jurisdiction at the time of application to port out of the jurisdiction without requiring the family to utilize the voucher in the PHA's jurisdiction for 12 months.

- Yes No

27.2 The PHA may allow a non-resident applicant to utilize the portability option for the following reasons (Please check all that apply):

- Employment opportunities in the receiving PHA's jurisdiction
- To attend school (college/university/vocational) in the receiving PHA's jurisdiction.
- The PHA will not permit a non-resident applicant to utilize their portability option.

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CHAPTER 28: PROGRAM INTEGRITY

- 28.1 The PHA will allow a family 30 calendar days to response to a notice of overpayment.
- 28.2 The family will be given 10 days to furnish any mitigating evidence.
- 28.3 If an amount of \$_____ or more dollars is owed to the PHA due to family fraud, the PHA will seek restitution through legal judicial channels.
- \$500 \$1000 \$10,000
- 28.4 After the appointment/conference for serious violations and/or misrepresentations, the PHA will notify the family by first class mail of the proposed action no later than _____ after the appointment/conference.
- 5 calendar days 10 calendar days
 5 business days 10 business days

CHAPTER 29: DEBTS OWED TO THE PHA [PIH Notice 2018-18]

- 29.1 If the PHA requires the family to make a down payment on the retroactive rent owed, the down payment amount shall be not less than ____ of the total amount of the retroactive rent owed to the PHA.
- 5 percent 10 percent 20 percent
- 29.2 Monthly retroactive rent payments are due payable to the PHA by the ____ day of the month and shall be considered delinquent on the ____ of the month.
- 29.2** Payable by the 1st **29.3** Delinquent by the 5th
- 29.4 Retroactive rent payments are payable to the PHA will be accepted by:
- Personal check Cashier check
 Money order Debit/credit card
- 29.5 The PHA may terminate the family's assistance if the family is _____ delinquent on the payments, the family's assistance may be terminated.
- 1 month 2 months
- 29.6 The PHA shall not offer a Repayment Agreement to the family if the amount of retroactive rent owed to the PHA is in excess of \$_____.
- \$500 \$1,000 \$5,000

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29.7 If the owner owes the PHA a debt, the owner shall be required to reimburse the PHA for any overpaid HAP amounts within _____ days of the PHA's determination and notification of the debt.

- 30 days 60 days

CHAPTER 30: TERMINATION [24 CFR 982.552 and 24 CFR 982.553]

30.1 The PHA has determined a "pattern" as at least _____ drug or alcohol related criminal offenses within the _____ period while the family is participating in the HCV program.

30.1 # of offenses 2 30.2 Within what time period 3 years

30.3 The family may have assistance terminated if members of the family/household have engaged in drug-related or violent criminal activity. What is the PHA's standard?

- a preponderance of evidence a conviction records

30.4 Currently engaging in illegal use of a drug shall be defined as within ____ from the date the PHA discovered the use of the illegal drug.

- 30 days 60 days 90 days

30.5 Does the PHA have a Family Self-Sufficiency program?

- Yes No

CHAPTER 31: INFORMAL REVIEWS AND HEARING PROCEDURES [24 CFR 982.554 and 24 CFR 982.555]

31.1 When the PHA has made a decision that negatively affects the applicant's admission to the program or because of a participant's family's action or failure to act, the PHA shall give the family a written notice within _____ of the decision.

- 5 calendar days 10 calendar days
 5 business days 10 business days

31.2 A statement that if the family does not agree with the decision, the family may submit a written request for an informal review or informal hearing within _____ from receipt of the notice.

- 5 calendar days 10 calendar days
 5 business days 10 business days

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31.3 The PHA will schedule the informal review or the informal hearing within _____ of the request by the family.

5 calendar days

10 calendar days

5 business days

10 business days

31.4 The PHA will consider the family a "no show" for the informal review or informal hearing if the family failed to show for the informal review or informal hearing within ____ past the schedule time.

10 minutes

20 minutes

15 minutes

30 minutes

31.5 The PHA will consider the following as good cause if the family failed to show for the informal review or informal hearing.

Medical Emergencies

Court Dates

Official Detainment

31.6 The hearing officer will provide a written notice to the decision of the informal review or informal hearing within _____ of the informal review or informal hearing.

5 calendar days

10 calendar days

5 business days

10 business days

31.7 The final decision from the Hearing Officer will be provided within ____ from the date of the informal review or informal hearing.

5 calendar days

10 calendar days

5 business days

10 business days

CHAPTER 32: SPECIAL HOUSING TYPES

No Questions

CHAPTER 33: RECORDS MANAGEMENT

33.1 If the PHA admits an applicant family to the HCV program, the PHA will destroy, by shredding, the criminal records no later than _____ after admission to the program.

5 calendar days

10 calendar days

5 business days

10 business days

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33.2 The PHA will destroy, by shredding, the criminal record no later than _____ after the period allowed to request an informal hearing has expired or no later than _____ after receiving the informal hearing decision.

33.2 Criminal record:

- 5 calendar days
- 5 business days
- 10 calendar days
- 10 business days

33.3 Informal Review Decision:

- 5 calendar days
- 5 business days
- 10 calendar days
- 10 business days

33.4 The PHA will destroy, by shredding, the criminal record no later than _____ after the period allowed to request an informal hearing has expired or no later than _____ after receiving the informal hearing decision.

33.4 Criminal record:

- 5 calendar days
- 5 business days
- 10 calendar days
- 10 business days

33.5 Informal Review Decision:

- 5 calendar days
- 5 business days
- 10 calendar days
- 10 business days

33.6 If the family files a civil lawsuit for the denial of admission, termination of assistance, negligence, or breach of the PHA's disclosure of the criminal record, the PHA will destroy the criminal records no later than **30 days** after the statute of limitations has passed or the disposition of the civil lawsuit.

