

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

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

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

A. PHA Information					
A.1	PHA Name: City of Glendale, Arizona, Community Housing Division PHA Code: AZ003 PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2016 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 155 Number of Housing Choice Vouchers (HCVs) 1054 Total Combined 1209 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<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>The PHA Annual Plan and policy documents may be obtained on the City of Glendale, Arizona website at www.glendaleaz.com, and at the Community Housing Administrative Offices located at 6842 N. 61st Avenue, Glendale, Arizona.</p>					
<input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)					
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:					

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

SEE ATTACHMENT A

(c) If the PHA answered yes for any element, describe the revisions for each element below:

SEE ATTACHMENT A

B.2. New Activities.

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

Y N

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

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

Glendale Community Housing continues to modernize public housing units as they are vacated and as needed. This process includes basic unit turnaround, physical improvements, pest control, and equipment/appliance replacement as needed and as allowed by budgetary restrictions.

<p>B.3</p>	<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> <p>Goal: Provided funding exists, maximize the current level of affordable housing for as many low-income, very low-income, and extremely low-income eligible families as possible by maximizing voucher usage.</p> <p>Objective: Maintain Unit Months Leased or Housing Assistance Payment subsidy at 98%-100% of available vouchers or budget authority. CHD is on track with more than 99% of our vouchers utilized. Budget authority utilization is also on track.</p> <p>Objective: Work to collect HAP overpayments and fraud recovery.</p> <p>CHD works internally through promissory note repayment agreements as well as with a collections agency to collect HAP overpayments to landlords and to collect monies owed by tenants for failure to report income or other program violations that affect subsidy amount.</p> <p>Goal: Continue to provide an improved living environment.</p> <p>Objective: Complete inspections on all Section 8 and Public Housing units annually and when otherwise deemed necessary.</p> <p>CHD inspects both Section 8 and Public Housing units timely and in compliance with HUD requirements. CHD encourages landlords and tenants to contact our office with HQS related concerns and schedules "special" inspections as necessary. Policies have been implemented to ensure landlord payments are abated promptly for units not in compliance with HQS and have not been repaired timely. Public Housing undergoes three inspections annually per unit for annual inspection, housekeeping, and preventative maintenance.</p> <p>Objective: Continue to partner with City Public Safety to provide ongoing police support and presence, to continue to lower crime rates in the rental communities.</p> <p>CHD works closely with the Glendale Police Department on crime prevention measures that will reduce and/or prevent crime rates in the City of Glendale, which in turn affects both Section 8 assisted families and those who live in the Public Housing communities. CHD has partnered with Glendale PD to have a law enforcement officer assigned to provide assistance with Public Housing and Section 8 assisted families as well. The "Knock-and-Talk" program is still in force to give Public Housing residents the opportunity to be introduced to the communities and program expectations by a member of Glendale Housing staff and the Glendale Police Department. CHD staff attends bi-weekly meetings with PD to identify crime trends and prevention measures. Glendale PD and CHD partner to ensure the housing authority is made aware of the most current resources and referral information available for various services. Glendale PD keeps CHD informed of any crime related activity involving assisted families for both programs, to ensure the peaceful enjoyment of the community for all.</p> <p>Objective: Continue to modernize Public Housing units as funding becomes available.</p> <p>CHD continues to modernize units at vacancy as needed, and to address ongoing energy efficiency standards in appliances, windows, exterior doors, roofing, heating, and cooling. Offline units are requested as needed to complete projects.</p> <p>Goal: Partner with and educate landlords to maximize effectiveness of the Section 8 program.</p> <p>Objective: Work with landlords to educate them on successful landlord practices.</p> <p>CHD continues to require new landlords to come in for an in-person landlord briefing. During this briefing, CHD educates landlords on the Section 8 program, including their responsibility to maintain their property in accordance with housing quality standards, family rights and obligations, and enforcing their lease. CHD also educates existing landlords as situations arise that warrant more education.</p> <p>Goal: Work toward making Public Housing properties as energy efficient and environmentally friendly as possible.</p> <p>Objective: Educate tenants on appropriate water savings and energy savings.</p> <p>CHD continues to educate public housing residents on the importance of water conservation in the quarterly newsletter. Tips are provided on how to conserve resources and reduce their monthly bills, as well as CHD's efforts to promote water conservation with xeriscaping projects.</p> <p>Objective: Continue to replace aging HVAC units, windows and doors with more efficient products as funding becomes available.</p> <p>CHD continues to install improved energy efficient air conditioning units. CHD has installed low-E energy efficient windows, added insulation into the roof attics, added weather stripping and sweeps on exterior doors, energy efficient appliances as needed, and added wind vent turbines on the roofs.</p> <p>Goal: Ensure equal opportunity and affirmatively further fair housing.</p> <p>Objective: Continue to use preferences for application/wait list process for elderly and disabled applicants.</p> <p>CHD continues to use preferences for the elderly and disabled on the wait lists. CHD also requires staff to attend various fair housing trainings and other educational opportunities. In addition, CHD utilizes a single person homeless preference.</p> <p>Objective: Refer Section 8 families to Community Legal Services for issues brought to our attention.</p> <p>CHD continues to work with families to prevent Fair Housing violations by referring assisted families to Community Legal Services as appropriate and necessary.</p> <p>Objective: Track those individuals needing translation services to ensure access to programs is not hindered due to language barriers.</p> <p>CHD continues to track walk-ins and telephone calls of all who contact the office to assess translation needs. CHD has contracted with a service that provides translation services for all languages other than English. CHD employs Spanish-speaking staff.</p>
<p>B.4.</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 checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	

