

<b>Streamlined Annual PHA Plan (Small PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 09/30/2027</b>
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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. They also inform 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-, very low-, 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. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) 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 if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.
- (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 HCVs combined and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>
<b>A.1</b>	<p><b>PHA Name:</b> _____ <b>PHA Code:</b> _____</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____</p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p><b>Number of Public Housing (PH) Units</b> _____ <b>Number of Housing Choice Vouchers (HCVs)</b> _____</p> <p><b>Total Combined</b> _____</p> <p><b>PHA Plan Submission Type:</b> <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Public Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p>

	<input type="checkbox"/> <b>PHA Consortia:</b> (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>B.</b>	<b>Plan Elements Submitted with 5-Year PHA Plans.</b> 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>B.1</b>	<b>Revision of Existing PHA Plan Elements.</b>  (a) Have the following PHA Plan elements been revised by the PHA since its last <b>5-Year PHA Plan</b> submission?  Y    N <input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.  (b) If the PHA answered yes for any element, describe the revisions for each element(s):					

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

**B.2 New Activities.**

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

Y    N

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Choice Neighborhoods Grants.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Modernization or Development.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Demolition and/or Disposition.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Conversion of Public Housing to Tenant Based Assistance.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Homeownership Program under Section 32, 9 or 8(Y)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Based Vouchers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Units with Approved Vacancies for Modernization.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 applicable 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.

**B.3 Progress Report.**

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

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<b>B.4</b>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p>
<b>B.5</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>Plan Elements Submitted All Other Years (Years 1-4).</b> 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>	
<b>B.1</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?</p> <p>Y   N</p> <p> <input type="checkbox"/> <input type="checkbox"/> Choice Neighborhoods Grants.  <input type="checkbox"/> <input type="checkbox"/> Modernization or Development.  <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.  <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.  <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.  <input type="checkbox"/> <input type="checkbox"/> Homeownership Program under Section 32, 9 or 8(Y)  <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.  <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.  <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 applicable 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>

(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.

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

<b>B.2</b>	<b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
<b>C</b>	<b>Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y    N  <input type="checkbox"/>   <input 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.</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

**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  
☐ ☐

- (b) If yes, include Challenged Elements.

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# **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 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(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 the 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.

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(s)(2)(i)).

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)). 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 applicable 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.”

☐ **Choice Neighborhoods Grants.** 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 Choice Neighborhoods is a separate process. See guidance on HUD’s website at: <https://www.hud.gov/cn> (Notice PIH 2011-47).

☐ **Modernization or Development (Conventional & Mixed-Finance).** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and 2) A timetable for the submission of applications or proposals. The

application and approval process for modernization or development is a separate process. See 24 CFR part 905 and guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hopec6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hopec6/mfph#4).

☐ **Demolition and/or Disposition.** With respect to public housing only, describe (1) 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: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/centers/sac/demo\\_dispo/](https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/) and 24 CFR 903.7(h).

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe (1) 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 the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** 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. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3)).

☐ **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(s)(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 the 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 applicable 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."

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

☐ **Modernization or Development (Conventional & Mixed-Finance).** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and 2) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. See 24 CFR part 905 and guidance on HUD's website at: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hopec6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hopec6/mfph#4).

☐ **Demolition and/or Disposition.** With respect to public housing only, (1) 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: [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/centers/sac/demo\\_dispo/](https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/) and 24 CFR 903.7(h).

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe (1) 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 the Special Applications Center (SAC) (<https://www.hud.gov/sac>) and 24 CFR 903.7(j).

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** 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. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: <https://www.hud.gov/RAD/library/notices>.

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

☐ **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 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). 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 24 CFR 5.150 et. seq., 24 CFR 903.7(o)(1), and 903.15.

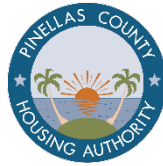
**C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

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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 2.67 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. 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 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 - NEW ACTIVITIES

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### CHOICE NEIGHBORHOODS

HUD's Choice Neighborhood program is a major capital investment program for redeveloping public housing. It employs a "Housing, People and Neighborhood" model that provides funding for 1) Vision Planning; 2) Redevelopment of distressed HUD-assisted housing into new, mixed-income communities; 3) Comprehensive supportive services for residents; 4) Flexible funds for physical neighborhood improvements that attract and catalyze private investment. Choice Neighborhoods offers two types of grants annually: Planning and Implementation.

Staff may submit an Implementation grant application for funding to create a community driven Transformation Plan of the public housing site, Rainbow Village, to include neighborhood improvements and revitalization of the Ridgcrest community. Pinellas County has expressed interest in partnering with the Pinellas County Housing Authority on this application.

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### **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, Use of Project-Based Vouchers.**

As the need for affordable and assisted housing in Pinellas County continues to grow, the Pinellas County Housing Authority (PCHA) remains committed to its mission: **to provide quality, affordable housing and improve the lives of residents**. In alignment with this mission, PCHA is focused on increasing the supply of high-quality, affordable housing for those in need.

In keeping with our goals, PCHA realizes that the key to meeting the current and ongoing capital needs of our public housing portfolio lies in shifting from the federal capital and operating subsidy funding structure to an operating and funding structure that can be used to leverage additional capital from public and private sources. This process can be undertaken without risking the loss of assisted units, and in some cases, can result in an increase of affordable units. By bringing market investment to our rental programs PCHA will be able to attract the mix of incomes and uses necessary to meet our goal of creating sustainable, vibrant communities for Pinellas County.

PCHA's Public Housing community Rainbow Village was constructed in 1969 will require substantial infrastructure rehab/replacement in the future if housing on the site is to remain viable. As part of a comprehensive Neighborhood Revitalization Strategy and Plan, PCHA has been planning for the redevelopment of Rainbow Village using mixed-financing, LIHTC, and other methods, disposition/demolition.

During the 2026 Plan Year or **Five Year Plan term (2025-2029)**, PCHA will seek the demolition and/or disposition and/or conversion of all of PCHA's public housing units to Section 8 assistance,

with or without RAD, if determined by PCHA's Board of Commissioners and resident families to be in the best interest of the housing authority, the community, and the residents.

Planning for the redevelopment of Rainbow Village was a community-wide effort and involves partner agencies, residents and community stakeholders. Community input was important in developing the master plan for Rainbow Village. The community residents and stakeholders came together to provide input into the plan and were subsequently invited to also be a part of master planning for the entire Ridgecrest area. This process was overseen by Pinellas County Community Development.

The redevelopment of the property and the relocation of residents will occur in three phases. PCHA has successfully been awarded two tax credit applications by the Florida Housing Finance Corporation (FHFC) and has started development for the first phase (Heritage Oaks) and second phase (Ridgecrest Oaks.) Residents residing at the time of HUD approval, these first two phases were issued a Housing Choice Voucher (HCV) and successfully relocated under the Uniform Relocation Act. Once constructed, Heritage Oaks and Ridgecrest Oaks buildings will each provide one three story garden elevator equipped building for seniors age 62 and over. The 160 newly constructed units will utilize a combination of Low Income Housing Tax Credit (LIHTC), HOME, SHIP, CDBG, and Project Based Vouchers.

Relocated residents, who qualify, will be eligible for preference at the new phase I and phase II elderly developments, Heritage Oaks and Ridgecrest Oaks, when the development is complete as outlined in the relocation plans.

The remaining residents that reside outside of the first two phases will not be impacted and will continue to remain in place until PCHA is able to secure funding for its final phase, Grand Oaks, of this Master Plan.

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### **Section 18 Disposition – 125 Units at Rainbow Village (Phase III of Grand Oaks Redevelopment)**

An application will be submitted to the Florida Housing Finance Corporation (FHFC) in Fall 2025 by co-developer Newstar Development, LLC for the third and final phase of the Rainbow Village redevelopment, also known as Grand Oaks. This phase involves the demolition of 125 existing public housing units, which will be replaced with 248 newly constructed, affordable family housing units. These new units will be located in multiple two- and three-story garden-style buildings.

To facilitate this redevelopment effort, the Pinellas County Housing Authority (PCHA) is opting to dispose of the 125 public housing units at Rainbow Village under HUD's Section 18 Disposition authority, in accordance with Section 18 of the 1937 U.S. Housing Act, PIH Notice 2021-07, and any successor HUD notices.

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### **Project-Based Voucher Strategy & Alignment with PCHA's Five-Year Plan (2025–2029)**

In alignment with the PCHA's Five-Year Plan goals—to increase the supply of affordable housing for very low-income individuals and families—PCHA may also undertake efforts to project-base Housing Choice Vouchers (HCV) in both newly constructed and existing developments. All unit sizes and types will be considered based on PCHA's administrative policies.

Under HUD regulations, PCHA may project-base up to 20% of its Annual Contributions Contract (ACC) budget authority. In addition, a portion of HUD-VASH Vouchers may be project-based, pending coordination and approval from the C.W. Bill Young (Bay Pines) Veterans Administration Medical Center.

Over the course of the Five-Year Plan (2025–2029), PCHA anticipates project-basing up to 331 new units across various developments in the Pinellas County, Florida area.

Property Name	No. of PBV Units	Location
Heritage Oaks	71	Largo, FL
Ridgecrest Oaks	66	Largo, FL
Mills/Monroe	8	Tarpon Springs, FL
Sunrise Portland	17	St. Petersburg, FL
Palm Lake Urban Sanctuary	40	St. Petersburg, FL
St. Vincent de Paul	12	St. Petersburg, FL
Flats on Main	24	Dunedin, FL
Flats on Forth	25	St. Petersburg, FL
Boley – The Pointe	17	St. Petersburg, FL
Cypress Grove	26	Largo, FL
Pinellas Heights II	25	Largo, FL

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### **Moving to Work Agency**

PCHA will also seek opportunities to develop new housing for low to moderate income families, homeless families, disabled individuals and families, and veterans. PCHA may also seek designation as a Moving to Work agency if the opportunity arises, and if it is determined to be beneficial to the agency and its residents.

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### **Designated Housing for Elderly and/or Disabled Families.**

Pinellas Heights Senior Apartments is designated for seniors ages 62 and older. On June 12, 2025, HUD approved a continuation of the Designated Housing Plan for Pinellas Heights.

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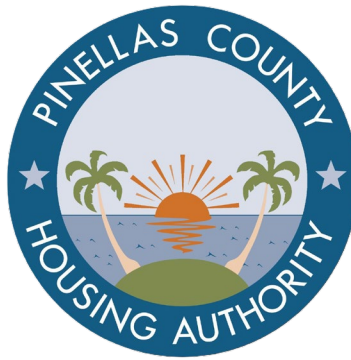
### **Units with Approved Vacancies for Modernization**

PCHA will continue to do modernization of units as needed, including ADA modifications, and will seek HUD approval to take units offline for this purpose as necessary.

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

DRAFT





# Pinellas County Housing Authority

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## *2026 Annual Plan Elements*

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## 1. Statement of Housing Needs and Strategy for Addressing Housing Needs

State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next year.

*PCHA Mission Statement: To provide quality, affordable housing and improve the lives of residents.*

*PCHA Value Statement: PCHA sets the standard for affordable housing in Pinellas County. Our belief is that everyone deserves a quality place to live.*

*PCHA Core Values:*

- 1. Integrity – Upholding honesty, transparency, and fairness in all we do.*
- 2. Culture of Learning – Investing in our people and developing leaders.*
- 3. Innovation – Viewing challenges as opportunities to evolve, adapt, and improve.*
- 4. Accountable – Residents are our priority; we take ownership of our actions and deliver results.*

*The Pinellas County Housing Authority strives to make a significant positive impact on the residents we serve, the staff we employ, and the communities we build. Fostering positive outcomes through innovative solutions is our vision 2030.*

## 2. Eligibility, Selection, and Admissions Policies (including Deconcentration and Wait List Procedures)

### PUBLIC HOUSING

#### Eligibility – Public Housing

When does the PHA verify eligibility for admission to public housing? (select all that apply).

☒  
☐

- When families are within a certain time of being offered a unit: up to 90 days prior to admission  
Other

Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒  
☒  
☒  
☒

- Criminal or Drug-related activity  
Rental history  
Housekeeping  
Other: Dru Sjodin National Sex Offender Database, HUD EIV Existing Tenant Search, HUD EIV Debts Owed to PHAs and Terminations, credit report if no rental payment history, personal reference if no other documentation available.

☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

#### PCHA Policy

*The PCHA will perform criminal background checks through local law enforcement for all adult household members. If the results of the criminal background check indicate there may have been past criminal activity, but the results are inconclusive, the PCHA will request a fingerprint card and will request information from the National Crime Information Center (NCIC). The PCHA will use the Dru Sjodin National Sex Offender database to screen applicants for admission.*

*In order to determine the suitability of applicants the PCHA will examine applicant history for the past three (3) years. Such background checks will include:*

#### *Past Performance in Meeting Financial Obligations, Especially Rent*

*PHA and landlord references for the past three (3) years, gathering information about past performance meeting rental obligations such as rent payment record, late payment record, whether the PHA/landlord ever began or completed lease termination for non-payment, and whether utilities were ever disconnected in the unit. PHAs and landlords will be asked if they would rent to the applicant family again.*

*If an applicant has no rental payment history the PCHA will check court records of eviction actions and other financial judgments, and credit reports. A lack of credit history will not disqualify someone from becoming a public housing resident, but a poor credit rating may.*

*Applicants with no rental payment history will also be asked to provide the PCHA with personal references. The references will be requested to complete a verification of the applicant's ability to pay rent if no other documentation of ability to meet financial obligations is available. The applicant will also be required to complete a checklist documenting their ability to meet financial obligations.*

*If previous landlords or the utility company do not respond to requests from the PCHA, the applicant may provide other documentation that demonstrates their ability to meet financial obligations (e.g. rent receipts, cancelled checks, etc.)*

#### *Disturbances of Neighbors, Destruction of Property or Living or Housekeeping Habits at Prior Residences that May Adversely Affect Health, Safety, or Welfare of Other Tenants, or Cause Damage to the Unit or the Development*

*PHA and landlord references for the past three (3) years, gathering information on whether the applicant kept a unit clean, safe and sanitary; whether they violated health or safety codes; whether any damage was done by the applicant to a current or previous unit or the development, and, if so, how much the repair of the damage*

*cost; whether the applicant's housekeeping caused insect or rodent infestation; and whether the neighbors complained about the applicant or whether the police were ever called because of disturbances.*

*Police and court records within the past three (3) years will be used to check for any evidence of disturbance of neighbors or destruction of property that might have resulted in arrest or conviction. A record or records of arrest will not be used as the sole basis for the denial or proof that the applicant engaged in disqualifying activity.*

*A personal reference will be requested to complete a verification of the applicant's ability to care for the unit and avoid disturbing neighbors if no other documentation is available. In these cases, the applicant will also be required to complete a checklist documenting their ability to care for the unit and to avoid disturbing neighbors.*

*Home visits may be used to determine the applicant's ability to care for the unit.*

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### Waiting List Organization – Public Housing

**Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)**

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☐ Other (describe)

**Where may interested persons apply for admission to public housing?**

- ☐ PHA main administrative office
- ☒ PHA development site management office
- ☒ Other: PCHA website

#### PCHA Policy

*Families may submit application forms on the PCHA's website when the waiting list is open. Families may request a reasonable accommodation – by telephone or by mail – that an application form be sent to the family via first class mail. Completed applications must be returned to the PCHA by mail (for reasonable accommodations only) or submitted electronically on PCHA's website.*

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### Site-Based Waiting List – Previous Year – Public Housing

**Has the PHA operated one or more site-based waiting lists in the previous year? Yes**

**If yes, complete the following table; if not skip to "Site-Based Waiting List – Coming Year"**

Site-Based Waiting Lists
--------------------------

Development Information: (Name, number, location)	Date SBWL Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	% of change
Rainbow Village Apartments  FL062000002  12301 134 <sup>th</sup> Ave N Largo, FL 33774  Total Units: 125  General Occupancy	04/2004	04/2004 SBWL Total Overall: 506 Disabilities: 7% Race (Asian): 2% Race (White): 54% Race (Black): 44% Race (Other) 0% Ethnicity (Non-His): 84% Ethnicity (Hisp): 16%	08/13/2025 SBWL Total Overall: 615 Disabilities: 29% Race (Asian): 3% Race (White): 32% Race (Black): 65% Race (Other) 0% Ethnicity (Non-His): 42% Ethnicity (Hisp): 58%	+22% +1% -22% +21% 0% -42% +42%
Pinellas Heights Senior Apartments  FL062000011  11411 Ulmerton Rd Largo, FL 33778  Total Units: 21  Elderly Only	07/2018	07/2018 *SBWL Total Overall: 448 Disabilities: 100% Race (Asian): 2% Race (White): 79% Race (Black): 17% Race (Other); 2% Ethnicity (Non-His): 82% Ethnicity (Hisp): 18%  *Demographic info unknown. Not captured by Accolade management initially in 2014. (04/2014)	08/13/2025 SBWL Total Overall: 246 Disabilities: 37% Race (Asian): 5% Race (White): 65% Race (Black): 29% Race (Other) 1% Ethnicity (Non-His): 87% Ethnicity (Hisp): 13%	-63% +3% -14% +12% -1% +5% -5%

What is the number of site based waiting list developments to which families may apply at one time? Two (2)

How many unit offers may an applicant turn down before being removed from the site-based waiting list?

One (1)

☐ Yes ☒ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below: Not Applicable

### Site-Based Waiting List – Coming Year – Public Housing

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (5) Assignment

How many site-based waiting lists will the PHA operate in the coming year? Two (2)

☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

☒ Yes ☐ No: May families be on more than one list simultaneously? If yes, how many lists? Two (2)

Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☒ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☒ At the development to which they would like to apply
- ☒ Other: PCHA website

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### Assignment – Public Housing

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

☒ One: Without good cause the applicant will be removed from the list after the first offer. With good cause the applicant will remain at the top of the waiting list until the family receives an offer for which they do not have good cause to refuse.

- ☐ Two
- ☐ Three or More

☒ Yes ☐ No: Is this policy consistent across all waiting list types? If answer is no, list variations for any other than the primary public housing waiting list/s for the PHA: Not Applicable

#### PCHA Policy

*The PCHA has adopted a "one offer plan" for offering units to applicants. Under this plan the first qualified applicant in sequence on the waiting list will be made one offer of a unit of the appropriate size. The applicant must accept the vacancy offered or be dropped from the waiting list.*

#### Good Cause for Unit Refusal

*Applicants may refuse to accept a unit offer for "good cause." Good cause includes situations in which an applicant is willing to move but is unable to do so at the time of the unit offer, or the applicant demonstrates that acceptance of the offer would cause undue hardship not related to considerations of the applicant's race, color, national origin, etc. [PH Occ GB, p. 104]. Examples of good cause for refusal of a unit offer include, but are not limited to, the following:*

*The family demonstrates to the PCHA's satisfaction that accepting the unit offer will require an adult household member to quit a job, drop out of an educational institution or job training program, or take a child out of day care or an educational program for children with disabilities.*

*The family demonstrates to the PCHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family should offer specific and compelling documentation such as restraining orders; other court orders; risk assessments related to witness protection from a law enforcement agency; or documentation of domestic violence, dating violence, sexual assault, stalking, or human trafficking in accordance with section 16-VII.D of this ACOP. Reasons offered must be specific to the family.*

*Refusals due to*

*location alone do not qualify for this good cause exemption.*

*A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (as listed on final application) or live-in aide necessary to the care of the principal household member.*

*The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.*

*The unit has lead-based paint and the family includes children under the age of six.*

*In the case of a unit refusal for good cause the applicant will not be removed from the waiting list as described later in this section. The applicant will remain at the top of the waiting list until the family receives an offer for which they do not have good cause to refuse. The PCHA will require documentation of good cause for unit refusals.*

#### Unit Refusal without Good Cause

*When an applicant rejects the final unit offer without good cause, the PCHA will remove the applicant's name from the waiting list and send notice to the family of such removal. The notice will inform the family of their right to request an informal hearing and the process for doing so (see Chapter 14).*

*The applicant may reapply for assistance if the waiting list is open. If the waiting list is not open, the applicant must wait to reapply until the PCHA opens the waiting list. Applicants who are removed from the waiting list because they refuse a unit without good cause may not reapply for housing for twelve (12) months.*

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## **Admission Preferences – Public Housing**

### **Income Targeting:**

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of the median area income?

#### PCHA Policy

*The PCHA will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.*



## Transfer Policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Over housed
- ☒ Under housed
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☒ Resident Choice
- ☒ Other

### PCHA Policy

*The PCHA will maintain a centralized transfer list to ensure that transfers are processed in the correct order and that procedures are uniform across all properties. Emergency transfers will not automatically go on the transfer list. Instead emergency transfers will be handled immediately, on a case by case basis. If the emergency cannot be resolved by a temporary accommodation, and the resident requires a permanent transfer, the family will be placed at the top of the transfer list.*

*Transfers will be processed in the following order:*

- 1. Emergency transfers (hazardous maintenance conditions, VAWA)*
- 2. High-priority transfers (verified medical condition, threat of harm or criminal activity, and reasonable accommodation)*
- 3. Transfers to make accessible units available*
- 4. Demolition, renovation, etc.*
- 5. Occupancy standards*
- 6. Other PCHA-required transfers*
- 7. Other tenant-requested transfers*

*Within each category, transfers will be processed in order of the date a family was placed on the transfer list, starting with the earliest date.*

*With the approval of the executive director, the PCHA may, on a case-by-case basis, transfer a family without regard to its placement on the transfer list in order to address the immediate need of a family in crisis. Demolition and renovation transfers will gain the highest priority as necessary to allow the PCHA to meet the demolition or renovation schedule.*

*Transfers will take precedence over waiting list admissions.*

## Preferences:

☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection Occupancy)



**Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)**

**Former Federal preferences:**

- ☒ Involuntary Displacement (Natural Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

**Other preferences: (select below)**

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s)

**If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.**

1 - Involuntary Displacement (Natural Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

1- Working families and those unable to work because of age or disability

1- Residents who live and/or work in the jurisdiction

2 - Date and Time

**Relationship of preferences to income targeting requirements:**

- ☒ The PHA applies preferences within income tiers as needed to meet income target
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**Occupancy:**

**What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing?**

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and Continued Occupancy Policy
- ☒ PHA briefing seminars or written materials in management office
- ☒ Other source: Property Management staff

**How often must residents notify the PHA of changes in family composition?**

- ☒ At an annual reexamination and lease renewal

- ☒ Any time family composition or income changes (*within 10 days of the change*)
- ☐ At family request for revision
- ☐ Other (list)

#### PCHA Policy

*All families, those paying income-based rent as well as flat rent, must report all changes in family and household composition that occur between annual reexaminations (or annual updates) within 10 business days of the change.*

*The PCHA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations.*

*The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within 10 business days of the date the change takes effect.*

#### **Deconcentration and Income Mixing:**

☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question

☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

#### PCHA Policy

*In accordance with 24 CFR §903.2, the PCHA has reviewed its public housing portfolio to determine applicability of HUD's deconcentration and income-mixing requirements. The PCHA operates only one general occupancy public housing development with 125 units. Because the PCHA does not operate multiple general occupancy developments, there are no developments available for comparison of average household incomes. Therefore, the deconcentration and income-mixing requirement is not applicable to this PHA.*

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## **HOUSING CHOICE VOUCHER (HCV) – SECTION 8**

**Exemptions:** PHAs that do not administer Section 8 are not required to complete this sub-component. **Unless otherwise specified, all questions in this section apply only to the tenant-based Section 8 assistance program (vouchers, and until completely merged into the Voucher program, certificates).**

### **Eligibility - HCV**

**What is the extent of screening conducted by the PHA? (select all that apply)**

- ☒ Criminal or drug-related activity only to the extent required by law or regulation

- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (list below)

Dru Sjodin National Sex Offender Database, HUD EIV Existing Tenant Search, HUD EIV Debts Owed to PHAs and Terminations

☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (Either directly or through an NCIC-authorized source)

#### PCHA Policy

The PCHA will perform a criminal background check through local law enforcement for every adult household member. If the results of the criminal background check indicate that there may be past criminal activity, but the results are inconclusive, the PCHA may request a fingerprint card and will request information from the National Crime Information center (NCIC). The PCHA will use the Dru Sjodin National Sex Offender database to screen applicants for admission. The PCHA will not conduct additional screening to determine an applicant family's suitability for tenancy.

Indicate what kinds of information you share with prospective landlords? Not applicable

- ☐ Criminal or drug-related activity
- ☐ Other (past tenancy information)

#### PCHA Policy

The PCHA will inform owners of their responsibility to screen prospective tenants, and will provide owners with the required known name and address information, at the time of the initial inspection or before. The PCHA will not provide any additional information to the owner, such as tenancy history or criminal history, etc.

### Waiting List Organization - HCV

With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

**Where may interested persons apply for admission to Section 8 tenant-based assistance? (select all that apply)**

- ☒ PHA main administrative office  
☒ Other (list below)

**PCHA Policy**

*Families may submit application forms on the PCHA's website through the online applicant portal known as Rent Café when the waiting list is open. When the waiting list is open families may request a reasonable accommodation – by telephone or by mail – than an application form be sent to the family via first class mail.*

*Completed applications must be returned to the PCHA by mail (for reasonable accommodations only) or submitted electronically on PCHA's website through the online applicant portal known as Rent Café.*

---

**Search Time - HCV**

☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

**If yes, state circumstances:**

**PCHA Policy**

**Voucher Term**

*The initial voucher term will be 90 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 90-day period unless the PCHA grants an extension.*

**Extension of Voucher Term**

*The PCHA will automatically approve one 30-day extension upon written request from the family. The PCHA will approve an additional 30-day extension only in the following circumstances:*

*It is necessary as a reasonable accommodation for a person with disabilities.*

*It is necessary due to any family member being a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking (VAWA).*

*All request for extensions to the voucher term must be made in writing and submitted to the PCHA prior to the expiration date of the voucher (or extended term of the voucher). The PCHA will decide whether to approve or deny an extension within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision.*

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**Admission Preference - HCV**

**Income Targeting:**

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to Housing Choice Voucher-Section 8 program to families at or below 30% of the median area income?