CHAPTER 34: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155 and PIH Notice 2015-17, PIH Notice 2011-59, PIH Notice 2010-7, PIH Notice 2010-16]

34. Eligible Uses of the HCV Administrative Fees

34.1 Owner Incentive and/or Retention Payments

The PHA _____ make incentive (e.g., signing bonuses) or retention payments to owners that agree to initially lease their unit to an HCV family and/or renew the lease of an HCV family.

- will will not

34.2 Security Deposit Assistance

The PHA _____ provide security deposit assistance for the family.

- will will not

HCV Administrative Plan Questionnaire

- 34.3 The PHA will pay the security deposit _____
 directly to the owner
 to the family provided the PHA verifies the family paid the security deposit.
- 34.4 The PHA _____ place conditions on the security deposit assistance, such as requiring the owner or family to return the security deposit assistance to the PHA at the end of the family's tenancy (less any amounts retained by the owner in accordance with the lease).
 will will not
- 34.5 Utility deposit assistance/utility arrears
The PHA _____ provide utility deposit assistance for some or all of the family's utility deposit expenses.
 will will not
- 34.6 The PHA ____ pay the utility deposit assistance directly to the _____, provided the PHA verifies the family paid the utility deposit.
34.6 will will not
34.7 the utility company family
- 34.8 The PHA ____ place conditions on the utility deposit assistance, such as requiring the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier.)
 will will not
- 34.9 The PHA _____ provide the family with assistance to help address these utility arrears to facilitate leasing and their admission to the HCV program. Utility deposit assistance that is returned to the PHA remains restricted to HCV administrative fee eligible uses (if returned before the end of the PHA fiscal year in which the administrative fee used to fund the deposit was received) or HCV administrative fee reserve eligible uses, as applicable.
 will will not

34.10 OTHER PHA DISCRETIONARY PROVISIONS

Are there any other discretionary provisions the PHA would like to add to the Administrative Plan, including COVID-19 statutory and regulatory waivers or alternative requirements, which the PHA would like to permanently implement? If so, please attach.

REVISIONS OF EXISTING PHA PLAN ELEMENTS

Public Housing

Resident Rules and Regulations

**Pinal County Housing
Authority**
970 N. Eleven Mile Corner
Road
Casa Grande, AZ 85194
T 520-866-7203
F 520-866-7235
[https://www.pinalcountyaz.gov/
Housing/Pages/Home.aspx](https://www.pinalcountyaz.gov/Housing/Pages/Home.aspx)

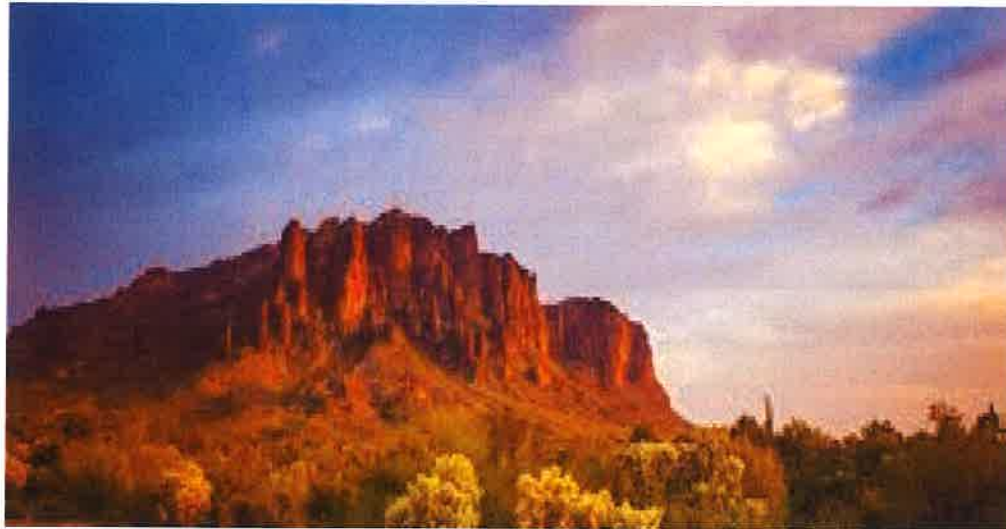


PINAL COUNTY
WIDE OPEN OPPORTUNITY

Rolanda Cephas
Executive Director

Myron Steele
Operations Manager

PINAL COUNTY HOUSING AUTHORITY RESIDENT RULES AND REGULATIONS



Rolanda Cephas, Executive Director
Myron Steele, Operations Manager
Bart Ploense, Maintenance Supervisor

Any person with a disability, who may require special accommodations to utilize housing programs and other services may request a reasonable accommodation.





PINAL COUNTY

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RESIDENT RULES AND REGULATIONS

When you signed your lease agreement with Pinal County Housing Authority (PCHA), you are provided a copy of your Public Housing Lease Agreement. Please familiarize yourself with this document and keep it in a safe place for reference. As participants of the Public Housing Program, you are responsible for the actions of your family and your guests. The PCHA provides the following rules and regulations for your benefit and guidance. If you have any questions, contact your Case Manager.