C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. SEE ATTACHMENT B</p>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See HUD form 50075.2 approved by HUD on March 18, 2015.</p>

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

- 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. Annual Plan.

B.1 Revision of 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. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

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).

Safety and Crime Prevention (VAWA). A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

Pet Policy. Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

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. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii))

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

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

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. 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(i))

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.

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 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))

C. Other Document and/or Certification Requirements

C.1 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 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to 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(e), 24 CFR §903.19)

C.4 Certification by State or 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)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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 16.64 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.



**ATTACHMENT A
DETAIL OF SECTION B.1-6**



**City of Glendale, Arizona
Community Housing Division
(AZ003)**

Streamlined Annual PHA Plan, form HUD-50075-HP

Fiscal Year 2016

HUD Streamlined Annual PHA Plan (*High Performer PHAs*), form HUD-50075-HP is new for Fiscal Year beginning 7/2016. This memorandum includes required detail for Section B.1.(b) and Section B.1.(c). All other required data is located in the form HUD 50075-HP.

B.1 REVISION OF PHA PLAN ELEMENTS

B.1 (b) The PHA must submit its Deconcentration Policy for Field Office Review.

The City of Glendale Community Housing Division's Deconcentration Policy is located in the Conventional Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 10.5, Deconcentration Policy, and Section 10.6, Deconcentration Incentives. The City of Glendale's Public Housing program is not subject to deconcentration and income mixing requirements based on 24CFR §903.2.

10.5 Deconcentration Policy (24 CFR §903.2)

The Glendale Community Housing Division (CHD) will provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments.

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement (24 CFR 903.2(c) (5)).

Developments subject to the deconcentration requirement are referred to as "covered developments," and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements:

- developments operated by a PHA with fewer than 100 public housing units;
- mixed population or developments designated specifically for elderly or disabled families;
- developments operated by a PHA with only one general occupancy development;
- developments approved for demolition or for conversion to tenant-based public housing; and

- developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

CHD will affirmatively market all housing opportunities to all eligible income groups. CHD's public housing communities are not categorized by "income level," however lower income residents will not be steered toward lower income developments and higher income residents will not be steered toward higher income developments.