## PCHA Policy

*The PCHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.*

### **Preferences:**

☐ Yes ☒ No: Has the PHA established preferences for admission to HCV/Section 8 tenant-based assistance? (Other than date and time of application. If no, skip to subcomponent Special purpose section 8 assistance programs)

**Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)**

#### **Former Federal preferences:**

- ☒ Involuntary Displacement (Natural Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☒ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

#### **Other preferences: (select all that apply)**

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s): Youth Aging out of Foster Care and Mainstream Voucher

**If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.**

1 – Youth Aging out of Pinellas County Foster Care in Pinellas County

1 – Homelessness

1- Involuntary Displacement (Natural Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

2 – Mainstream Voucher Preference

3 – Veterans and veterans' families

4 – Working families and those unable to work because of age or disability

5 - Residents who live and/or work in the jurisdiction

## PCHA Policy

*The PCHA operates a number of programs which serve special populations, special needs or which were designed for special purposes through the Housing Voucher Program. For these populations and programs, preference will be given to applicants that are referred from various community organizations or divisions of local government which are under a Memorandum of Understanding (MOU), Memorandum of Agreement, or a Contract with the PCHA in accordance with program regulations.*

*Preference: Youth Aging Out of Pinellas County Foster Care in Pinellas County This preference applies to youth ages 18-24 who are aging out of foster care or who have aged out of foster care in Pinellas County, and are without adequate housing, and who are referred to the PCHA by a Public Child Welfare Agency (PCWA) or PCWA designee. The waiting list will remain open for this population for up to 50 vouchers that may become available through attrition.*

*Preference: Homeless Families Completing Self-Sufficiency Program*

*This preference applies to homeless families completing an approved self-sufficiency program in Pinellas County. The waiting list will remain open for this population for up to 75 vouchers in total for homeless families annually who have completed a residential self-sufficiency program in Pinellas County through an approved program. The PCHA considers the following agencies as having an approved residential self-sufficiency program: Homeless Emergency Project, RCS Grace House, the YWCA, Salvation Army North County, Family Housing Assistance Program (FHAP) of Pinellas County, Boley Centers Supportive Housing, Personal Enrichment through Mental Health Services (PEMHS), and Alpha House of St. Petersburg. PCHA reserves the right to amend the list of approved agencies/programs at any time. In addition, under this preference, the PCHA will accept referrals from the Public Child Welfare Agency (PCWA), its designee, or another agency approved by PCHA, for families whose children have been removed from the household or are in imminent danger of being removed, and the lack of decent, safe and affordable housing is the primary reason.*

*PCHA will also use the following local preferences:*

*If an applicant family qualifies for more than one preference, they will be granted the higher of the points for which they qualify.*

*If an applicant family qualifies for more than one preference and the preferences equal the same amount of points, selection will be position on the waiting list as outlined in the waitlist opening notification.*

*Point system is not cumulative*

*Preference: Victims of a Federally Declared Natural Disaster or Persons Displaced by Government Action; each weighted equally (20 Points)*

*This preference applies to families that are victims of a federally declared natural disaster, families involuntarily displaced through no fault of their own because of government action, and families residing in a PCHA Housing Program who have been involuntarily displaced through no fault of their own as a result of demolition/disposition, modernization, rehabilitation, repositioning, relocation, or loss of funding. Residents must be in good standing with PCHA; however, PCHA may waive the good-standing status with regards to relocation. Families displaced because of government action must submit letter from government agency. Families who are victims of a federally declared natural disaster must submit verification of submission of a FEMA Disaster Application and/or a FEMA Disaster Application Determination Letter. A family living in Pinellas County or living in a PCHA Housing Program that is displaced because of demolition or disposition of a public housing project will be given preference on the waiting list and may be classified as a special admission.*

*Preference: Mainstream Voucher Preference (17 Points)*

*This preference applies to non-elderly persons (at least 18 and less than 62 years of age) with disabilities (as defined in Exhibit 3-1 of this policy) and their families, who meets HUD's definition of Literally Homeless (Individual or family who lacks a fixed, regular, and adequate nighttime residence) currently or within the prior 24-months of being eligible for a Mainstream Voucher, and who is currently in a Continuum of Care (CoC) or similar Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH) program. The PCHA will work with the following partnering service agency: Pinellas County Homeless Leadership Alliance. The eligible household member does not need to be the head of household.*

*Preference: Veterans (10 Points)*

*This preference applies to a person who resides in Pinellas County, who served in the active military service, and who was discharged or released under conditions other than dishonorable. Military Reserve members also qualify if currently serving honorably or discharged under conditions other than dishonorable. Acceptable forms of verification include a DD 214 (Certificate of Release or Discharge from Active Duty) for those no longer active or reserve duty or a current enlistment contract and/or unexpired military identification card will serve as appropriate proof of veteran status for those still in active reserve status or current enlistment.*

*Preference: Elderly and/or Disabled Family\**

*This preference applies to an elderly family defined as one in which the head, spouse, cohead, or sole member is a person who is at least 62 years of age and/ or a disabled family defined as one in which the head, spouse, cohead, or sole member is a person with disabilities (as defined in Exhibit 3-1 of this policy). Acceptable forms of verification of age include an official record of birth, evidence of social security retirement benefits from the Social Security Administration (SSA), or current driver's license. Acceptable forms of verification of disability include an SSI disability benefit award letter from the SSA or written verification from a knowledgeable professional that certifies the individual meets the HUD definition of disability. The waiting list will remain open for this preference.*

*Preference: Working Family\**

*This preference applies to families who work or have been hired to work in Pinellas County. For the working family preference, the head, spouse, cohead, or sole member must be employed, and work or have been hired to work in Pinellas County. Acceptable forms of verification for the working family preference include an employer's verification letter and/or copies of two or more current and consecutive pay stubs that includes the employment address. In addition, under this preference, an applicant shall be given the benefit of the working family preference if the head and spouse, or sole member is age 62 or older, or is a person with disabilities.*

*Example 1: Head of household is elderly but does not work. There is no spouse or cohead. This family receives benefit of the working preference.*

*Example 2: Head of household is 64, spouse is disabled. Neither work. This family receives benefit of the working preference.*

*Example 3: Head of household is 63, spouse is neither elderly nor disabled. Neither work. This family does NOT receive benefit of the working preference since both the head of household and spouse (or cohead) must be elderly and/or disabled to receive benefit of the working preference unless one is currently working or have been hired to work in Pinellas County.*

*\*The Elderly and/or Disabled Family Preference and the Working Family Preference are equally weighted. (10 Points)*



*Preference: Residency (5 Points)*

*This preference applies to families who live in Pinellas County. Acceptable forms of verification for residency includes two or more of the following documents that indicate the current reported residential address: Rent receipts, leases, utility bills, employer or agency records, school records, driver's licenses, voter's registration records, bank statements, benefits award letter, or written statement from a household with whom the family is residing. If homeless, the PCHA may accept a lesser standard of verification of residency.*

**Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)**

- ☒ Date and time of application
- ☒ Drawing (lottery) or other random choice technique

**PCHA Policy**

*Depending on information in the wait list opening public notice:*

*Date and Time:*

*Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PCHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on the basis according to the date and time their complete application is received by the PCHA. Documentation will be maintained by the PCHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PCHA does not have to ask higher placed families each time targeted selections are made.*

*Lottery:*

*Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PCHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected in numerical order based on the numbers that were assigned to each application, by lottery, at the time the applications were placed on the waiting list. Documentation will be maintained by the PCHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PCHA does not have to ask higher placed families each time targeted selections are made.*

**If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)**

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

**Relationship of preferences to income targeting requirements: (select one)**

- ☒ The PHA applies preferences within income tiers as necessary
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements



## Special Purpose HCV/Section 8 Assistance Programs:

In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose Section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other:

How does the PHA announce the availability of any special-purpose Section 8 programs to the public?

- ☒ Through published notices
- ☒ Other: Networking with other agencies, PCHA Website, social media, other online platforms for local housing news.

### PCHA Policy

*To ensure that public notices broadly reach potential applicants in all communities throughout the housing market area, the PCHA will distribute public notices to local community-based organizations, such as social service agencies and religious institutions; distribute the notice online through the PCHA's website or social media platforms and other online platforms for local housing news; and make use of any local newspapers of general circulation, minority media, and other suitable means.*

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### 3. Financial Resources

FINANCIAL RESOURCES: PINELLAS COUNTY HOUSING AUTHORITY 2025 Financial Resources		
Planned Sources and Uses		ESTIMATED
Sources	Planned \$	Planned Uses
<b>1. Federal Grants</b>		
a) Public Housing Operating Fund	1,252,435	Operations/Administratio n
b) Public Housing Capital Fund FFY 2025 Capital Fund	641,396	Modernization/Administr ation
c) Project-based Housing Assistance Payments Contract		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	46,419,444	Housing Choice Voucher HAP and Administration Expenses
f) Resident Opportunity and Self- Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
VASH		
FSS	125,000	FSS Admin Expenses
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP 2020	0	
CFP 2021	0	
CFP 2022	7,222	
CFP 2023	240,307	
CFP 2024	669,958	
<b>3. Public Housing Dwelling Rental Income</b>	575,169	Operating Expenses
<b>4. Other income</b> (list below)		
<b>4. Non-federal sources</b> (list below)		
Business Activities and Component Units	20,896,860	Operating Expenses/Debt Service Payments
<b>Total Resources</b>	70,827,791	

## 4. Rent Determination Policies

### **PUBLIC HOUSING**

Exemptions: PHAs that do not administer public housing are not required to complete this sub-component.

#### **Income Based Rent Policies – Public Housing**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

Use of discretionary policies: (select one)

☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

#### **Minimum Rent:**

What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

PCHA Policy

*The minimum rent for this locality is \$50.00*

☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? If yes, list these policies below:

PCHA Policy

*Financial hardship includes the following situations:*

- (1) *The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.*

PCHA Policy

*A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.*

*For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.*

*(2) The family would be evicted because it is unable to pay the minimum rent.*

*PCHA Policy*

*For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.*

*(3) Family income has decreased because of changed family circumstances, including the loss of employment.*

*(4) A death has occurred in the family.*

*PCHA Policy*

*In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income).*

*(5) The family has experienced other circumstances determined by the PHA.*

*PCHA Policy*

*The PCHA has not established any additional hardship criteria.*

*Implementation of Hardship Exemption*

*Determination of Hardship*

*When a family requests a financial hardship exemption, the PHA must suspend the minimum rent requirement beginning the first of the month following the family's request.*

*The PHA then determines whether the financial hardship exists and whether the hardship is temporary or long-term.*

*PCHA Policy*

*The PCHA defines temporary hardship as a hardship expected to last 90 days or less. Long-term hardship is defined as a hardship expected to last more than 90 days.*

*When the minimum rent is suspended, the family share reverts to the highest of the remaining components of the calculated TTP. The example below demonstrates the effect of the minimum rent exemption.*

<b>Example: Impact of Minimum Rent Exemption</b> Assume the PHA has established a minimum rent of \$50.	
<b>Family Share – No Hardship</b>	<b>Family Share – With Hardship</b>
\$0 30% of monthly adjusted income	\$0 30% of monthly adjusted income
\$15 10% of monthly gross income	\$15 10% of monthly gross income
N/A Welfare rent	N/A Welfare rent
\$50 Minimum rent Minimum rent applies.	\$50 Minimum rent Hardship exemption granted.
TTP = \$50	TTP = \$15

**PCHA Policy**

*To qualify for a hardship exemption, a family must submit a request for a hardship exemption in writing. The request must explain the nature of the hardship and how the hardship has affected the family's ability to pay the minimum rent. The PCHA will make the determination of hardship within 30 calendar days.*

**No Financial Hardship**

*If the PHA determines there is no financial hardship, the PHA will reinstate the minimum rent and require the family to repay the amounts suspended.*

*For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Grievances and Appeals.*

**PCHA Policy**

*The PCHA will require the family to repay the suspended amount within 30 calendar days of the PCHA's notice that a hardship exemption has not been granted.*

**Temporary Hardship**

*If the PHA determines that a qualifying financial hardship is temporary, the PHA must suspend the minimum rent for the 90-day period beginning the first of the month following the date of the family's request for a hardship exemption.*

*At the end of the 90-day suspension period, the family must resume payment of the minimum rent and must repay the PHA the amounts suspended. HUD requires the PHA to offer a reasonable repayment agreement, on terms and conditions established by the PHA. The PHA also may determine that circumstances have changed and the hardship is now a long-term hardship.*

*For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Grievances and Appeals.*

**PCHA Policy**

*The PCHA will enter into a repayment agreement in accordance with the PCHA's*

repayment agreement policy (see Chapter 16).

#### Long-Term Hardship

If the PHA determines that the financial hardship is long-term, the PHA must exempt the family from the minimum rent requirement for so long as the hardship continues. The exemption will apply from the first of the month following the family's request until the end of the qualifying hardship. When the financial hardship has been determined to be long-term, the family is not required to repay the minimum rent.

#### PCHA Policy

The hardship period ends when any of the following circumstances apply:

- 1) At an interim or annual reexamination, the family's calculated TTP is greater than the minimum rent.
- 2) For hardship conditions based on loss of income, the hardship condition will continue to be recognized until new sources of income are received that are at least equal to the amount lost. For example, if a hardship is approved because a family no longer receives a \$60/month child support payment, the hardship will continue to exist until the family receives at least \$60/month in income from another source or once again begins to receive the child support.
- 3) For hardship conditions based upon hardship-related expenses, the minimum rent exemption will continue to be recognized until the cumulative amount exempted is equal to the expense incurred.