- Residents are responsible for paying amounts due for rent and other charges as billed by the due date.
- Residents are required to report, in writing, all changes in income and family composition within 30 days of the occurrence.
- Residents must adhere to the annual reexamination requirement to complete the recertification packet and provide all the required documents needed to determine continued eligibility.
- If a family misses two scheduled appointments without good cause and without prior notice to the PCHA within a twelve month period it will be considered a serious violation of the terms of the lease and shall be grounds for termination of the lease.
- Resident must not deny entry into the dwelling unit with proper notification from the PCHA of a scheduled inspection. Inspections will be conducted by the PCHA periodically, every month, but not less than annually.
- Residents are granting permission for maintenance to enter the unit within 48 hours of the receipt of a work order request from the resident.
- Residents are not permitted to sublease or transfer possession of your unit.
- The resident must use the dwelling unit for the household members approved by the PCHA. The unit must be the Family's only place of residence. The unit address



PINAL COUNTY

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cannot be used by anyone other than approved household members as a mailing address.

- Boarders or lodgers are not permitted. Persons not on lease (guests) can only visit in the unit for two (2) weeks with housing approval.
- Residents are responsible for keeping the unit clean, well maintained, and free from hazards. This includes the kitchen range, oven, refrigerator, and bathroom. The entry door to the apartment is also a resident responsibility; do not adhere items or stickers of any kind to the door; keep the door free of smudges, dirt, tape, and nail holes.
- Residents may not change the locks or add locks on any doors in the unit, including interior bedroom doors, at any time.
- Do not tamper with the smoke or carbon monoxide detectors in your unit, and do not keep flammable materials such as gasoline, motor oil, or paint thinners in or near the unit.
- Residents are responsible for damages to the premises, building, or grounds caused by the Resident, household members, relatives or guests and will be billed for any damages occurred.
- Keep all items other than toilet paper out of the toilet bowls. Food, grease, or female hygiene products should not be disposed of in the toilet; these and other items can create a stoppage, if stoppage occurs, the resident will be charged for the repairs associated with the stoppage.
- All damages or inoperable items must be reported immediately to Maintenance Department. Residents are not allowed to make any repairs to the unit.
- No alterations, defacements, or additions to the premises (both interior and exterior) are permitted without written consent from the PCHA. This includes the installation of satellite dishes, window air conditioning



PINAL COUNTY

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units, and ceiling fans. Television, radio, satellite dish or any other aerial antenna or cable **may not** be attached to the roof or any other part of the unit and requires prior written authorization for installation from the PCHA.

- Residents may not block areas of egress from the unit, including windows and doors, at any time. Resident's failure to comply with this important safety regulation may result in lease termination.
- Residents are not permitted to cover windows with foil or other materials. Only appropriate window coverings are allowed. Any mini-blinds provided by the PCHA cannot be removed.
- Resident shall not use any equipment for heating or cooling, other than indoor fans and space heaters with auto shutoff except those provided by the PCHA.
- Residents are required to have utilities must be in service at all times. If utilities are found to be disconnected, a three (3) day notice will be issued to the resident for utilities to be restored. If resident does not provide verification of restored utilities, the PCHA must begin the eviction process as the unit is deemed uninhabitable.
- No music, large gatherings, outdoor parties, or noise allowed between the hours of 10:00pm and 7:00am. Refrain from causing, aiding or permitting loud noises or other disturbances that cause annoyance or discomfort to neighbors.
- Residents are responsible for keeping the area around the unit clean, well maintained, and free from hazards. Residents are responsible for watering any shrubs or trees surrounding their unit.
- Dispose trash in designated containers provided for trash pick-up. Do not leave trash in the surrounding areas as that can attract insects and rodents.
- Residents may not store indoor furniture, personal items, or appliances outside of the unit. The PCHA may request the removal of improperly stored items outside of the dwelling unit. If the resident is found to be in violation, a warning will be



PINAL COUNTY

WIDE OPEN OPPORTUNITY

issued for the first offense with a deadline to have items removed. Upon repeat offense of non-compliance, a \$25.00 fine will be assessed.

If you no longer have the need for those items, consider donating them to charitable organizations. If they are no longer salvageable, contact the city for bulk item pick-up. Improperly stored items will be removed of by maintenance and a \$50.00 fee per trailer load plus hourly labor cost will be charged to the resident.

- Residents are not permitted to use attic crawl space for storage.
- Residents are not permitted to plant any vegetation on the property. All plants must be in potted containers and located on the concrete area of the front or back patio/balcony and must not block access to front or rear doors.
- Trampolines and family size pools are not permitted, with the exception of kiddie pools (typically, a plastic kiddie pool will be a minimum of 2 ½ feet in diameter for toddlers and babies. These small pools are designed to hold one child, maybe two, if they are both small). Standing water is a breeding ground for mosquitoes and other insects; therefore, pools must be drained after each use. Children must be supervised by an adult while in the pool.
- Residents and or guest are not allowed on the dwelling unit roof.
- Vehicles shall be parked in designated parking areas only. Residents or guest are not allowed to park in areas not intended for parking. Any vehicles parked in yard or sidewalk is an automatic \$25.00 fine. Trailers, flat beds, campers, boats, commercial trucks, non-operating, and vehicles with expired tags are not to be kept on the premises. Non-operating vehicles will be towed away at the owner's expense. All vehicles are required to be registered and insured in Arizona as required by Arizona law.
- No auto repair work will be permitted in the parking areas. Unattended vehicles left on blocks may be towed at owner's expense. Residents may change tires in the parking areas, but cars must not be left unattended on jacks or blocks at any time. All discarded materials must be disposed of properly.