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

1. On an annual basis, the PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.
2. On an annual basis, CHD will determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, CHD will not adjust for unit size.
3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).
4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.
5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing

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

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities;
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments;
- Establishing a preference for admission of working families in developments below the EIR;

- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration;
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives.

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

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

The PHA's Deconcentration Policy, as described above, may include skipping of families on the waiting list in order to bring families above the established income range into developments below the established income range, and to bring families below the established income range into developments above the established income range.

CHD will continue to skip families on the waiting list in order to comply with the regulatory requirement of 40% Income Targeting (24CFR §903.2(c)(5)).

10.6 Deconcentration Incentives

CHD may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

B.1 (c) If the PHA answered yes for any element, describe the revisions for each element below:

DECONCENTRATION AND OTHER POLICIES THAT GOVERN ELIGIBILITY, SELECTION, AND ADMISSIONS

1) Suitability

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 8.2, Eligibility Criteria
 - Section 8.3, Suitability
 - Section 9.4, Families Nearing the Top of the Waiting List
 - Section 15.6, Interim Examinations
- Section 8 Administrative Plan –
 - Section 3.2, Eligibility Criteria
 - Section 4.5, Families Nearing the Top of the Waiting List
 - Section 14.4, Interim Examinations

Summary

- CHD will not admit a family with a household member who has engaged in or threatened abuse whether physical or verbal or with gestures, attempted intimidation, used racial epithets, racial or discriminatory language, written or verbal, against any CHD/City employee, other PHA employee, vendor, contractor, neighbor or neighbors' guest(s), irrespective of the amount of time that has elapsed. The family has the option to remove the offending person;
- CHD will investigate all instances of fraudulent use of a local address to receive assistance for denial of admission and removal from the waiting list/termination of assistance.

2) Work History Definition Clarification

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.1, Preferences
- Section 8 Administrative Plan –
 - Section 5.2, Preferences

Summary

- Employment for the head, spouse, and co-head cannot be combined to meet the minimum requirement of six months consecutively, or five years over a lifetime.
- CHD considers a minimum of 20 hours per week at the prevailing minimum wage, as employed. In order to clarify the intended purpose of the policy, CHD has removed the following statement – “If employment is consistent CHD may review for approval if hours are less than 20 per week on average, but there are pay periods that meet the requirement.”

3) Displaced by Government Action or Disaster Preference Clarification

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.1, Preferences
- Section 8 Administrative Plan –
 - Section 5.2, Preferences

Summary

- The action must not be associated with action or inaction by the resident, i.e., code compliance failure by the resident;
- The application for assistance must be received no later than 30 days after the action that caused the person or family to be displaced.

4) Admission Documentation Evaluation

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 9.4, Families nearing the Top of the Waiting List
 - Section 10.1, Preferences
- Section 8 Administrative Plan –
 - Section 4.5, Families Nearing the Top of the Waiting List
 - Section 5.2, Preferences

Summary

- To add, for eligibility, reasons to place the family back on the waiting list, if documentation submitted conflicts or is unclear or questionable;
- Failure to provide all documentation required for eligibility will be cause to either return the applicant to the waiting list with preference points removed, or drop from the list, depending upon which documentation is missing (missing bank statements, or other documentation not associated with preference documentation);
- At the time of eligibility, CHD will make the determination of whether or not the documentation supplied sufficiently and overwhelmingly supports federal income levels, residency, and Glendale local preferences. (Documentation must be verifiable and match, i.e. different addresses, missing bank records, etc.).

5) Change to Homelessness Preference (Section 8 only)

- Section 8 Administrative Plan –
 - Section 5.2, Preferences

Summary

- To remove the reference to the survey process utilized through Project H3 and Common Ground to determine which persons are most at risk of premature death based on a vulnerability index. Project H3 and Common Ground are no longer locally active.