#### Rents Set at Less Than 30% of Adjusted Income:

☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: Not Applicable

Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) Not Applicable

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

### Ceiling Rents:

**Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)**

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

**For which kinds of developments are ceiling rents in place? (select all that apply) Not Applicable**

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

**Select the space or spaces that best describe how you arrive at ceiling rents (mark all that apply) Not Applicable**

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

### Rent Re-determinations:

**Between income re-examinations, how often must tenants report changes in income or family composition to the PHA such that the changes result in a rent adjustment? (mark all that apply)**

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- ☒ Other: All changes must be reported within 10 business days of change

### PCHA Policy

*All families, those paying income-based rent as well as flat rent, must report all changes in family and household composition that occur between annual reexaminations (or annual updates) within 10 business days of the change.*

*The PCHA will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations.*

*The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within 10 business days of the date the change takes effect.*

☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

*PCHA Policy*

*The PCHA chooses not to establish a system of individual savings accounts (ISAs) for families who qualify for the EID.*

**Flat Rents:**

**In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply)**

- ☐ The Section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other:

*PCHA Policy*

**OVERVIEW**

*Flat rents are designed to encourage self-sufficiency and to avoid creating disincentives for continued residency by families who are attempting to become economically self-sufficient.*

*Flat rents are also used to prorate assistance for a mixed family. A mixed family is one whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigrations status [24 CFR 5.504].*

*This part discusses how the PHA establishes and updates flat rents. Policies related to the use of flat rents, family choice of rent, flat rent hardships, and proration of rent for a mixed family are discussed in Chapter 6.*

**Establishing Flat Rents**

*The 2015 Appropriations Act requires that flat rents must be set at no less than 80 percent of the applicable fair market rent (FMR). Alternatively, the PHA may set flat rents at no less than 80 percent of the applicable small area FMR(SAFMR) for metropolitan areas, or 80 percent of the applicable unadjusted rents for nonmetropolitan areas.*



*For areas where HUD has not determined a SAFMR or an unadjusted rent, PHAs must set flat rents at no less than 80 percent of the FMR or apply for an exception flat rent.*

*The 2015 Appropriations Act permits PHAs to apply for an exception flat rent that is lower than either 80 percent of the FMR or SAFMR/unadjusted rent if the PHA can demonstrate, through the submission of a market analysis, that these FMRs do not reflect the market value of a particular property or unit and HUD agrees with the PHA's analysis. The market analysis must be submitted using form HUD-5880, "Flat Rent Market Analysis Summary."*

*PHAs must receive written HUD approval before implementing exception flat rents. PHAs with a previously approved flat rent exception request may submit a written request to extend the approved flat rents for up to two additional years, provided local market conditions remain unchanged. Detailed information on how to request exception flat rents can be found in Notice PIH 2022-33.*

*PHAs are now required to apply a utility allowance to flat rents as necessary. Flat rents set at 80 percent of the FMR must be reduced by the amount of the unit's utility allowance, if any.*

#### *Review of Flat Rents*

*No later than 90 days after the effective date of the new annual FMRs/SAFMRs/unadjusted rent, PHAs must implement new flat rents as necessary based changes to the FMR/SAFMR/unadjusted rent or request an exception.*

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

#### *PCHA Policy*

*If the FMR/SAFMR/unadjusted rent is lower than the previous year, the PCHA will reduce flat rents to 80 percent of the current FMR/SAFMR.*

#### *Applying Flat Rents*

#### *PCHA Policy*

*The PCHA will apply updated flat rents at each family's next annual reexamination or flat rent update after implementation of the new flat rents.*

#### *Posting of Flat Rents*

#### *PCHA Policy*

*The PCHA will publicly post the schedule of flat rents in a conspicuous manner in the applicable PCHA or project office.*

#### *Documentation of Flat Rents [24 CFR 960.253(b)(5)]*

*The PHA must maintain records that document the method used to determine flat rents, and that show how flat rents were determined by the PHA in accordance with this method.*

## **HOUSING CHOICE VOUCHER (HCV) - SECTION 8 TENANT BASED-ASSISTANCE**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete this sub-component. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### **Payment Standards - HCV**

Describe the voucher payment standards and policies.

**What is the PHA's payment standard? (select the category that best describes your standard)**

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 90% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

**If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) Not Applicable**

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

**If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) Not Applicable**

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

**How often are payment standards reevaluated for adequacy? (select one)**

- ☒ At least annually
- ☐ Other (list below)

**What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)**

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)

## PCHA Policy

*The PCHA is located in a designated SAFMR area and is a mandatory SAFMR PHA. The PCHA has not established any designated payment standard areas. The PCHA has not established exception payment standards.*

*A family that requires a reasonable accommodation may request a higher payment standard at the time the Request for Tenancy Approval (RTA) is submitted. The family must document the need for the exception. In order to approve an exception, or request an exception from HUD, the PCHA must determine that:*

*There is a shortage of affordable units that would be appropriate for the family;*

*The family share would otherwise exceed 40 percent of adjusted monthly income; and*

*The rent for the unit is reasonable.*

*The PCHA will review the appropriateness of the payment standards on an annual basis when the new FMR is published, and at other times as determined necessary. In addition to ensuring the payment standards are always within the “basic range,” the PCHA will consider the following factors when determining whether an adjustment should be made to the payment standard schedule:*

*Funding Availability: The PCHA will review projected HAP expenditures to determine the impact projected subsidy adjustments will have on funding available for the program and the number of families served. The PCHA will compare the number of families who could be served under revised payment standard amounts with the number assisted under current payment standard amounts.*

*Rent Burden of Participating Families: Rent burden will be determined by identifying the percentage of families, for each unit size, that are paying more than 30 percent of their monthly adjusted income as the family share. When 40 percent or more of families, for any given unit size, are paying more than 30 percent of adjusted monthly income as the family share, the PCHA will consider increasing the payment standard. In evaluating rent burdens, the PCHA will not include families renting a larger unit than their family unit size.*

*Quality of Units Selected: The PCHA may review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that payment standard increases are only made when needed to reach the mid-range of the market.*

*Changes in Rent to Owner: The PCHA may review a sample of the units to determine how often owners are increasing or decreasing rents and the average percent of increases and decreases by bedroom size.*

*Unit Availability: The PCHA may review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.*

*Lease-up Time and Success Rate: The PCHA may consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.*

*Effective dates of changes to payment standard amounts will be determined at the time of update. The PCHA will always ensure the payment standards will be within the basic range. The PCHA will post its payment standards schedule on the PCHA's website and include a copy in the voucher briefing materials.*

***Payment Standard Decreases:***

*For new HAP contracts, the PCHA applies the payment standard in effect at the time of HAP contract execution.*

*If the PCHA changes its payment standard schedule resulting in a lower payment standard amount, during the term of a HAP contract, the PCHA may reduce the payment standard used to calculate subsidy for families under HAP contract no sooner than 24 months following the reduced payment standard effective date with no less than 12 month prior notification.*

*The PCHA will not establish different policies for decreases in the payment standard for designated areas within their jurisdiction.*

***Payment Standard Increases:***

*For new HAP contracts, the PCHA applies the payment standard in effect at the time of HAP contract execution.*

*If the payment standard is increased during the term of the HAP contract, the increased payment standard will be applied no later than the earliest of:*

- The effective date of an increase in the gross rent that would result in an increase in the family share;*
- The family's first regular or interim reexamination; or*
- One year following the effective date of the increase in the payment standard amount.*  
*The PHA may adopt a policy to apply a payment standard increase at any time earlier than the date calculated above as long as the policy is included in the administrative plan and applied consistently to all families [24 CFR 982.505(c)(5)].*

*The PCHA will not adopt payment standard increases earlier than the date required by the regulations.*

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## **Minimum Rent - HCV**

**What amount best reflects the PHA's minimum rent? (select one)**

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

**PCHA Policy**

*The minimum rent for this locality is \$50.00*

☒ **Yes** ☐ **No:** Has the PHA adopted any discretionary minimum rent hardship exemption policies? If yes, list these policies below:

**PCHA Policy**

*Financial hardship includes the following situations:*

- (1) The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.*

*PCHA Policy*

*A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.*

*For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.*

- (2) The family would be evicted because it is unable to pay the minimum rent.*

*PCHA Policy*

*For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.*

- (3) Family income has decreased because of changed family circumstances, including the loss of employment.*

- (4) A death has occurred in the family.*

*PCHA Policy*

*In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income).*

- (5) The family has experienced other circumstances determined by the PHA.*

*PCHA Policy*

*The PCHA has not established any additional hardship criteria.*

*Implementation of Hardship Exemption*

*Determination of Hardship*

*When a family requests a financial hardship exemption, the PHA must suspend the minimum rent requirement beginning the first of the month following the family's request.*

*The PHA then determines whether the financial hardship exists and whether the hardship is temporary or long-term.*

*PCHA Policy*

*The PCHA defines temporary hardship as a hardship expected to last 90 days or less. Long-term hardship is defined as a hardship expected to last more than 90 days.*

*When the minimum rent is suspended, the family share reverts to the highest of the remaining components of the calculated TTP. The example below demonstrates the effect of the minimum rent exemption.*

<b>Example: Impact of Minimum Rent Exemption</b>	
Assume the PHA has established a minimum rent of \$50.	
<b>Family Share – No Hardship</b>	<b>Family Share – With Hardship</b>
\$0 30% of monthly adjusted income	\$0 30% of monthly adjusted income
\$15 10% of monthly gross income	\$15 10% of monthly gross income
N/A Welfare rent	N/A Welfare rent
\$50 Minimum rent Minimum rent applies.	\$50 Minimum rent Hardship exemption granted.
TTP = \$50	TTP = \$15

**PCHA Policy**

*To qualify for a hardship exemption, a family must submit a request for a hardship exemption in writing. The request must explain the nature of the hardship and how the hardship has affected the family's ability to pay the minimum rent.*

*The PCHA will make the determination of hardship within 30 calendar days.*

**No Financial Hardship**

*If the PHA determines there is no financial hardship, the PHA will reinstate the minimum rent and require the family to repay the amounts suspended.*

*For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Grievances and Appeals.*

**PCHA Policy**

*The PCHA will require the family to repay the suspended amount within 30 calendar days of the PCHA's notice that a hardship exemption has not been granted.*

**Temporary Hardship**

*If the PHA determines that a qualifying financial hardship is temporary, the PHA must suspend the minimum rent for the 90-day period beginning the first of the month following the date of the family's request for a hardship exemption.*

*At the end of the 90-day suspension period, the family must resume payment of the minimum rent and must repay the PHA the amounts suspended. HUD requires the PHA to offer a reasonable repayment agreement, on terms and conditions established by the PHA. The PHA also may determine that circumstances have changed and the hardship is now a long-term hardship.*

*For procedures pertaining to grievance hearing requests based upon the PHA's denial of a hardship exemption, see Chapter 14, Grievances and Appeals.*

#### PCHA Policy

*The PCHA will enter into a repayment agreement in accordance with the PCHA's repayment agreement policy (see Chapter 16).*

#### **Long-Term Hardship**

*If the PHA determines that the financial hardship is long-term, the PHA must exempt the family from the minimum rent requirement for so long as the hardship continues. The exemption will apply from the first of the month following the family's request until the end of the qualifying hardship. When the financial hardship has been determined to be long-term, the family is not required to repay the minimum rent.*

#### PCHA Policy

*The hardship period ends when any of the following circumstances apply:*

- 4) At an interim or annual reexamination, the family's calculated TTP is greater than the minimum rent.*
  - 5) For hardship conditions based on loss of income, the hardship condition will continue to be recognized until new sources of income are received that are at least equal to the amount lost. For example, if a hardship is approved because a family no longer receives a \$60/month child support payment, the hardship will continue to exist until the family receives at least \$60/month in income from another source or once again begins to receive the child support.*
  - 6) For hardship conditions based upon hardship-related expenses, the minimum rent exemption will continue to be recognized until the cumulative amount exempted is equal to the expense incurred.*
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## **5. Operation and Management**

**A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.**

*The PCHA maintains a comprehensive Preventative Maintenance Program that governs the management and upkeep of housing it owns and operates. This program establishes standards, rules, and policies to ensure safe, sanitary, and well-functioning housing, including:*

- Preventative Maintenance & Inspections: Regular inspections and servicing of electrical, mechanical, plumbing, HVAC, and building envelope systems on daily, weekly, monthly, and annual schedules. This includes testing fire alarms, smoke detectors, generators, and water heaters, as well as maintaining roofs, doors, windows, and grounds.*
- Health & Safety Measures: Routine checks for gas leaks, water leaks, and fire safety equipment. Employees are required to check smoke detectors and hot water temperatures whenever entering a unit.*
- Pest Control: Ongoing contracted pest control services are conducted monthly, with additional monitoring and eradication measures as needed to prevent infestation, including cockroaches.*

- *Housekeeping & Grounds: Regular cleaning of common areas, trash collection, floor care, and exterior upkeep (lawns, shrubs, sidewalks, and storm drains).*
- *Resident Service Requests & Repairs: Maintenance staff respond to both preventative needs and non-routine resident repair requests promptly, ensuring housing is kept in good condition.*
- *Contracted & Specialized Services: Certified contractors perform scheduled inspections and servicing of critical systems such as boilers, elevators, and fire sprinklers.*

*The goal of these policies is to extend the useful life of equipment and buildings, reduce emergency repairs, and provide safe, sanitary housing in compliance with HUD requirements.*

**Where are these policies documented?** Rules, standards, and policies are found within PCHA's site-specific Preventative Maintenance Manual.