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- No criminal activity will be tolerated on or off the property. This includes, but is not limited to prostitution, use or sale of illegal drugs, domestic violence, harassment, and/or disturbing the peace. Any violation will result in lease termination.
- Brandishing of any gun or weapon or any violation of Arizona Revised Statute regarding weapons, will result in lease termination.
- Registered sex offenders are not permitted on the property for any reason.
- Residents may not consume alcoholic beverage anywhere on property except inside the unit.
- A Maximum of one (1) pet will be allowed per household and cannot exceed thirty five (35) pounds. The PCHA will only allow common household pets (cat, dog, bird, fish, or turtle) in the unit. Dogs and cats must have current vaccinations and must be spayed or neutered prior to approval. Updated shot records are required to be submitted with the annual rectification packet.
- All dogs must remain on a leash and the resident or an adult guardian must hold the leash at all times when outside of your unit. Guests are not permitted to bring pets on the premises unless written permission is received from the PCHA. Residents and/or visitors/guests are not permitted to feed stray animals and birds, i.e. dogs, cats, and pigeons. Certain breeds of dogs are not permitted on the premises; including but not limited to: Pit bulls, Doberman Pinschers, Chows, Shar-pei and Rottweilers or any other breeds of vicious animals.
- Dogs must not be tied to the fence, water or gas lines. Dog feces must be picked up on a daily basis at the time the pet eliminates. Residents are responsible for any damage caused by their pet. If the pet is dangerous, destructive or a nuisance, residents may be required to remove the pet from the unit.
- A nonrefundable pet fee of \$100.00 is required at the time of pet registration.



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- The pet policy does not apply to animals that are used to assist persons with disabilities. Assisted animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain the unit and area around the unit clean, well maintained, and free from hazards.
- Each adult Resident, except for any family member who is an exempt individual, must contribute eight (8) hours per month of community service in order to be eligible for continued occupancy in the Conventional Housing Program. Community Service is defined as voluntary work or duties that are a public benefit and that serve to improve quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community, but do not include employment or participation in political activities. Violation of the Community Service Requirement is grounds for non-renewal of the lease at the end of the lease term.
- Failure to return keys or provide written notification after vacating a unit will result in market rent being charged for (ten) 10 days after the later of: the date Lease Termination was effective, date Notice of Intent to Vacate was effective, or date the PCHA had reasonable cause to believe the unit was abandoned as outlined in the Admissions and Continued Occupancy Policy.
- Smoking is prohibited in all units and undesignated community areas and is not permitted within twenty-five (25) feet of any unit, building or structure on the property. The term “smoking” means inhaling, exhaling, breathing, or carrying any lighted or vapor producing cigar, cigarette, e-cigarette, or other tobacco product or similar ash or vapor producing or lighted product in any manner or in any form, including water pipes (hookah). More detailed information is contained in the Smoke Free Addendum or Smoke Free Policy.
 1. Any resident in violation of the Smoking Policy will receive written notifications of the Smoke-Free Policy and violation. After a resident has received three (3) violations, the resident may be subject to lease termination and eviction.
- Medical marijuana is a violation of federal law and is not permitted.



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- To avoid infestation of pest, you need to contact maintenance immediately at first sighting of a potential problem. The PCHA will make every effort to provide a healthy and pest-free environment for its residents. The PCHA will determine which, if any pest infest the unit and will then provide the best possible treatment to eradicate those pest.

You must cooperate and allow entrance and treatment to the designated service people or you will be in violation of your lease and subject to eviction.

You will be informed before treatment of any preparation requirements. Be sure to report any faucets that leak and remove your trash and garbage daily to avoid giving the insects what they need to thrive.

Refusal or inaccessibility to perform scheduled pest control service will result in a \$50.00 rescheduling fee plus cost of materials. Rescheduling fee will also be applied for units that are not prepared for treatment.

- **RUMORS: IGNORE THEM!** Rumors cause nothing but trouble. To get the facts ask the Management.

Any violation of the preceding rules and regulations will be grounds for termination of the dwelling lease and may lead to resident eviction. If you have any questions regarding these rules and regulations, please contact Stephanie Garcia at (520) 866-7207 with any concerns.

Head of Household signature

Date

Spouse or other adult

Date

Other adult

Date

Other adult

Date

Housing Representative

Date

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment B. 1 (d)

DECONCENTRATION POLICY

Admissions and Continued Occupancy Policy

Chapter 13. Offering the Units (Tenant Selection and Assignment Plan)

As dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the PHA encourages occupancy of its developments by families with a broad range of incomes. At a minimum, forty percent (40%) of all new admissions on an annual basis will be extremely low-income families (See Appendix D for Income Limits). The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, disability or familial status.

A. Income Limits and Targeting

Families with income of eighty percent (80%) or less of the published Average Median Family Income (AMFI) are eligible for admission to the Low-Rent Public Housing program. 24 CFR 960.503 and 505 allow exceptions to this rule for PHA's with fewer than 250 units or for increasing security by housing a police officer who may be income ineligible.

Not less than forty percent (40%) of the families admitted to the PHA's public housing program during the fiscal year from the waiting list shall be extremely low-income families.

This percentage of admissions of extremely low-income families to the Public Housing Program may be decreased by up to ten percent (10%) when more than seventy-five percent (75%) of extremely low-income families are admitted to the HCV program in the PHA's fiscal year. The percentage of extremely low-income families admitted to the Public Housing Program can never be less than thirty percent (30%) in a fiscal year.

The credit for Voucher program admissions that exceed the minimum Voucher program targeting requirement shall not exceed the lower of:

- a) Ten percent (10%) of public housing waiting list admissions during the PHA's fiscal year; or
- b) Ten percent (10%) of waiting list admission to the PHA's Section 8 tenant-based assistance program during the PHA's fiscal year; or

The number of qualifying low-income families who commence occupancy during the fiscal year of the PHA's public housing units located in census tracts with a poverty rate of thirty percent (30%) or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

B. Deconcentration

The offers will be made in the following manner.

To the maximum extent feasible, the Deconcentration and income-mixing requirements of the QHWRA will be followed. Families with incomes ranging from 0% to 80% of median income will be selected in accordance with the tenant selection section of this policy. Families with the highest incomes will be offered units in developments where average family incomes are lowest. Conversely, families with the lowest incomes will be offered units in developments with the highest average family incomes. The PHA may offer incentives to families to accomplish the de-concentration and income mixing objectives.