FINANCIAL RESOURCES

Sources	Dollar Amount	Comments
Federal Grants Estimated – FY2016-2017		
- Public Housing Operating Funds	\$564,135	
- Public Housing Capital Fund	\$197,501	See Five Year CFP
- Annual Contrib. for Sec 8 Tenant-Annual Contrib. for Sec 8 Tenant-Based Assist.	0	
a) Housing Assistance Payment	\$8,257,706	
b) Administrative Funding	\$828,459	Administrative Fee & Portability Administrative Fee
Public Housing Dwelling Rental Income	\$303,915	Public Housing Improvements & Administrative Costs
Other Income – City of Glendale	\$310,490	Public Housing Improvements & Administrative Costs
Other Income	\$50,293	Administrative Costs - other
Portability Income	\$3,491,989	Administering Port-in Vouchers
Contingency Revenue	\$1,528,047	Revenue Contingency for Section 8 HAP and Public Housing Subsidy
Total Resources	\$15,532,535	

RENT DETERMINATION

1) Definition of Tuition as an Income Exclusion in the Subsidy Calculation (HUD Regulatory)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 11.2, Income Exclusions
 - Glossary
- Section 8 Administrative Plan –
 - Section 9.3, Income Exclusions
 - Glossary

Summary

- For eligibility and continued occupancy, expenses related to attending an institution of higher education must **not** be included as tuition. Examples of these expenses include, but are not limited to, room and board, books, supplies, meal plans, transportation and parking, student health insurance plans, and other non-fixed sum charges;

For Section 8 programs only, PHAs must include amounts of financial assistance an individual receives in excess of tuition and other required fees and charges when determining annual income;

For the Public Housing program, the full amount of financial assistance a student receives while participating in the program continues to be excluded from the program participant's annual income.

2) Calculating Amounts Due as a Result of Unreported Income or Program Fraud

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 12.7, Resolving Discrepancies
 - Section 29.2, Calculating Unreported Income/Retro Payments
- Section 8 Administrative Plan –
 - Section 10.8, Resolving Discrepancies
 - Section 31.2, Calculating Unreported Income/Retro Payments

Summary

- Upon receipt of information or at termination of assistance, if applicable, CHD will determine any funds due CHD as a result of overpaid Section subsidy or under-calculated Public Housing rent, as far back as the existence of complete file documentation (form HUD-50058 and supporting documentation) to support such retroactive rent determinations, in accordance with HUD regulatory requirements. The notice of termination will include any amount to be repaid due to unreported income or program fraud. The tenant will have the right to contest during the informal hearing, if tenant timely requests one. CHD will not terminate, deny, suspend, or reduce the family's assistance until the expiration of any notice or appeal period. Results will be reported to HUD via the HUD EIV Debts Owed and Negative Actions process.

3) Verification of Documentation for Continued Occupancy, Eligibility, or at any Review

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 12.7, Resolving Discrepancies
- Section 8 Administrative Plan –
 - Section 10.8, Resolving Discrepancies

Summary

- For eligibility and continued occupancy, adding, to reasons to reject tenant-provided documentation, if the documentation calls into question other submitted documentation.

4) Adding Person to a Family

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 8.2, Eligibility Criteria
 - Section 8.3, Suitability
 - Section 15.6, Interim Examinations
- Section 8 Administrative Plan –
 - Section 3.2, Eligibility Criteria
 - Section 3.2, Eligibility Criteria, Suitability
 - Section 14.4, Interim Examinations

Summary

- CHD will not add any person of any age to a family if it has been determined that the purpose is to benefit the family financially by providing additional assistance. Example - In the Section 8 program, when the payment standard has been reduced due to removal of a family member;
- CHD will not add a person to a family who has engaged in or threatened abuse whether physical or verbal or with gestures, attempted intimidation, used racial epithets, racial or discriminatory language, written or verbal, against any CHD/City employee, other PHA employee, vendor, contractor, neighbor or neighbors' guest(s), irrespective of the amount of time that has elapsed (pre-application, former program participants, applicants, current participants). The family has the option to remove the offending person.