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## 6. Grievance Procedures

**A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.**

### PCHA Policy

#### **Public Housing:**

**Where are these policies documented?** PCHA's Grievance Policy and ACOP – Chapter, 14 Grievances and Appeals

*The PCHA provides residents and applicants with a formal grievance procedure, as required by federal law (Section 6(k) of the U.S. Housing Act of 1937 and 24 CFR Part 966). This process ensures residents have access to a fair and efficient resolution of disputes with the PCHA.*

- **Informal Settlement:**  
*Residents may file a grievance orally or in writing within 10 business days of the issue. The PCHA reviews whether the matter qualifies for the grievance process and arranges an informal settlement conference. A written summary of the discussion and outcome is provided to the resident within five business days.*
- **Formal Grievance Hearing:**  
*If unsatisfied with the informal settlement, residents may request a formal hearing in writing within five business days. Hearings are conducted by an impartial hearing officer who was not involved in the original decision. Hearings provide residents the right to:*
  - *Review relevant PCHA documents in advance,*
  - *Be represented by counsel or another representative,*
  - *Present evidence and witnesses, and*
  - *Cross-examine PCHA witnesses.*



- **Due Process Protections:**  
*Hearings must be scheduled within 10 business days of the request, held at a convenient time, and conducted fairly. Decisions are based solely on the facts presented and issued in writing within 10 business days. Reasonable accommodations and interpretation services are provided as needed.*
- **Binding Decision & Appeals:**  
*The decision of the hearing officer is binding on the PCHA unless found to be inconsistent with HUD regulations, federal/state law, or the lease. Residents still retain the right to pursue judicial review in court.*

### **Housing Choice Voucher – Section 8:**

**Where are these policies documented?** Briefing Packet and Admin Plan – Chapter, 16 Program Administration

*The PCHA provides both informal reviews for applicants and informal hearings for participants to ensure fair and transparent resolution of disputes, in compliance with HUD regulations (24 CFR 982.554 and 982.555).*

- **Informal Reviews for Applicants**
  - *Offered when assistance is denied (e.g., denial from the waiting list, voucher withdrawal, refusal to approve a lease or HAP contract, or denial under portability).*
  - *Applicants receive prompt written notice with reasons for denial and instructions to request a review.*
  - *Reviews must be requested within 10 business days and are conducted by an impartial person not involved in the decision.*
  - *Applicants may present written or oral objections, request remote or in-person review, and receive written notice of the final decision.*
- **Informal Hearings for Participants**
  - *Required for certain determinations affecting continued assistance, such as calculation of income or utility allowances, voucher size, or termination of assistance.*
  - *Participants are notified in writing of the proposed action, reasons, and their right to request a hearing within 10 business days.*
  - *Hearings are conducted by an impartial hearing officer and may be held in-person or remotely, with accommodations for disabilities or limited English proficiency.*
  - *Families have the right to review relevant PCHA documents, present evidence, bring witnesses, and be represented by counsel or another representative.*
  - *The hearing officer issues a written decision based on a preponderance of the evidence, generally within 10 business days, and it is mailed to the family.*
- **Special Provisions for Noncitizens**

- Applicants or participants facing denial or termination based on immigration status are entitled to an informal hearing with additional protections under 24 CFR 5.514, including USCIS appeal rights and access to interpreters.
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## 7. Designated Housing for Elderly and Disabled Families

☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by elderly families or only by families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “yes”, complete one activity description for each development. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and 5) the number of units affected.

- 1) Pinellas Heights Senior Apartments (PHSA) – FL062000011
  - 2) Elderly Only
  - 3) Initial application submitted in 2014. The Designated Housing Plan Renewal processed by HUD in June 2025
  - 4) Approved - renewed designation of elderly only until June 8, 2027
  - 5) 153 total designated units, with 21 proposed for elderly-only designation. PHSA is a mixed-finance development of which 21 units are set aside as public housing units.
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## 8. Community Service and Self-Sufficiency

Provide a description of any programs relating to services and amenities provided or offered to assisted families.

*Greater Ridgecrest Area Youth Development Initiative (GRAYDI) is a non-profit organization that involves residents, community leaders, and concerned citizens and professionals whose mission is to promote youth development. GRAYDI operates out of the Rainbow Village development and provides programs for children such as youth activities and homework assistance year round. This year they offered a summer camp program which offered fitness classes, educational board games, internet classes, writing classes that included poetry and story writing, science and nutrition classes, nature walks, picnics, bowling, Lowry Park Zoo, roller skating, museums and the movies. For adults, GRAYDI assists with GED preparedness, job readiness and skill set training and the Dress for Success Program.*

*Boys and Girls Club of Suncoast operates out of the Rainbow Village development in a space adjacent to the management office and provides kids with a place to go after school. They provide summer learning programs targeting the community's at risk youths. The goal is to prevent the negative trends facing youth such as dropout rates, obesity, and violence. They provide youth a safe, constructive, and supportive environment when not at home or at school where they can have fun with peers and be guided by trained youth development professionals.*

*Resident programs and services at the Pinellas Heights Senior Apartments development include monthly adult education and literacy classes, computer classes, health screenings at the newly added onsite health center contracted and performed by Evara Health, and town hall meetings.*

**Provide a description of any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency or assisted families, including programs under Section 3 and FSS.**

*The Family Self-Sufficiency (FSS) program is designed to assist motivated families or individuals, who are participants in the Housing Choice Voucher Program and Public Housing Program, to become independent of welfare/cash assistance and HUD assisted programs by increasing their earned income. FSS participants sign a Contract of Participation and develop an Individual Training and Services Plan (ITSP) with the guidance of their FSS Coordinator. Participants have up to 5 years to complete their goals, with the possibility of extension on a case by case basis. The ITSP contains steps that guide them to achieving their goals. Program staff work with local community agencies, schools, and government programs to ensure that participants obtain the resources they need to accomplish their goals.*

*Resources & referrals a participant might receive would be:*

- *Budgeting and Credit Repair*
- *Job Search Methods & Job Training*
- *Financial Aid for education*
- *Parenting skills*
- *Homeownership Education*

**FSS ESCROW ACCOUNT**

*As a participant's earned income increases after they have joined FSS program, their rent also increases. Depending on the baseline income participants start the program with, some will be eligible to have the difference in that increase placed into an interest-bearing escrow account that PCHA manages. Participants are eligible to graduate from the FSS Program and receive their escrow funds when all goals are completed, they are free of TANF and have suitable employment. Upon completing the program, escrow funds can be used to further their career, education, or to move them closer to their homeownership goals. Participants who are in good standing also have access to request assistance from escrow forfeiture funds, held by PCHA, as long as funding is available. These funds must be utilized to assist participants with completing their ITSP goals.*

**How does the PHA enforce community service requirements?**

*The PCHA enforces the Community Service and Self-Sufficiency Requirement (CSSR) by requiring all nonexempt adult residents to perform 8 hours per month (or 96 hours per year) of qualifying community service or self-sufficiency activities. At lease-up and annual reexamination, residents are informed of the requirement, provided*

*with exemption forms, and given documentation forms and information on local volunteer and training opportunities. The PCHA verifies compliance annually and requires families to submit signed documentation from supervising agencies or providers, with self-certifications subject to validation. Noncompliance results in written notice at least 45 days before lease renewal, with opportunities to cure through a work-out agreement, proof the noncompliant member no longer resides in the unit, or grievance procedures. Failure to resolve noncompliance results in nonrenewal of the lease at the end of the term. The PCHA also provides in-house volunteer opportunities, collaborates with local organizations, and ensures reasonable accommodations for residents with disabilities.*

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## **9. Safety and Crime Prevention**

**Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) a description of the need for measures to ensure the safety of public housing residents; (ii) a description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) a description of any coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.**

*PCHA maintains the safety and security at all housing and work sites for residents, staff and the public. PCHA contracts with the Pinellas County Sheriff's Office for one community police officer and provides community space within its public housing communities for use. PCHA also uses its' capital fund program to make physical improvements on each property to enhance safety and security. Our ongoing applicant screening and lease enforcement activities promote resident and community safety as well. In addition, PCHA is actively implementing programs and services in our public housing communities to encourage and assist residents in setting goals and attaining self-sufficiency, and to provide youth programs for academic achievement.*

### **Need for measures to ensure the safety of public housing residents.**

**Describe the need for measures to ensure the safety of public housing residents:**

- 1. There have been some incidences of violent and/or drug-related crime in some or all of the PHA's Developments*
- 2. There have been some incidences of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments*

**What information or data did the PHA used to determine the need for PHA actions to improve safety of residents?**

- 1. Analysis of crime statistics over time for crimes committed "in and around" public housing authority*
- 2. Resident reports*
- 3. HA employee reports*
- 4. Police reports*
- 5. Community Policing Officer*

**Which developments are most affected?**

- 1. Rainbow Village Apartments*

## Coordination between PHA and the police

Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

1. Police maintain continuous involvement in development, implementation, and/or ongoing evaluation of drug related investigations and subsequent evictions; and
  2. Upon request, police provide crime data monthly to housing authority staff for analysis and action; and
  3. PCHA contracts with the Pinellas County Sheriff's Office to provide a Community Police Officer. The Police Officer has a physical presence on housing authority property and have community space for their use; and
  4. Police regularly testify in and otherwise support eviction cases; and
  5. Police regularly meet with the PHA management and residents.
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## 10. Pets

What are the PHA's policies on pet ownership in public housing?

*The PCHA permits residents to own common household pets in public housing developments in accordance with HUD regulations, while ensuring health, safety, and property preservation. Assistance animals (service and support animals) are not considered pets and are excluded from pet rules. All pets must be registered with the PCHA, licensed, spayed or neutered, and kept in compliance with state and local animal control laws. Residents are limited to one pet (with aquariums up to 10 gallons counted as one pet), and certain animals such as reptiles, rabbits, wild or exotic animals, and livestock are prohibited. Pet owners must enter into a pet agreement, maintain their pets responsibly, and ensure pets do not become a nuisance or cause damage. Deposits are required, with charges for damages or waste removal assessed as needed. Violations of pet rules may result in removal of the pet or termination of tenancy, consistent with grievance procedures.*

Where are these policies documented? PCHA's Pet Policy and ACOP – Chapter 10, Pets

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## 11. Civil Rights Certification

Confirm compliance with Civil Rights and Fair Housing laws.

*The Pinellas County Housing Authority certifies that it is in compliance with all Civil Rights and Fair Housing Laws.*

Where are the certifications maintained?

*The PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that have Changed is included in the PCHA's 5-Year PHA Plan and Annual Plan.*

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## 12. Fiscal Year Audit

- ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
- ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
- ☐ Yes ☒ No: Were there any findings as the result of that audit?
- ☐ Yes ☒ No: If there were any findings, do any remain unresolved? Not Applicable
- ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD? Not Applicable
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## 13. Asset Management

- ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory?

*PCHA has fully and successfully implemented the Asset Management model of property management. Each property has its own budget. Site based waiting lists have been implemented. Occupancy rates, monthly and year-to-date budgets, waiting lists, move-ins, move-outs, unit turnaround time, lease enforcement, inspections and work order items are monitored and discussed on a monthly basis. Each property has its own warehouse. Random checks are conducted periodically to ensure inventory in stock items match the inventory database. A full inventory count is conducted annually of all items in the warehouses. All reports on the above are prepared separately for each property.*

*PCHA examines the capital needs of each property on at the very least, a monthly basis, including the energy efficiency needs, and capital needs of each property. In addition, formal Physical Needs Assessments, Energy Audits and in-house Uniform Physical Conditions Inspections are performed. This allows for PCHA to prioritize resources to maximize effectiveness.*

*PCHA plans to implement strategies for reliable, long-term solutions to preserve its public housing properties, support affordable housing reinvestment and neighborhood revitalization efforts, and to bring enhanced opportunity and choice to residents. Those strategies may include: (1) mixed-finance redevelopment to leverage private sector dollars; (2) creating mixed-income communities; (3) applying for moving to work designation; (4) implementing the Transforming Rental Assistance initiative to convert public housing to project-based rental assistance; and (5) requesting waivers of certain regulations that provide disincentives to work. Some or all of these strategies will require disposition activity for Rainbow Village.*

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## 14. Violence Against Women Act (VAWA)

**Violence Against Women Act (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 children 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 children and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; 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; and 4) Where are these policies documented?

*The PCHA complies with the Violence Against Women Act (VAWA) by ensuring that victims of domestic violence, dating violence, sexual assault, or stalking are not denied admission, terminated, or evicted solely because of their status as victims. The PCHA has designated a VAWA Coordinator to handle VAWA-related incidents, oversee compliance, and serve as the point of contact for victims seeking assistance. The PCHA provides referrals and partnerships with local service providers to connect victims with counseling, advocacy, and supportive services, and assists families in obtaining or maintaining housing through lease bifurcation, emergency transfers, and reasonable accommodations. To enhance victim safety, the PCHA maintains strict confidentiality of victim information, provides emergency transfer options, and prohibits retaliation or adverse actions against victims who seek protection. Staff receive guidance to respond sensitively to victim needs, and tenants are informed of their VAWA rights at admission, lease signing, and termination.*

**Where are these policies documented?** ACOP – Chapter 16, Program Administration and Admin Plan – Chapter 16, Program Administration

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## 15. Homeownership Programs

**Describe any homeownership programs offered by the PHA, including eligibility requirements.**

*The PCHA offers a Housing Choice Voucher (HCV) Homeownership Option, allowing Housing Choice Voucher (HCV) families to use voucher assistance to purchase rather than rent a home. PCHA utilizes the option to provide Homeownership Assistance Payments (HAP) monthly instead of the down payment assistance option also allowed by HUD.*

*Key eligibility requirements include:*

- *First-time homeowner status (or cooperative membership).*
- *Renting under the HCV Program with PCHA for 12 months*
- *Income minimums:*
  - *For non-disabled families: Florida minimum wage × 2000 hours/year.*
  - *For disabled families: Equal to 12× current SSI payment.*
  - *For elderly/disabled families, welfare assistance payments may count toward income.*
- *Employment: For non-disabled families at least one adult must be employed full-time (30+ hours/week) for at least one year before entering the program.*
- *Down payment: At least 3% of purchase price, with 1% from the family's own resources.*
- *Home Buyer education, credit counseling, and financial literacy, including paying bills and rent timely for 12 months.*
- *Good standing requirements:*

- No family-caused housing quality standard violations in past year.
- No outstanding debts to PCHA or other housing authorities.
- No serious/repeated lease violations in the past year.
- Other restrictions: No current ownership of another residence, no defaults on previous homeownership mortgages under the program.