The PHA may employ a system of income ranges in order to maintain a resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation and may take into account the average rent the PHA should receive to maintain financial solvency. The PHA's selection policies are designed so that selection of new public housing residents will bring the PHA's actual distribution of rents closer to the projected distribution of rents.

The PHA will select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower income category (31% to 80% of area median income) alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).

After the minimum level is reached, all selections will be made based solely on date, time and preferences.

Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their original placement on the waiting list.

C. Unit Offer

1. Each qualified applicant, beginning at the top of the waiting list is made one offer of a unit of appropriate size and amenities (if an accessible unit is required) in the complex that has the most vacancies (and where their race does not predominate). If that offer is rejected, the applicant will be offered a second unit. If that offer is rejected, the applicant will be removed from the waiting list, unless the applicant has good cause (as defined below) to reject the offers. To the maximum extent possible, the offers will also be made to affect the PHA's policy of economic de-concentration.

The applicant must accept the vacancy offered within five (5) days of the date the offer is communicated (by phone or email) or be removed from the waiting list. If unable to contact the applicant by phone, the PHA will send a registered letter, return receipt requested.

2. When leasing a vacant dwelling unit, the PHA will offer the unit to applicants on the waiting list in sequence, until someone accepts it, in accordance with the PHA's local preferences and/or the date and time of application.
3. If more than one unit of the appropriate size and type is available, the first unit to be offered will be the unit that will serve to achieve the PHA's goal of economic de-concentration.
4. The applicant will not be considered to have been offered a suitable unit if:
 - a) The unit is not of the proper size and type, and the applicant would be able to reside there only temporarily (e. g., a specially designed unit that is awaiting a disabled applicant needing such a unit).
 - b) The unit contains lead-based paint and accepting the offer could result in subjecting the applicant's children who is under six (6) years of age to lead-based paint poisoning.
 - c) The applicant is unable to move at the time of the offer and presents clear evidence that substantiates this to the satisfaction of the PHA. Examples:
 - (1) A physician verifies that the applicant has just undergone major surgery and needs a period of time to recuperate; or
 - (2) A court verifies that the applicant is serving on a jury which has been sequestered.
 - d) Accepting the offer would result in undue hardship to the applicant, and such acceptance is not related to consideration of race, color, creed, sex, age, religion, disability, national origin, or familial status, and the applicant presents clear evidence which substantiates this to the satisfaction of the PHA. Examples of this circumstance are inaccessibility to employment, education or job training, children's day care or educational programs for children with disabilities if the move would require a household member to quit a job, education or training program or take the child out of the special program.
 - e) A low-income family refuses the offer of a unit in a development with very low-income families or vice versa.

D. Primary Residence

1. The unit leased from the PHA must be the family's primary residence. Assistance will be terminated if the PHA determines the leased unit is not the family's primary residence.
2. Factors that may be considered in determining whether a tenant remains a primary resident include:
 - a) Family members using an address other than the PHA unit as a place of residence on any tax return, motor vehicle registration, driver's license or other document filed with a public agency.
 - b) Using an address other than the PHA unit as a voting address.
 - c) Subletting the housing accommodation.
 - d) Absence from the unit for thirty (30) consecutive days without notice and/or PHA approval.
 - e) Absence from the unit for more than thirty (30) cumulative days during a lease period, except for temporary periods of absence including military service, enrollment as a full-time student; relocation by court order; temporary relocation due to employment; hospitalization or other reasonable grounds.
 - f) PHA exceptions to d) and e) above will be subject to PHA approval on a case-by-case basis

Attachment B. 2

STATEMENT OF CAPITAL IMPROVEMENTS

CAPITAL FUNDS PROGRAM

The Capital Funds Program (CFP) is a grant funded program by the U.S. Department of Housing and Urban Development.

ELIGIBLE ACTIVITIES:

The funds may be used for

- Development;
- Financing;
- Modernization of Public Housing Development; and
- Management Improvements

INELIGIBLE ACTIVITIES

The funds may not be used for:

- Luxury improvements;
- Direct Social Services;
- Cost funded by other HUD programs;

- Ineligible activities as described by HUD in the Capital Fund Guidebook version 04/01/2016; and
- Routine Maintenance

MISSION STATEMENT

Provide safe, decent, and affordable housing options to qualified low-income families in Pinal County; while encouraging economic self-sufficiency through education, training, and employment opportunities.

The capital needs planning process is performed on an ongoing basis and includes;

- Inspection reports;
- Resident comments gathered through surveys;
- Resident meetings;
- Maintenance personnel input; and
- Results from HUD monitoring

2024 GOALS

Subject to Board of Supervisors Approval of a new 2023-2027 “Rolling” 5 year action plan, we are planning on:

- Landscaping/Erosion Control Eloy Development.
- Modernize Kitchen and bathrooms in 5 units as they become vacant.
- Paint the exterior of all scattered sites located in Coolidge.
- Capital Fund Program related training for maintenance supervisor and administrative staff