5) Assignment of Bedroom Sizes – Family Members at Age Four

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.2, Assignment of Bedroom Sizes
- Section 8 Administrative Plan –
 - Section 6.0, Assignment of Bedroom Sizes

Summary

- For purposes of determining the number of bedrooms for which a family qualifies, a child will be considered age four (4) if the birthdate is within 120 days of the annual recertification, Housing Assistance Payment Contract, or lease signing date (Voucher search time plus one extension.)

6) Additional Bedroom for Medical Equipment

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.2, Assignment of Bedroom Sizes
 - 12.2, Verification
- Section 8 Administrative Plan –
 - Section 6.0, Assignment of Bedroom Sizes
 - 10.2, Verification
 - 11.4.1, Setting the Payment Standard
 - Glossary

Summary

- For eligibility and continued occupancy, CHD will consider the size of the equipment when reviewing the request, as all living and sleeping rooms must be considered insufficient to meet the need of the equipment. CHD will ask for specific size dimensions of the medical equipment that needs the extra bedroom.

7) Social Media as Verification

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 8.3, , Suitability
 - Section 8.4, Grounds for Denial
 - Section 9.4, Families Nearing the Top of the Waiting List
 - Section 12.0, Verification
 - Section 12.1, Social Media
- Section 8 Administrative Plan –
 - Section 3.2, Suitability
 - Section 4.5, Families Reaching the Top of the Waiting List
 - Section 4.9, Grounds for Denial
 - Section 10.0, Verification
 - Section 10.1, Social Media

Summary

- For eligibility and continued occupancy, CHD may use social media as a method to verify household composition, income, expenses, residency, and suitability for tenancy, etc.

8) Responsibilities at Move Out; Services/Utilities in the Name of the Head of Household/Adult Family Member

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - City of Glendale Public Housing Dwelling Lease
- Section 8 Administrative Plan –
 - Section 2.4, Obligations of the Participant
 - Section 7.1, When a Family May Move
 - Section 7.4, Damages and Unpaid Utilities at Move Out
 - Section 12.2, (HQS Inspections) Owner and Family Responsibilities

Summary

- Remove “wear and tear” when defining tenant damages;
- Include in move out responsibilities, the family must leave the unit in good repair. All personal items, food, trash, yard waste must be removed from the unit, and the unit must be in clean condition as defined by the Landlord and/or CHD;
- Pets and other animals must be removed from the premises at move out. CHD will take prompt and vigorous action against all participant families who leave animals behind. Action will include termination of assistance and reporting to the proper authorities;
- All services to the rented unit must be in the name of the head or household or another approved adult family member. Any use of your address by a person not in your approved family, whether used to provide you with services or for any other reason is cause for termination of assistance (example – cable/internet/TV, phone, newspaper, etc. This list is not all inclusive.)

9) Section 8 Utility Allowance Calculation for Apartment Complexes with a Flat Fee Charge (Section 8 Only)

- Section 8 Administrative Plan –
 - Section 6.0, Assignment of Bedroom Sizes
 - Section, 11.6, Utility Allowance

Summary

- For apartment complexes that charge a flat fee for utilities, such as water, sewer, trash or any combination of these utilities, CHD will use the lower of:
 - a. The flat fee charged by the Landlord/owner/manager, or:
 - b. The CHD utility allowance for water/sewer/trash divided by 3, and multiplied by the utilities charged.
 - i. Example - $\$60 \text{ UA} / 3$ (water, sewer, trash) = \$20. Family pays for water and sewer - $\$20 \times 2 = \40 utility allowance for water and sewer.

10) Section 8 Unit Damages (Section 8 Only)

- Section 8 Administrative Plan –
 - Section 7.4, Damages and Unpaid Utilities at Move Out

Summary

- To change the policy by removing the option allowing Section 8 participant families to continue assistance if damages to a unit are resolved by paying all charges in full or over time to the landlord.