### **What financing or counseling services are provided to participants?**

#### *Financing Support:*

- PCHA reviews all financing terms to prevent predatory lending. Loans with balloon payments, adjustable rates, or high interest are prohibited.
- Minimum 3% down payment required (with at least 1% personal funds).
- Use of Family Self-Sufficiency escrow savings is permitted for down payments or closing costs.
- Rental assistance can be considered as “income” for loan qualification.
- Family’s mortgage payment cannot exceed 40% of gross income.
- Refinancing requires prior PCHA approval.

#### *Counseling Services:*

- Families must complete a HUD-approved pre-purchase counseling program, covering:
  - Home maintenance and budgeting.
  - Credit repair and counseling.
  - Loan types and financing.
  - Negotiation skills for purchasing a home.
  - Fair housing rights and responsibilities.
  - Risks of predatory lending.
  - Financial literacy
- Post-purchase counseling may be required for ongoing support, especially if families struggle with mortgage or homeownership expenses.
- Counseling must be conducted by HUD-certified housing counselors.

### **How many families are expected to participate annually?**

*The policy document outlines detailed eligibility and participation processes but does not specify an exact number of families expected to participate annually. Instead, participation is voluntary and subject to funding availability, family eligibility, and local demand.*

*Enrollment is capped by the PCHA’s administrative capacity, funding limits, and the number of families that meet the strict eligibility and mortgage-readiness criteria. Certificates of Eligibility are issued on a first-come, first-served basis after applicants are determined “mortgage ready.”*

## **16. Substantial Deviation**

### **How does the PHA define a substantial deviation from the 5-Year Plan?**

*Substantial deviations/modifications from the 5-Year Plan are defined as any demolition or disposition activity not specified in the plan. Work items in the 5-Year Action Plan are based on the most recent Physical Needs Assessments of the properties; however, these may change based on any emergency situations that may arise. If*



so, such change in capital work items is not considered a significant amendment or substantial deviation. Any proposed demolition, disposition, homeownership, Capital Fund Financing, development, and/or mixed finance proposals are considered to be significant amendments to the CFP 5-Year Action Plan based on the Capital Fund Final Rule.

The PCHA does not currently have any activities that would trigger a substantial deviation from the 5-Year Plan.

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## 17. Significant Amendment/Modification

**How does the PHA define a significant amendment or modification to the Annual Plan?**

Significant Amendments to the Agency Plan are defined as any demolition or disposition activity not specified in the plan. Work items in the annual plan are based on the most recent Physical Needs Assessments of the properties; however, these may change based on an emergency situation. If so, such change in capital work items is not considered a significant amendment. Any proposed demolition, disposition, homeownership, Capital Fund Financing, development, and/or mixed finance proposals are considered to be significant amendments to the CFP 5-Year Action Plan based on the Capital Fund Final Rule.

The PCHA does not have any activities that would trigger a significant amendment or modification to the Annual Plan.

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## 18. Other

**Housing Choice Voucher (HCV) Program Administrative Plan**

The PCHA has updated its HCV Program Administrative Plan in accordance with the guidance provided in the HOTMA Final Rule and the following HUD notices: PIH 2024-19, PIH 2024-26, PIH 2024-30, PIH 2024-34, PIH 2024-38, and Federal Register Notice dated August 13, 2024. The policies will be presented to the PHA Board of Commissioners on August 27, 2025, and upon Board approval, the PHA will follow the required steps for public notice, a public comment period, and a public hearing before final adoption. The tables below outlines the policy changes incorporated as part of these revisions.

Below are two tables summarizing the proposed updates:

- **Table 1** outlines the HUD required policy updates.
- **Table 2** outlines PCHA-recommended discretionary updates to improve administrative efficiency and compliance.

**Table 1: Required Administrative Plan Policy Updates**

Policy Topic	Regulation/Notice	Admin Plan Chapter and/or	New or Revised Policy Summary
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		Section Related to Policy Topic	
<b>PBV Owner Maintained Waiting Lists</b>	24 CFR 983.251(c)(7)	Chapter 17, Section 17-VI.D. Owner Maintained Waiting List	Before managing a waiting list, an owner must submit a written waiting list policy to the Pinellas County Housing Authority (PCHA) for approval. Owners may not operate or update their waiting list without prior PCHA approval. Policies must include procedures for list management, applicant selection, admissions preferences, and compliance with fair housing regulations. The PCHA will review, approve, and monitor the owner's policy and procedures, conduct annual or discretionary reviews, and require prompt correction of any deficiencies. Serious noncompliance may result in loss of waiting list privileges or HAP contract termination.
<b>PBV Family Right to Move</b>	24 CFR 983.261(c)	Chapter 17, Section 17-VII.C. Moves	After completing 12 months in a PBV unit (excluding VAWA cases), families may request a tenant-based voucher in writing. If approved, and a voucher is available, it will be issued within 10 business days. If no voucher is available, families are placed on a priority waiting list—separate from the general HCV list—based on the date and time of their request. No additional screening is done aside from verifying lease compliance. Families must be ready to move when offered a voucher or be removed from the list, though they may reapply at any time. Families may remain in their PBV unit during their search with the owner's permission if their voucher expires.
<b>PBV Wrong-Size Units Procedures</b>	24 CFR 983.260	Chapter 17, Section 17-VII.C. Moves	When a family occupies the wrong-sized or an improperly accessible unit, PCHA will notify the family and owner within 60 days and offer continued assistance in this order, based on availability: a correctly sized PBV unit in the same project, in another project, or a tenant-based voucher. If no assistance is available, the unit must be removed from the HAP contract to issue a tenant-based voucher. Families generally have 90 days to accept the offer and move, with one possible 90-day extension for good cause. Failure to move within the allowed timeframe results in termination of assistance and removal of the unit from the HAP contract.
<b>PBV Accessible Unit Transfers</b>	24 CFR 983.260	Chapter 17, Section 17-VII.C. Moves	When a family occupies the wrong-sized or an improperly accessible unit, PCHA will notify the family and owner within 60 days and offer

			continued assistance in this order, based on availability: a correctly sized PBV unit in the same project, in another project, or a tenant-based voucher. If no assistance is available, the unit must be removed from the HAP contract to issue a tenant-based voucher. Families generally have 90 days to accept the offer and move, with one possible 90-day extension for good cause. Failure to move within the allowed timeframe results in termination of assistance and removal of the unit from the HAP contract.
<b>Briefing Materials for New Families</b>	24 CFR 982.301, 983.252	Chapter 5, Section 5-I.B. Briefing	Before issuing a voucher, PCHA conducts a required briefing—either in person, remotely, or individually—and provides a detailed briefing packet with program information. Families are notified of the briefing through Rent Café, email, or mail. Attendance is mandatory for the head of household. Briefings cover how the program works, family and owner responsibilities, portability, and fair housing rights. PCHA accommodates individuals with disabilities and those with limited English proficiency, and provides additional materials on topics such as income reporting, fraud, and VAWA protections. Failure to attend two briefings without approval results in denial of assistance.
<b>Homeownership Program Updates</b>	24 CFR 982.625–641	Chapter 15, Part VII: Homeownership	PCHA has the capacity to operate a successful HCV homeownership program, requiring a minimum 3% down payment (with 1% from the family's own funds), and offers monthly assistance to qualified families. Homeownership assistance will be provided as a reasonable accommodation for persons with disabilities, and PCHA does not recapture assistance when a home is sold or refinanced. Any homeownership counseling provided to families in connection with this section must be conducted by a HUD certified housing counselor working for an agency approved to participate in HUD's Housing Counseling Program. The payment standard amount may not be lower than what the payment standard amount was at commencement of homeownership assistance.

<b>PBV Site Impact Analysis</b>	24 CFR 983.58(b)	Chapter 17, Section 17-I.C. Maximum Number of PBV Units (Percentage Limitation)	An analysis of impact must be conducted if PCHA is project-basing 50 percent or more of the PCHA's authorized voucher units.
<b>SEMAP Indicator Changes</b>	24 CFR 985.3	Chapter 16, Part V: Section 8 Management Assessment Program (SEMAP)	SEMAP indicators have been updated to include PBV moves in the initial inspections scoring and require an unbiased quality control sample for review. If a PHA fails to properly report family data in HUD's system, resulting in unverifiable certifications, HUD will assign a zero score for the affected indicator.
<b>Independent Entities for PHA-Owned PBV Units</b>	24 CFR 983.57, 983.155(b)	Chapter 17, Section 17-I.F. PHA-Owned Units	For PCHA-owned units, an independent entity approved by HUD must handle rent determinations, inspections, review of development work, and approval of substantial improvements. The PCHA may only pay the independent entity from administrative fees and cannot charge the family for these services.
<b>PBV Waiting List Removals</b>	24 CFR 983.251(e)	Chapter 17, Section 17-VI.F. Offer of PBV Assistance or Owner's Rejection	If a family refuses a PBV unit or is rejected by the owner, their place on the tenant-based waiting list is unaffected. PCHA uses project-specific PBV waiting lists; therefore, if a family rejects an offer without good cause or is denied by the owner, their name is removed only from that specific project's waiting list. Their position on any other project-specific PBV waiting list remains unchanged. PCHA defines "good cause" for rejecting a unit to include accessibility issues, HQS deficiencies, uncontrollable circumstances, or safety risks related to domestic violence. Families will not be penalized on the tenant-based list for applying for, refusing, or being denied PBV assistance.
<b>PBV Cap Exceptions – Occupancy</b>	24 CFR 983.262	Chapter 17, Section 17-I.D. Cap on Number of PBV Units In Each Project	PCHA designates certain PBV units as <i>excepted units</i> , which are excluded from the project cap because they serve specific populations—such as elderly households or families receiving supportive services. PCHA does not operate FUP programs, so no youth-designated units are excepted. Units must be occupied by eligible families to qualify. If a unit no longer qualifies, PCHA will attempt to substitute another eligible unit to maintain the number of excepted units; if not possible, the unit will be removed from the HAP contract

			and the family may receive tenant-based assistance, if eligible.
<b>Enforcement of the Housing Quality Standards (HQS)</b>	24 CFR 982.404 and 983.208		PCHA enforces Housing Quality Standards (HQS) for PBV units by withholding or abating HAP payments or removing units from the HAP contract, if deficiencies are not corrected—24 hours for life-threatening issues and 30 days for all others. PCHA may substitute unit that has been removed for HQS violations. If tenant-caused, the owner’s responsibility may be waived and the family held accountable. For contracts after June 6, 2024, enforcement is mandatory and applies even during post-HAP contract development, except for units designated unavailable. PCHA follows enforcement policies consistent with the tenant-based program.
<b>Use of Alternative Inspections</b>	24 CFR 983.103(c) and 983.103(g)	Chapter 17, Section 17-III.D. Inspecting Units	PCHA requires all PBV units to fully comply with HQS before executing a HAP contract and does not provide assistance until compliance is met. For LIHTC properties, PCHA may rely on alternative inspections. HAP contracts for existing housing must be executed within 45 days of the initial inspection. The PCHA will not utilize the use of alternative inspections for tenant-based voucher assistance.
<b>Payment Standards</b>	24 CFR 982.503	Chapter 16, Part II: Setting Program Standards and Schedules	<p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>• <b>Purpose:</b> Sets the maximum subsidy a family can receive each month.</li> <li>• <b>Basis:</b> Uses HUD’s annually published FMRs (40th percentile of market rents). FMRs can be: <ul style="list-style-type: none"> <li>○ Small Area FMRs (SAFMRs — ZIP code level)</li> <li>○ Metro FMRs</li> <li>○ Non-metro county FMRs.</li> </ul> </li> </ul>
			<p><b>Small Area FMRs (SAFMRs):</b></p> <ul style="list-style-type: none"> <li>• <b>Requirement:</b> SAFMRs apply in designated metro areas with voucher concentration challenges. PHAs may also opt in voluntarily.</li> <li>• <b>Key Rule:</b> If used, SAFMRs apply to all tenant-based vouchers (except manufactured home space rentals).</li> </ul>

			<ul style="list-style-type: none"> <li>• PCHA Policy: PCHA is required to use SAFMRs (mandatory SAFMR PHA).</li> </ul>
			<p>The Basic Range:</p> <ul style="list-style-type: none"> <li>• Definition: Payment standards must be 90%–110% of the FMR.</li> <li>• Flexibility: May vary by unit size.</li> <li>• PCHA Policy: Follows the basic range; no special designated areas.</li> </ul>
			<p>Designated Payment Standard Areas:</p> <ul style="list-style-type: none"> <li>• Option: PHAs may set different payment standards in sub-areas (at least census tract block group). Must describe the criteria in the admin plan.</li> <li>• PCHA Policy: Does not use designated payment standard areas.</li> </ul>
			<p>Exception Payment Standards:</p> <ul style="list-style-type: none"> <li>• Definition: Allows higher payment standards above 110% of FMR: <ul style="list-style-type: none"> <li>○ SAFMR-based exceptions</li> <li>○ General exceptions (up to 120%) for low success rates or high rent burden</li> <li>○ HUD-VASH (up to 120%)</li> <li>○ Other HUD-approved exceptions.</li> </ul> </li> <li>• PCHA Policy: Has not adopted any exception payment standards.</li> </ul>
			<p>Reasonable Accommodation:</p> <ul style="list-style-type: none"> <li>• Rule: May grant unit-by-unit exceptions up to 120% of FMR (or 140% for VASH) for a person with disabilities.</li> <li>• Condition: Must show a shortage of appropriate units, family share would exceed 40%, and rent is reasonable.</li> </ul>