Capital Fund Program - Five-Year Action Plan

Status: Approved Approval Date: 08/28/2023 Approved By: ALFONSO, CHARRON

| | | | | | | |
|--|------------------------------------|---|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| Part I: Summary | | | | | | |
| PHA Name : Pinal County Housing Authority | | Locality (City/County & State) | | | | |
| PHA Number: AZ010 | | <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:) | | | | |
| A. | Development Number and Name | Work Statement for Year 1 2023 | Work Statement for Year 2 2024 | Work Statement for Year 3 2025 | Work Statement for Year 4 2026 | Work Statement for Year 5 2027 |
| | PINAL (AZ010000001) | \$493,964.00 | \$493,964.00 | \$493,964.00 | \$493,964.00 | \$493,964.00 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | |
|--|---|---|----------|----------------|
| Work Statement for Year 1 2023 | | | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| ID0036 | PINAL (AZ010000001) Modernize kitchens and bathrooms in 2 units(Dwelling Unit-Interior (1480)-Bathroom,Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Kitchens to include replacement of cabinets, sink, range hood, light fixture and counter tops. Bathrooms to include replacement of bathtub, sink, exhaust fan, light fixture and medicine cabinet. Remove fiberglass tub surround and replace with tile. Replace VCT flooring throughout the unit. | | \$493,964.00 |
| ID0020 | Administration(Administration (1410)-Salaries) | Salary compensation for Capital Fund Manager | | \$37,000.00 |
| ID0027 | Paint exterior of units in Eloy (Non-Dwelling Site Work (1480)-Storm Drainage) | Paint the exterior of 15 buildings at the Eloy Development | | \$50,000.00 |
| ID0032 | HVAC Unit Replacement(Dwelling Unit-Exterior (1480)-Other) | Replacement of 5 HVAC units as they become irreparable. Locations to be determined when needed. | | \$65,000.00 |
| ID0026 | Operations(Operations (1406)) | Operations budget for general operations need as they arises. | | \$74,600.00 |
| ID0077 | Evaporative Cooler Replacement(Dwelling Unit-Exterior (1480)-Other) | Replace 6 evaporative cooler with HVAC. Units located in Casa Grande. Disconnect all existing systems, crane service, install new split system heat pump 14 seer, line sets, TXV, and necessary duct work. Existing stand to be modified as necessary, condensation pump, electrical supply, 3/4" PVC drain line and sheet metal. Install new non programmable thermostat, provide a 220 volt circuit for air handler with disconnect or receptacle cord. | | \$160,000.00 |

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

| Work Statement for Year 1 2023 | | | | |
|--------------------------------|----------------------------|--|----------|----------------|
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| | Subtotal of Estimated Cost | | | \$493,964.00 |

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

| Work Statement for Year | | 2 | 2024 | |
|-------------------------|--|--|----------|----------------|
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
| | PINAL (AZ010000001) | | | \$493,964.00 |
| ID0037 | Landscaping/ Erosion Control Eloy Development (Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving, Non-Dwelling Site Work (1480)-Landscape, Non-Dwelling Site Work (1480)-Storm Drainage) | Install granite rocks, shrubbery, and pavers. Provide 3" cub cuts and adjust grade around buildings adding clean fill where needed. | | \$150,000.00 |
| ID0044 | Administration (Administration (1410)-Salaries) | Salary compensation for Capital Fund administrators | | \$37,000.00 |
| ID0045 | Operations (Operations (1406)) | Operations for general budget as need arises. | | \$74,600.00 |
| ID0055 | Paint Units at 10-10 Scattered Sites - Coolidge (Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking) | Paint the exterior of scattered site located in Coolidge | | \$26,000.00 |
| ID0056 | Modernize kitchen and bathroom in 5 unit (Dwelling Unit-Interior (1480)-Plumbing, Dwelling Unit-Interior (1480)-Tubs and Showers, Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks, Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical), Dwelling Unit-Interior (1480)-Electrical, Dwelling Unit-Interior (1480)-Flooring (non routine), Dwelling Unit-Interior (1480)-Interior Painting (non routine), Dwelling Unit-Interior (1480)-Kitchen Cabinets, Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets) | Kitchens to include replacement of cabinets, sink, range hood, light fixture and counter tops. Bathrooms to include replacement of bathtub, sink, exhaust fan, light fixture and medicine cabinet. Remove fiberglass tub surround and replace with tile. Replace VCT flooring throughout the unit. | | \$206,364.00 |
| | Subtotal of Estimated Cost | | | \$493,964.00 |

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2025

| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost |
|------------|--|---|----------|----------------|
| ID0057 | PINAL (AZ010000001) HVAC Replacement (Dwelling Unit-Exterior (1480)-Other) | Replace HVAC units as they become inoperable. Location to be determined based on need. | | \$493,964.00 |
| ID0058 | Modernization of five(5) unit kitchens and bathrooms(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets) Administration(Administration (1410)-Salaries) | Kitchen to include replacement of cabinets, sink, range hood, light fixtures, and counter tops. Bathrooms to include replacement of bathtub, sink, exhaust fan, light fixture, and medicine cabinet. Remove fiberglass tub surround and replace with tile. Replace VCT flooring throughout the unit. | | \$230,000.00 |
| ID0059 | | Salary compensation for Capital Fund administrators | | \$37,000.00 |
| ID0060 | Operations(Operations (1406)) | Operations budget for general operations needed as they arise | | \$74,600.00 |
| ID0061 | Modernize Bathroom and Window Installation (Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Unit 502 Navaho #1 Bathroom to include replacement of bathtub, sink, exhaust fan, light fixture, and medicine cabinet. Remove fiberglass tub surround and replace with tile. Replace VCT flooring. Windows to include installation of dual pane windows throughout unit | | \$20,000.00 |
| ID0078 | Slurry Seal(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving) | Eleven Miter Corner Road - provide area protection. Remove loose debris from surface. Seal cracks. Apply slurry seal to existing asphalt. Clean up. | | \$67,364.00 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (\$) | | | | | |
|---|----------------------------|--|------|----------|----------------|
| Work Statement for Year | | 3 | 2025 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | | Quantity | Estimated Cost |
| | Subtotal of Estimated Cost | | | | \$493,964.00 |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | | |
|--|---|---|----------|----------------|--|
| Work Statement for Year 4 2026 | | | | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | Quantity | Estimated Cost | |
| | PINAL (AZ0100000001) | | | \$493,964.00 | |
| ID0067 | Administration Salaries(Administration (1410)-Salaries) | Salary compensation for capital fund manager | | \$37,000.00 | |
| ID0068 | Operations(Operations (1406)) | General Operation needs as they arise | | \$74,600.00 | |
| ID0069 | Dwelling Exterior(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking) | Paint exterior of all duplexes in Casa Grande. | | \$78,000.00 | |
| ID0070 | Modernize Kitchen and Bathrooms in 5 units(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers) | Kitchens to include replacement of cabinets, sink, range hood light fixtures and counter tops. Bathrooms to include replacement of bathtubs, sinks, exhaust fans, light fixtures and medicine cabinets. Remove fiberglass tub surround and replace with tile. Replace VCT flooring throughout the unit. | | \$260,000.00 | |
| ID0079 | Landscape/Erosion Control (Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Storm Drainage) | Install granite rock, shrubbery, and pavers. Provide 3" curb cuts and adjust grade around buildings where needed. | | \$44,364.00 | |
| | Subtotal of Estimated Cost | | | \$493,964.00 | |