11) Applying the Annual FMR Change After Publication by HUD (Section 8 Only)

- Section 8 Administrative Plan –
 - Section 11.4.4, Applying the Annual FMR Change After Published by HUD

Summary

- CHD will not perform interim examinations when HUD publishes the annual FMR retroactively, or without enough advance notice to apply it to the current processing of recertifications, eligibilities, ports in or unit transfers. CHD will apply the new FMR 60 days for recertifications and 30 days for all others affected by the change.

12) Portability – Briefing, Expiration of Voucher, Tolling (Suspension), Term of Voucher, Billing, Administrative Fee Calculation (Section 8 Only)

- Section 8 Administrative Plan –
 - Section 6.4, Term of the Voucher
 - Section 8.3, Portability

Summary

- In accordance with HUD Final Rule published August 20, 2015, the following changes will be incorporated into the Section 8 Administrative Plan for the administration of portable vouchers:
 - Outgoing portable families will be informed of the possibility of differences in the administration of vouchers between jurisdictions that could affect rescreening for criminal backgrounds, and changes in payment standards and occupancy standards. HUD is placing responsibility on the families to contact the receiving housing authority for information;
 - Voucher expiration cannot be less than 30 days after the expiration date on the voucher from the initial housing authority;
 - Voucher expiration and any possible extension is the responsibility of the receiving housing authority;
 - Upon submittal of a valid form HUD-52517, *Request for Tenancy Approval* (RFTA), active days on the voucher will be in “tolling” (suspended) until CHD provides a written notice that the request for a unit has been approved or denied;
 - CHD will allow only one RFTA to be submitted at any time. If the family no longer wants to consider a unit for which an RFTA has been submitted, the family must submit a written request to stop the review and receive another voucher form allowing additional search, if tolling days remain;

- Date the initial billing between housing authorities must be received is changed from 60 days to within 90 days after the expiration date of the voucher issued by CHD as the initial PHA;
- Include the HUD-required change to how the voucher administrative fee will be split between the housing authorities.

13) Housing Quality Standards (HQS) Inspections – Housekeeping Definition, Local Standards, Attending Inspections, Allowing Inspector Access, Extensions to Make Repairs, Payment After Abatement, Policy Clarifications (Section 8 Only)

- Section 8 Administrative Plan –
 - Section 12.0, Inspection Policies, Housing Quality Standards, and Damages
 - Section 12.2, Owner and Family Responsibilities
 - Section 12.7, Corrections of HQS Fail Items and Time Frames for Corrections
 - Section 12.9, Abatement

Summary

- Housekeeping-
 - To remove “extreme” from the definition of housekeeping failure, and to include examples of failed housekeeping inspections.
- Local Standards
 - To add thumb locks or other removable locks are unacceptable alternative to locking windows;
 - To add the door leading from the garage to the interior of the dwelling unit must have a lock.
- Attending Inspections/Allowing Inspector Access
 - To add for additional clarification, if the only person present for the inspection is under the age of 18, CHD will consider the tenant having failed to appear for the inspection;
 - To add that the landlord or landlord’s agent must attend the initial inspection. CHD will not enter a unit to conduct the initial inspection if the owner or designee is not present;
 - The landlord cannot refuse to allow the prospective tenant to attend the inspection;
 - To add that it is the responsibility of the family to ensure CHD has access to the unit in its entirety, or the inspection will fail. Upon reinspection, if the portion of the unit previously inaccessible fails for continue inaccessibility or any additional items such as tenant damages, CHD will proceed with the termination process;
 - CHD will reschedule an inspection one time only, if the family refuses access to the unit, however if the family refuses access twice, assistance will be terminated.
- Extensions for Repair
 - CHD may grant extensions up to 30 calendar days may be granted for landlords and tenants to correct deficiencies, as long as a good faith effort was made to initiate the repairs in advance of the scheduled reinspection date, and there is good cause reason the extension

is being requested. During this time, CHD will pay the housing assistance payment to the Landlord on behalf of the tenant;