			<ul style="list-style-type: none"> <li>• PCHA Policy: May approve on a case-by-case basis with documentation.</li> </ul>
			<p>Payment Standards Below Basic Range:</p> <ul style="list-style-type: none"> <li>• Rule: Must request HUD approval to set standards below 90% of FMR.</li> <li>• Condition: HUD decides, considering the rent burden on families.</li> </ul>
			<p>Updating Payment Standards</p> <ul style="list-style-type: none"> <li>• Timing: FMRs update every October 1. PHAs must adjust within 3 months if needed to stay in the basic range.</li> <li>• Factors Reviewed: <ul style="list-style-type: none"> <li>○ Funding available</li> <li>○ Rent burden (goal: keep family share <math>\leq</math> 30%)</li> <li>○ Quality of units leased</li> <li>○ Rent trends and increases</li> <li>○ Unit availability</li> <li>○ Lease-up rates and success.</li> </ul> </li> <li>• PCHA Policy: Reviews payment standards annually and posts them online and in briefing materials.</li> </ul>
<b>Applying Increases in Payment Standards</b>	24 CFR 982.505	Chapter 6, Section 6-III.C. Applying Payment Standards	If the payment standard increases during a HAP contract, PCHA will apply the higher amount no later than the earliest of: a gross rent increase that raises the family share, the next reexamination, or one year after the effective date of the increase. PCHA does not apply payment standard increases earlier than required by HUD regulations.
<b>Applying Decreases in Payment Standards</b>	24 CFR 982.505	Chapter 6, Section 6-III.C. Applying Payment Standards	For new HAP contracts, PCHA applies the payment standard in effect at the time of contract execution. If the payment standard decreases, PCHA may apply the lower amount to existing HAP contracts no sooner than 24 months after the effective date of the decrease, with at least 12 months' written notice to the family. PCHA applies this policy uniformly and does not vary it by geographic area.



<b>Use of SAFMRs for PBV Projects</b>	24 CFR 888.113(h) and 24 CFR 983.301(f)(3)	Chapter 17, Section 17-VIII.B. Amount of Rent to Owner	The PCHA will not apply SAFMRs to the PCHA's PBV program.
<b>Addition of RAD/Section 18 Blend Provisions</b>	24 CFR 982 and 983	Chapter 18, Section 18-I.B. Applicable Regulations and Section 18-I.D. Relocation Requirements	Project-Based Vouchers (PBVs) under RAD/Section 18 blends convert public housing and tenant protection vouchers into a single RAD PBV contract, subject to special RAD rules in Notice PIH 2019-23 (and updates). While RAD PBVs mostly follow standard PBV rules, unique RAD requirements, waivers, and blended rules apply, with all conversions governed by the RAD Statute and relevant HUD notices. For RAD/Section 18 blends, all residents receive the same RAD relocation rights and benefits — including notices, meetings, the right to return, and relocation assistance — following Notice PIH 2016-17 (or successor notices) instead of standard Section 18 relocation rules
<b>Percentage Limitations and Unit Cap</b>	Notice PIH 2025-03, Supplemental Notice 4C	Chapter 18, Section 18-II.E. PBV Percentage Limitation and Unit Cap	RAD PBV units that replace former public housing do not count toward a PHA's PBV program cap or unit percentage limits, and there is no cap on the number of RAD PBV units allowed in a project.
<b>Inspecting Units</b>	24 CFR 983.103	Chapter 18, Section 18-III.D. Inspecting Units	The PCHA will inspect PBV units for compliance with housing quality standards before leasing, at turnover, and at least every 24 months (or as otherwise allowed), may use alternative inspections only for properties that include LIHTC, and must respond promptly to interim issues. Independent inspections are required for PHA-owned units.
<b>Term of HAP Contract</b>	Notice PIH 2019-23	Chapter 18, Section 18-IV.B. HAP Contract Requirements	After 20 years, a RAD PBV HAP contract must be renewed using a HUD-approved form and rents must be re-determined according to PBV rent rules in 24 CFR 983.301–983.302.
<b>Remedies for Housing Quality Standards Deficiencies</b>	24 CFR 983.208	Chapter 18, Section 18-IV.B. HAP Contract Requirements	If PBV units do not meet housing quality standards, the PCHA will stop payments, abate, or remove units from the HAP contract — following the same enforcement steps used for tenant-based vouchers. For tenant-caused deficiencies, the PCHA may waive the owner's responsibility and require the tenant to fix the



			<p>issue. If damage is due to fire, disaster, or similar events, the PCHA may allow improvements but must still withhold payments for occupied deficient units. The PCHA will not withhold assistance payments upon notification to the owner of the deficiencies. The PCHA will make all HAP abatements effective the first of the month following the expiration of the PCHA-specified correction period (including any extension). The PCHA does operate a public housing program and will provide a preference for PBV families whose units is being removed from the HAP contract or whose HAP contract is being terminated due to an owner failing to make required repairs within the required time frame, and who were unable to lease a new unit within the term of the voucher. The PCHA will assist families with disabilities with locating available accessible units in accordance with program requirements. The PCHA will not use any HAP that has been withheld and abated to assist families with relocation.</p>
<b>Amendments to the HAP Contract</b>	Notice PIH 2019-23	Chapter 18, Section 18-IV.C. Amendments to the HAP Contract	<p>The PCHA will float assistance among unoccupied units within the project. Tracking of the number and type of units at the property, as well as identification of comparable units when assistance is floated, will be maintained by each property.</p>
<b>Eligibility for PBV Assistance</b>	24 CFR 983.251(a) and (b)	Chapter 18, Section 18-V.C. Eligibility for PBV Assistance	<p>Applicants for PBV assistance must meet the same eligibility rules as tenant-based voucher applicants, including income, family definition, citizenship status, Social Security information, and criminal history checks, and must qualify for a housing payment using information received and verified by the PCHA within a period of 60 days before commencement of PBV assistance.</p>
<b>Organization of the Waiting List</b>	24 CFR 983.251(c)	Chapter 18, Section 18-V.D.	<p>The PCHA must follow HUD rules for organizing and managing its PBV waiting lists,</p>

		Organization of the Waiting List	including how applicants are selected and how lists are structured or combined with other programs, and must state its approach in the administrative plan. Removal of VAWA preference verbiage as PCHA does not have a preference for VAWA.
<b>Selection from Waiting List</b>	24 CFR 983.251(c)	Chapter 18, Section -V.E. Selection from the Waiting List	Families who require particular accessibility features for persons with disabilities must be selected first to occupy PBV units with such accessibility features. The PHA must have some mechanism for referring to accessible PBV units a family that includes a person with a mobility or sensory impairment. Removal of VAWA preference verbiage as PCHA does not have a preference for VAWA.
<b>Offer of PBV Assistance</b>	24 CFR 983.251 and 983.252	Chapter 18, Section 18-V.F. Offer of PBV Assistance	If a family refuses or is rejected for a PBV unit, their place on the tenant-based waiting list is not affected, but their place on PBV lists depends on PCHA policy and whether the refusal was for good cause. When a family accepts PBV assistance, the PCHA must provide a full briefing, a detailed information packet, and ensure effective communication and language access for persons with disabilities or limited English proficiency.
<b>Leasing of Contracted Units</b>	24 CFR 983.252	Chapter 18, Section 18.V.G. Leasing of Contracted Units	<p>The owner must provide a copy of the rejection notice to the PCHA. During the term of the HAP contract, the owner must lease contract units to eligible families that are selected from the waiting list for the PBV program. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the PCHA's subsidy standards.</p> <p>The owner must promptly notify the PCHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the PCHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies within 30 calendar days. The PCHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.</p>
<b>Lease Requirements</b>	24 CFR 983.256(c)	Chapter 18, Section 18-VI.B. Lease	The lease for a PBV unit must clearly state required terms—such as parties, unit details,

			rent, services, and transition rules for zero-HAP families—and must protect resident rights, be reasonable, accessible, comply with lead disclosure, not add new deposits for in-place residents, and not unfairly restrict residents' use of their homes.
<b>Owner Termination of Tenancy</b>	24 CFR 983.257	Chapter 18, Section 18-VI.B. Lease	An owner may terminate tenancy in a PBV unit for the same reasons allowed under the tenant-based program—except not for business, economic, or personal use reasons—and must follow RAD-specific procedural rights, notice periods (including Not less than 30 days in the case of nonpayment of rent), and protections for residents, including victims of VAWA. These provisions apply to legacy non-RAD PBV units located in the project as well
<b>New Admission Families</b>	24 CFR 983.53(d)	Chapter 18, Section 18-VI.B. Lease	New families admitted to a RAD PBV project must initially qualify for a housing assistance payment; if they reach zero assistance, their aid ends after 180 days unless they qualify again. The PCHA will not request waivers to change this rule and will reinstate the unit for another eligible family if needed.
<b>Security Deposits</b>	24 CFR 983.259	Chapter 18, Section 18-VI.B. Lease	The PCHA will prohibit security deposits in excess of private market practice, or in excess of amounts charged by the owner to unassisted tenants.
<b>Public Housing and FSS and Ross Participants</b>	Notice PIH 2019-23 and Notice PIH 2025-03, Supplemental Notice 4C	Chapter 18, Section 18-VI.C.	Current Public Housing Family Self-Sufficiency (PH FSS) and Resident Opportunities and Self-Sufficiency–Service Coordinators (ROSS-SC) participants must be allowed to continue in their programs after RAD conversion, using existing or new grant funds. PHAs must transfer PH FSS participants to the HCV FSS program if their units convert, and participants cannot lose assistance for not complying with their contracts. PHAs and new owners may finish or renew ROSS-SC grants per NOFO rules.
<b>Moves</b>	24 CFR 983.260 and 983.261	Chapter 18, Section 18-VI.E. Moves	After RAD conversion, residents must be allowed to stay but may be required to move to right-sized or accessible units when available,

			with continued assistance offered through PBV or tenant-based vouchers if needed. Families have the right to move with a tenant-based voucher after one year (Choice Mobility) and must be informed of this right. Victims of domestic violence, sexual assault, stalking, or trafficking have special rights to emergency transfers and must not lose assistance due to safety-related moves.
<b>Adjusting Contract Rents</b>	Notice PIH 2019-23	Chapter 18, Section 18-VII.B. Adjusting Contract Rents	RAD PBV contract rents are adjusted annually using HUD's Operating Cost Adjustment Factor (OCAF) instead of standard PBV rent rules, and cannot exceed comparable market rents or fall below the initial rent except to fix errors, add extra subsidy, or adjust utilities. The PHA must ensure OCAF is applied correctly each year, retroactively if needed, and owners may request an alternative adjustment with HUD approval in special cases.
<b>How to Determine Reasonable Rent</b>	24 CFR 983.303(c)	Chapter 18, Section 18-VII.D. Reasonable Rent	The reasonable rent for a PBV unit must be set by comparing it to similar unassisted units, considering factors like location, size, quality, and provided services, and must reflect the unit's actual current condition, not future improvements.
<b>Vacancy Payment</b>	24 CFR 983.352	Chapter 18, Section 18-VIII.B. Vacancy Payments	At the PHA's discretion, vacancy payments may be made to owners for up to two months after a tenant moves out, but the PCHA generally does not make vacancy payments and will decide whether to allow them case by case in the HAP contract. Vacancy payments may be made for up to two months if the owner promptly notifies the PHA of the move-out, proves the vacancy isn't their fault, took steps to re-rent the unit, and submits all required certifications and documentation within PCHA deadlines; payments cannot exceed the contract rent minus any other rent received.
<b>Utility Reimbursements</b>	24 CFR 983.353(d)	Chapter 18, Section 18-VIII.C. Tenant Rent to Owner	The PCHA will make utility reimbursements directly to the family.
<b>Project-Basing Family Unification</b>	24 CFR 983.6(d)(2);	Chapter 19, Section 19-I.K.	The PHA may project-base FUP vouchers without HUD approval in accordance with all

<b>Program (FUP) Vouchers</b>	983.54(c); 983.262(c) and (e)	Project-Basing FUP Vouchers	statutory and regulatory requirements for the PBV program.
<b>Fostering Youth to Independence Initiative (FYI) Program Overview</b>	Notice PIH 2020-28 and PIH 2023-04	Chapter 19, Part II: Fostering Youth to Independence Initiative	<p>The Foster Youth to Independence (FYI) Initiative provides HCV assistance to eligible youth exiting or at risk of homelessness from the child welfare system, requiring a partnership with a Public Child Welfare Agency (PCWA) and Continuum of Care (CoC) for supportive services and referrals, with fair housing protections and compliance with lead safety rules; PHAs must meet HUD requirements or request exceptions and notify HUD if vouchers go unused. The PCWA must provide or secure a commitment for the provision of supportive services that are required to be offered. PHAs may not exclude pregnant or parenting youth from service. Administrative fee reserves may be used to cover certain costs for the supportive services with HUD approval in accordance with Notice PIH 2022-14 and Notice PIH 2022-18. For youth still involved in the child welfare system, the permanency goals of the young person should be taken into account. Prioritization must be designed in a way that is consistent with fair housing and civil rights requirements.</p>
<b>Veterans Affairs Supportive Housing (VASH) Program</b>	FR Notice 8/13/24	Chapter 19, Part III: Veterans Affairs Supportive Housing (VASH) Program	<p><b>Alternative SSN Verification:</b> PHAs must accept self-certification of SSNs plus at least one third-party document when standard documents are unavailable.</p>
			<p><b>Income Eligibility:</b> Families must meet low-income limits, excluding VA disability benefits for eligibility but counting them for rent; self-certification is allowed for zero income and assets.</p>
			<p><b>Minimum Rent:</b> PHAs must consider hardship and may charge a lower minimum rent for VASH; PCHA sets it at \$50.</p>
			<p><b>Exception Payment Standards:</b></p>

			Exception payment standards for PBV apply only if all units serve VASH families; up to 140% of FMR is allowed for disability accommodations (more with HUD approval).
			Voucher Term: All VASH vouchers must have an initial search term of at least 120 days; PCHA follows this standard.
			Special Housing Types: VASH families must be allowed to use approved special housing types even if not allowed for other HCV families, with standard HQS rules still applying.
			Portability: Families moving under VASH portability rules cannot be rescreened by the receiving PHA.
			Termination: VASH assistance may only be terminated for stopping case management or a serious lease violation.
<b>Project-Basing VASH Vouchers</b>	FR Notice 8/13/24	Chapter 19, Section 19-III.H. Project Basing VASH Vouchers	Authority to Project-Base: PHAs can project-base tenant-based VASH vouchers without extra HUD approval if supportive services are provided by the VAMC and all PBV requirements are met.
			VASH PBV Set-Asides: Since 2010, HUD has awarded VASH vouchers specifically for PBV use, which are excluded from the PBV cap as long as they stay under HAP contract at the designated project.
			Exclusive Use & Referrals: Units designated for VASH must be leased only to VASH families, and Exhibit A of the HAP must specify how many units are exclusively for VASH use.