Capital Fund Program - Five-Year Action Plan

| Part II: Supporting Pages - Physical Needs Work Statements (s) | | | | | |
|---|--|---|-------------|-----------------|-----------------------|
| Work Statement for Year | | 5 | 2027 | | |
| Identifier | Development Number/Name | General Description of Major Work Categories | | Quantity | Estimated Cost |
| | PINAL (AZ010000001) | | | | \$493,964.00 |
| ID0071 | Administration(Administration (1410)-Salaries) | Salary compensation for Capital Fund Manager | | | \$37,000.00 |
| ID0072 | Operations(Operations (1406)) | For general Operations budget to use as need arises. | | | \$74,600.00 |
| ID0073 | City Sewer Connections(Dwelling Unit-Site Work (1480)-Sewer Lines - Mains) | Abandon old septic system and connect to Apache Junction City sewer system. | | | \$250,000.00 |
| ID0074 | City Sewer Connections (Dwelling Unit-Site Work (1480)-Sewer Lines - Mains) | Abandon old septic system and connect to Maricopa City sewer system. | | | \$125,000.00 |
| ID0075 | Paint unit exterior on Quail in Apache Junction(Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking) | Paint the exterior of units located on Quail in Apache Junction. | | | \$7,364.00 |
| | Subtotal of Estimated Cost | | | | \$493,964.00 |

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment C.1.



RESIDENT ADVISORY BOARD (RAB) COMMENTS

The Pinal County Housing Authority (PCHA) actively attempts to recruit Public Housing Residents to participate in a Resident Advisory Board in accordance with 24 CFR 903.13.

The PCHA did not have any comments from any Public Housing Residents or members of the public in regards to the 2024 Annual PHA Public Housing Agency Plan.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment C.2



**CERTIFICATION BY STATE OR
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 3/31/2024

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

I, Ruby Dhillon-Williams, the Deputy Director-Housing
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal year
2024 of the Pinal County Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

State of Arizona

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

Pinal County Housing Authority's plan of restoring and increasing the supply of affordable
housing, fostering a safe and decent living environment, promoting self-sufficiency, ensuring equal
opportunity, and Affirmatively Furthering Fair Housing, and staff development are consistent with
the Consolidated Plan and AI

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:

Ruby Dhillon-Williams

Title:

Deputy Director Housing -

Signature:



Date:

2/6/2024

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

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing
instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD
may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment C.2



**CERTIFICATION OF
COMPLIANCE WITH PHA PLAN
AND RELATED REGULATIONS**

**Certifications of Compliance with
PHA Plan and Related Regulations
(Small PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or 2024 Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning July 1, 2024 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g 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 (24 CFR § 91.2).
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 (AI) or Assessment of Fair Housing (AFH) as applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
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 Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR § 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last

Annual PHA Plan (check all policies, programs, and components that have been changed):

___ 903.7a Housing Needs

___ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies

___ 903.7c Financial Resources

___ 903.7d Rent Determination Policies

___ 903.7h Demolition and Disposition

___ 903.7k Homeownership Programs

___ 903.7r Additional Information

___ A. Progress in meeting 5-year mission and goals

___ B. Criteria for substantial deviation and significant amendments

___ C. Other information requested by HUD

___ 1. Resident Advisory Board consultation process

___ 2. Membership of Resident Advisory Board

___ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

(i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;

(ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and

(iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.

6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 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 site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing; and
 - 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 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
11. 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.
12. 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.
13. 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.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. 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.
16. 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.

17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. 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.
19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
20. 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.
21. 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).

PINAL COUNTY HOUSING AUTHORITY

AZ010

PHA Name

PHA Number/HA Code

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

Annual PHA Plan for Fiscal Year 2024

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 Executive Director: Rolanda Cephas

Name of Board Chairman: Mike Goodman

Signature

Date 3-19-24

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment C.4



CHALLENGED ELEMENTS

Pinal County Housing Authority did not receive any challenged elements of the 2024 Annual PHA plan.

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Attachment D



AFIRMATIVELY FURTHERING FAIR HOUSING

D.1 Fair Housing Proclamation

D.1 Fair Housing Resolution



**BY THE PINAL COUNTY BOARD OF SUPERVISORS
PROCLAMATION
FAIR HOUSING MONTH
APRIL 2024**

WHEREAS, The Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act, and the Fair Housing Amendments Act of 1988, prohibit discrimination in the sale, rental, leasing, and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and

WHEREAS, The 1968 and 1988 Federal Fair Housing Acts declare that it is a National policy to ensure equal opportunities in housing; and


WHEREAS, The month of April has traditionally been designated as Fair Housing Month in the United States.