- For landlord repairs, CHD, may grant an extension to the Landlord beyond the thirty calendar days if a repair is extensive, and the tenant wishes to remain in the unit;
- However, CHD will not pay the housing assistance payment for any period beyond the initial 30-day extension, until the unit passes the reinspection.
- Payment to the Landlord After Abatement When Repairs are Made
 - Payments will be made during the next regular payment schedule.
- Policy Clarifications
 - CHD current policy includes a protection for tenants when a landlord does not comply with HQS, to allow 60 days from the date of abatement for contract termination, to allow the tenant additional time in case a move is necessary. If the termination date falls in the middle of the month, the contract will terminate at the end of that month;
 - CHD will perform special inspections on Friday and the day before a holiday;
 - To clarify that a tenant may receive a voucher to move to a alternate unit if the reason for negative action is due to landlord non compliance, however if the tenant also has inspection failed items that have not been corrected, the tenant will not receive a voucher.

14) Showing a Unit Is Not Approval of a Move In Date (Public Housing Only)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.9, Showing a Unit

Summary

- As unforeseen maintenance requirements may arise at any time before a family actually moves into a unit, showing a unit does not indicate that family will be offered that specific unit. Others of the same bedroom size may be first available when the family is given a move in date.

15) Eligibility Continues Until Lease is Signed (Public Housing Only)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 10.10, Signing the Lease

Summary

- Until the lease is signed, the family remains in eligibility status. Any changes, with or without formal notice to CHD, to residency, household composition, household income, or any other eligibility requirement may affect continuation of the eligibility process and acceptance into the program.

16) Flat Rent (Public Housing Only)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 13.4, The Flat Rent

Summary

- In accordance with HUD regulatory requirements in the Interim Rule published in the Federal Register on August 28, 2015, and the HUD Public and Indian Housing notice, PIH Notice 2015-13, published September 8, 2015, titled, “Subject: Changes to Flat Rent Requirements – FY 2015 Appropriations Act,” CHD incorporated the following into the Public Housing Admissions and Continued Occupancy Policy:
 - CHD will calculate the annual flat rent based on HUD Option One, which is accordance with the yearly published Fair Market Rent (FMR) for the local metropolitan area;
 - The flat rent amount according to bedroom size of the unit will not exceed 80 percent of the applicable FMR;
 - Any increase in the flat rent will not increase the family’s rent by more than 35 percent.

17) Community Service and Self Sufficiency Requirement (CSSR) – Aggregate Hours, Where Service Can be Performed, Update Federal Citations and Definitions, Receipt of Food Stamps as a Qualifying Exemption, Resident Responsibility, Families on Flat Rent, False Information Cause for Termination of Assistance (Public Housing Only)

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 14.1, Community Service Requirement
 - Section 14.2, Definitions
 - Section 14.3, Notifications

Summary

- CHD will not allow aggregate hours across a year; eight hours must be performed each month;
- In order to facilitate easier documentation of the community service provided, residents shall work exclusively for non-profits. Any required court-ordered community service or probation-based work shall not count towards a resident’s required 8 hours per month of community service;
- Changes to definitions and federal regulatory citations have been added, in accordance with HUD Notice, PIH 2015-12, *Administering the Community Service and Self-Sufficiency Requirement (CSSR)*, published August 13, 2015;
- HUD has determined that the Supplemental Nutrition Assistance Program (SNAP) qualifies as a welfare program of the state. Therefore, if a tenant is a member of a family receiving assistance under SNAP, and has been found by the State to be in compliance with the program requirements, that tenant is exempt from the CSSR;
- Residents are responsible for notifying CHD of changes in their status (exempt, non-exempt);
- For families paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them

that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination;

- If the family chooses to remove a person from the household based on non-compliance with CSSR and the family allows the person to continue to live in the unit, the assistance will be terminated for the family due to lease non-compliance.

SAFETY AND CRIME PREVENTION (VAWA)

1) Updates to the Violence Against Women Act – Emergency Shelter, Referral Services

- Violence Against Women Act Addendum to FY 2016 PHA Plan –
 - To add additional services including assistance with emergency shelter relocation and referrals to other community resources based on victim needs.

2) Cooperation with Law Enforcement

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 20.0 Cooperating with Law Enforcement
- Section 8 Administrative Plan –
 - Section 15.0 Cooperating with Law Enforcement
 - Section 14.4, Interim Examinations

Summary

- As requests for assistance from Law Enforcement/Enforcement agencies are time-sensitive, and may require an immediate response, CHD is removing the requirement for an agency to submit a request in writing. CHD works closely with Glendale Police Department to verbally verify requests from outside enforcement agencies as needed.

3) Criminal Behavior

- Conventional Public Housing Continued Admissions and Occupancy Policy –
 - Section 8.3, Suitability
 - Section 8.4, Grounds for Denial
 - Section 21.2, Termination by the Housing Authority
- Section 8 Administrative Plan –
 - Section 4.9, Grounds for Denial
 - Section 16.2, Termination

Summary

- To clarify at eligibility and to add to continued occupancy, CHD may also consider past history of behavior as an indicator for current or future behavior. CHD will also consider habits and practices that may reasonably be expected to have detrimental effect on residents or the neighborhood environment, based on conduct that makes the participant unsuitable for tenancy. CHD will use police reports, witness statements, and other relevant documentation as evidence of criminal behavior. As cases are dismissed in court for reasons other than innocence, a dismissal of charge(s) will not alter the determination based on review of evidence. (PIH Notice 2015-19);

- Behavior of family members, guests, or visitors that interferes with the health, safety, or right to peaceful enjoyment of the community/neighborhood by others. CHD expects all participants in the Glendale rental assistance programs to respect their neighbors and the surrounding community, in order to ensure the integrity of the program, and its ongoing relationship with the City and the surrounding communities;
- CHD will use police reports, witness statements, and other relevant documentation in making a determination that disqualifying conduct occurred. (§982.553, PIH Notice 2015-19);
- To bring consistency to eligibility and continued occupancy, CHD defines a reasonable period of time as five years from the resolution of the last offense, and at any time an alleged offense is brought to the attention of CHD. For ongoing assistance, at any time, CHD may review past criminal history through available police reports to determine if the conduct indicates that the participant is not suitable for continued tenancy. CHD will terminate assistance.

DECLARATION OF TRUST (DOT)

The DOT is not a required part of the Plan template, however until HUD specifies the DOT submittal process, CHD shall continue to include it in this memorandum. In order to continue to receive funding for the Capital Fund Program (CFP), CHD certifies compliance with federal DOT requirements to execute and record a current DOT.

Summary

All Public Housing acquired, developed, maintained, or assisted with funds under the U.S. Housing Act of 1937 must have a HUD Declaration of Trust recorded against the property with the local Recorder's Office. The Declaration of Trust is a legal instrument that grants HUD an interest in Public Housing properties for 20 years. It automatically extends HUD's financial interest in the properties by one year, every year that the City accepts federal capital funds. It also provides public notice that the property must be operated in accordance with federal Public Housing rules and requirements, including the requirement not to convey or otherwise encumber the property unless expressly authorized by federal law and/or HUD. The filing of the Declaration of Trust will ensure that the City is in compliance with the Conventional Public Housing program federal regulations, and enables the City to remain eligible to receive federal funds for capital improvements, making it possible to maintain the City-owned Public Housing rental communities.



City of Glendale
Community Housing Division
6842 N 61st Ave
Glendale AZ 85301
623-930-2180



ATTACHMENT B

Resident Advisory Comments and Public Hearing

Public Hearing held February , 2016

Resident and Participant comments (both programs) received by Glendale Housing, either prior to or during the public hearing:

-
-
-
-
-

Comments received have been reviewed.

Challenged Elements