NOW, THEREFORE, WE, The Pinal County Board of Supervisors, do hereby proclaim April 2024 as “Fair Housing Month” and urge all citizens of the County to comply with and show their support for the letter and spirit of the Fair Housing Acts. Proclaimed this 6th day of March, 2024.



ATTEST:


Natasha Kennedy, Clerk of the Board


Mike Goodman, Chairman, District 2


Jeffrey McClure, Vice-Chairman, District 4


Kevin Cavanaugh, District 1


Stephen Q. Miller, District 3


Jeff Sordy, District 5

PINAL COUNTY HOUSING AUTHORITY PHA PLAN

Statement Certifying PHA Conducted Public Hearing in Compliance with 24CFR Part 905

I Rolanda Cephas hereby certify that a Public Hearing for FY 2024 Grant Awards via Annual Agency PHA Plan for 2024 was held on Monday March 5, 2024 at 1:00 pm.


Executive Director

03/19/2024
Date



Date: January 19, 2024

To: All Public Housing Residents
From: Rolanda Cephas, Executive Director

Re: **Notice of 2024 PHA Annual Plan Public Hearing**

Pinal County Housing Authority will hold a public hearing on Tuesday March 5, 2024 from 1 to 2 pm, regarding the 2024 Public Housing Agency (PHA) Annual Plan. The public hearing will be held at Pinal County Housing Authority main office located at 970 N. Eleven Mile Corner Rd., Casa Grande AZ 85194. The hearing will act as a forum for public comments relevant to PCHA's 2024 plan required by the U.S. Department of Housing and Urban Development (HUD).

Copies of the proposed plan are available during a forty- five day public review and comment period from January 19, 2024 to March 3, 2024. The 2024 PHA Annual Plan will be available for public review at the above address and on PCHD's website (www.pinalcountyaz.gov/departments/housing/pages/home.aspx).

Public review and comment are encouraged and will receive due consideration in the preparation of the 2024 PHA Annual Plan. If you are unable to attend the public hearing and have suggestions or concerns, please submit your comments in writing no later than March 3, 2024 at 9:00 am. Mail should be addressed to the Pinal County Housing Authority 970 N. Eleven Mile Corner Rd., Casa Grande AZ 85194 attention: Marshall Williams.

If any further information is needed, contact the Pinal County Housing Authority at (520)866-7203





Fecha: 22 de enero de 2024

Para: Todos los Residentes de Viviendas Públicas
De: Rolanda Cephas, Directora Ejecutiva

Asunto: **Aviso de Audiencia Pública del Plan Anual de la PHA 2024**

La Autoridad de Vivienda del Condado de Pinal realizará una audiencia pública el lunes 5 de marzo de 2024 de 1:00 pm a 2:00 pm, en relación al Plan Anual de la Agencia de Vivienda Pública (PHA) 2024. La audiencia pública se celebrará en la oficina principal de la Autoridad de Vivienda del Condado de Pinal ubicada en 970 North Eleven Mile Corner Road, Casa Grande AZ 85194. La audiencia actuará como un foro para comentarios públicos relevantes para el plan 2024 de PCHA exigido por el Departamento de Vivienda y Desarrollo Urbano (HUD) de EE.UU.

Las copias del plan propuesto están disponibles durante el período de revisión pública de cuarenta y cinco días desde el 19 de enero de 2024 hasta el 3 de marzo de 2024. El Plan Anual 2024 de la PHA estará disponible para revisión pública en la dirección anterior y en el sitio web de la PCHD (www.pinalcountyz.gov/departments/housing/pages/home.aspx).

Se alienta a revisar y dar comentarios públicos que se recibirán para su debida consideración en la preparación del Plan Anual de la PHA 2024. Si no puede asistir a la audiencia pública y tiene sugerencias o inquietudes, por favor envíe sus comentarios por escrito a más tardar el 3 de marzo de 2024 a las 9:00 a.m. El correo debe dirigirse a "Pinal County Housing Authority 970 North Eleven Mile Corner Road, Casa Grande AZ 85194 Atención: Marshall Williams".

Cualquier persona que pueda requerir adaptaciones especiales para utilizar programas de vivienda y otros servicios puede solicitar adaptaciones razonables contactando a nuestra oficina al (520) 866-7203.



PLEASE SIGN INN
2024 ANNUAL AGENCY PLAN MEETING
MARCH 5, 2024
TIME: 1:00 P.M.

FIRST NAME

LAST NAME

| FIRST NAME | LAST NAME |
|------------|-----------|
| Rolanda | Cephas |
| Myron | Steele |
| Steele | Williams |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

HOUSING DEPARTMENT



**PINAL COUNTY HOUSING
2024 PHA ANNUAL AGENCY PLAN
MARCH 5, 2024
TIME: 1:00 PM
Agenda**

Annual PHA Plan

A. PHA Information

B. Annual plan Elements

B.1 New Activities

B.2 Statement of Capital Improvements

B.2 Approved 2023 Capital 5-Year Plan

C. Statement of Capital Improvements

C.1 Resident Advisory Board Comments

C.2 Certification by State or Local Officials

C.3 Civil Rights Certification

C.4 Challenged Elements

D. Affirmatively Furthering Fair Housing

D.1 Fair Housing Proclamation

D.2 Fair Housing Resolution

Meeting begin at 1:00 PM

Rolanda Cephas begin the meeting explaining the Agency Plan Public Hearing Purpose and requirements and went through the plan.

No attendees nor comments or questions were submitted from the residents and/or public.

Meeting concluded at 2:00 pm.