			<p><b>VAMC Consultation:</b> Before project-basing VASH vouchers, PHAs must consult with the partnering VAMC or DSP to ensure approval.</p>
			<p><b>Mixing VASH &amp; Non-VASH PBV:</b> PHAs may mix VASH PBV units with other PBV units under one HAP contract but must maintain VASH exclusivity for units designated for VASH families.</p>
			<p><b>Redesignation:</b> PHAs and owners may amend a HAP contract to reassign units between VASH PBV and regular PBV after consulting with the VAMC/DSP if program rules allow.</p>
			<p><b>Occupied Units:</b> Unlike regular PBV, PHAs may select occupied units or admit families to units exclusively for VASH families if the project is on VA grounds or has on-site supportive services.</p>
			<p><b>Termination for Non-Participation:</b> If a veteran stops required case management, the PHA must terminate VASH PBV assistance but may allow a switch to regular PBV or tenant-based assistance instead.</p> <p><b>PCHA Termination Policy:</b> If case management is refused, PCHA gives 120 days to vacate before terminating assistance; the unit may be removed or substituted on the HAP.</p>
			<p><b>Moves:</b> VASH families may move after a year, but if no tenant-based VASH voucher is available, they may need to wait up to 180 days unless the family no longer needs case management.</p>
			<p><b>Wrong-Sized/Accessible Units:</b> PHAs must move VASH families from wrong-sized or needed accessible units within 60 days</p>



			using a VASH PBV or tenant-based voucher or remove the unit from the HAP to free it.
			Contract Expiration: Regular PBV “stay in place” rules for contract terminations don’t apply to VASH PBV; units can be added back later with another voucher.
			Rents: Rents for VASH PBV units must be set using the same cap as for non-VASH PBV units if the non-VASH cap is lower.
			Removing Units for Ineligible Families: If a VASH family is not income eligible or has TTP above gross rent, the unit can be removed from the HAP but the family may stay to receive supportive services.
			Zero HAP Families: PHAs may keep zero HAP families in units on VA grounds or with supportive services without removing the unit for 180 days and may reinstate the unit later if income drops or the family moves.
<b>Mainstream Vouchers</b>	Notice PIH 2024-30	Chapter 19, Part IV: Mainstream Voucher Program	Project Selection: PHAs may select PBV projects for VASH noncompetitively if the units are on VA grounds but must follow all other proposal selection rules and announce the intent in their 5-Year Plan.
			<b>Program Overview:</b> Mainstream vouchers provide tenant-based or project-based assistance to non-elderly persons with disabilities and their families, especially those leaving institutions or at risk of institutionalization. Funding and reporting are separate from the regular HCV program. PHAs must maintain at least 80% utilization or risk recapture of funds. HUD may waive certain



			administrative rules but not tenant protections or fair housing requirements.
			<p><b>Eligible Population:</b> Mainstream vouchers must serve households with at least one non-elderly disabled person (ages 18–61 at initial lease). Existing families do not lose eligibility when the disabled member ages out. PHAs must apply the same screening criteria as the HCV program.</p>
			<p><b>Partnership And Supportive Services:</b> PHAs are encouraged to partner with organizations that help disabled persons maintain housing stability. PCHA Policy: PCHA partners with the local Continuum of Care (CoC) to operate its Mainstream program.</p>
			<p><b>Waiting List Administration:</b> HUD allows PHAs to run a separate waiting list for Mainstream vouchers but requires notifying families on the general HCV list. Turnover vouchers must go to Mainstream-eligible families. PCHA Policy: PCHA will maintain a separate Mainstream waiting list; all standard policies for opening, closing, and updating the list apply.</p>
			<p><b>Preferences:</b> PHAs may now set preferences specifically for Mainstream voucher applicants (excluding residency preferences). If a PHA claimed NOFO points for a preference, it must implement that preference. PCHA Policy: PCHA applies a preference for non-elderly disabled persons who are literally homeless and currently or recently in a CoC or similar PSH/RRH program, working with the Pinellas County Homeless Leadership Alliance. No other preferences apply to the Mainstream list.</p>

			<p><b>Voucher Issuance (Search Term &amp; Extensions):</b> The initial search term for Mainstream vouchers must be at least 120 days. Extensions must be for at least 90 days each. The first extension must be granted automatically if requested on time, with no documentation required, and PHAs must remind families of expiration and offer search help.</p> <p><b>PCHA Policy:</b> PCHA will issue an initial 120-day term and contact families at least 30 days before expiration to remind them of deadlines and offer help. Families can request extensions verbally or in writing; all requests are automatically approved for at least 90 days with no documentation required.</p>
			<p><b>Portability:</b> Mainstream voucher holders may port under normal HCV portability rules. If the receiving PHA has Mainstream vouchers, the family remains a Mainstream participant; if absorbed with no Mainstream vouchers available, they receive a regular voucher and the initial PHA's Mainstream slot opens up.</p>
			<p><b>Project-Basing Mainstream Vouchers:</b> PHAs may project-base Mainstream vouchers following all regular PBV rules and nondiscrimination laws. Mainstream vouchers are subject to the same PBV percentage cap as other project-based vouchers.</p>
<b>Income Exclusions</b>	24 CFR 5.609(b)	Chapter 6, Part I: Annual Income	<p>PCHA has included all updated or newly defined income exclusions in the policy, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Nonrecurring income</li> <li>• Lump-sum additions to assets</li> <li>• Foster care/guardianship payments</li> <li>• Insurance settlements</li> <li>• ABLE accounts, 529 plans, baby bonds</li> <li>• Adoption assistance</li> </ul>

			<ul style="list-style-type: none"> <li>• Student financial assistance</li> <li>• Income of live-in aides</li> <li>• Civil rights settlements</li> <li>• Self-employment income exclusions</li> </ul>
<b>Updated Definitions</b>	24 CFR 5.100, 5.403, 5.603	Chapter 3, Part I: Definitions of Family and Household Members, Chapter 6, Part I: Annual Income, Chapter 6, Part II: Adjusted Income	<p>Updated plan definitions for the following:</p> <ul style="list-style-type: none"> <li>• Earned income / Unearned income</li> <li>• Family</li> <li>• Dependent</li> <li>• Minor</li> <li>• Foster child / Foster adult</li> <li>• Health and medical care expenses</li> <li>• Day laborer, independent contractor, seasonal worker</li> </ul>
<b>De Minimis Errors Policy</b>	24 CFR 5.609(c)(4); 982.516(f)	Chapter 14, Section 14-II.D. PHA-Caused Errors or Program Abuse	<p>PCHA will not be considered out of compliance for income calculation errors of \$30/month or less (de minimis), but will reimburse families for any rent overcharges, including those resulting from such errors. Families will not be required to repay undercharges due to PCHA mistakes.</p>
<b>Use of HUD-9886-A (Authorization for Release of Information)</b>	24 CFR 5.230(b)(1), b(2), (c)(4), and (c)(5), 24 CFR 5.232	*Chapter 3, Section 3-II.D. Family Consent to Release of Information and Chapter 7, Section 7-I.A. Family Consent to Release of Information	<p>PCHA requires all adult household members to sign Form HUD-9886-A once, starting at admission or their next interim/annual reexamination after January 1, 2025. Members who turn 18 must sign the form at the next reexam. Revoking consent for financial record access will result in denial or termination of assistance.</p>
<b>Cease Enrollment in Earned Income Disregard (EID)</b>	24 CFR 5.617	Chapter 6, Section 6-I.E. Earned Income Disallowance for Persons with Disabilities	<p>The Earned Income Disallowance (EID) was eliminated by HOTMA effective January 1, 2024. Only families receiving EID as of December 31, 2023, may continue for up to 24 months, with full exclusion for the first 12 months and 50% for the next 12. No new families may qualify, and all EID benefits will end by January 1, 2026.</p>

<b>Using Income Limits for Eligibility</b>	24 CFR 982.201	Chapter 3, Section 3-II.A. Income Eligibility and Targeting	The policy adds that low-income families qualifying under the VASH program are now explicitly eligible.
<b>Social Security Numbers</b>	24 CFR 5.216 and 5.218	Chapter 3, Section 3-II.C. Social Security Numbers	The policy removes the stipulation that participants must provide valid SSNs and verification if they haven't done so before, disclosed an invalid SSN, or received a new SSN, except for those age 62 or older as of January 31, 2010, whose eligibility was determined before that date—they remain exempt even if they move.
<b>EIV Income and Income Validation Tool Reports</b>	Notice PIH 2023-27	Chapter 3, Section 3-II.F. EIV System Searches	The revised policy clarifies that PHAs must review both the EIV Income and IVT Reports to validate reported income within 120 days of submitting new admission data to HUD, keep printed copies in the tenant file, resolve any discrepancies, and removes language of the Housing Information Portal (HIP) (until HUD issues guidance on implementation of HIP System).
<b>Restriction on Assistance Based on Assets</b>	24 CFR 5.618	Chapter 3, Section 3-III.C. Restriction on Assistance Based on Assets	Policy revised to include that upon the PHA's HOTMA compliance date (date postponed until HUD issues guidance on implementation of HIP System), families with net assets exceeding the HUD-set limit (e.g., \$100,000 in 2024) or owning suitable real property are ineligible for assistance, with specific exceptions including victims of domestic violence and properties not meeting family needs; the PHA must enforce these asset restrictions without discretion. Revised policy also outlines PCHA's definition of geographic hardship as when essential places like work, school, or healthcare are too far from the home or transportation is inadequate and will consider individual family circumstances when evaluating hardship.
<b>HAP Contract Execution</b>	24 CFR 982.305	Chapter 9, Section 9-I.G. HAP Contract Execution	The PHA must execute the HAP contract before the lease starts or within 60 days of the lease term; contracts signed after 60 days are void unless the PHA gets HUD approval for an extension due to extenuating circumstances.
<b>Family Moves Due to Unit Deficiencies – Units in Abatement</b>	24 CFR 982.404(d)(3)	Chapter 10, Section 10-I.B. Family Moves Due to Unit Deficiencies	If the PCHA withholds HAP due to uncorrected HQS deficiencies, the owner can't evict the family for nonpayment, and the family may end the tenancy and get a new voucher within 10 business days of PCHA's approval to move.

<b>Family Moves Due to Unit Deficiencies – Termination of HAP Contract and Family Moves</b>	24 CFR 982.404(e)	Chapter 10, Section 10-I.B. Family Moves Due to Unit Deficiencies	If an owner fails to make required repairs within the allowed time, the PCHA must terminate the HAP contract and issue the family a new voucher at least 30 days before termination, giving the family at least 90 days (PCHA: 120 days) to find a new unit
<b>Family Moves Due to Unit Deficiencies – Offer of Public Housing</b>	24 CFR 982.404 (e)(2)	Chapter 10, Section 10-I.B. Family Moves Due to Unit Deficiencies	If a family can't lease a new unit before their voucher expires due to an owner's failure to make repairs, PCHA will offer them a preference for the next available appropriately sized public housing unit and notify them in writing 30 days before the voucher expires.
<b>Family Moves Due to Unit Deficiencies – Relocation Assistance</b>	24 CFR 982.404 (e)(3)	Chapter 10, Section 10-I.B. Family Moves Due to Unit Deficiencies	If an owner's failure to make repairs ends a HAP contract, PCHA will help families with disabilities find accessible units. The PCHA will not use any HAP that has been withheld and abated to assist families with relocation.
<b>Energy Efficient Utility Allowances</b>	24 CFR 982.517(b)(2)(ii)	Chapter 16, Section 16-II.C. Utility Allowances	The PCHA will apply its utility allowance schedule consistently for all households, does not maintain a separate energy-efficient allowance, and includes an air-conditioning allowance when units have central or tenant-installed AC.
<b>Manufactured Homes</b>	24 CFR 982.620 through 982.624	Chapter 15, Part VI : Manufactured Homes	<p><b>15-VI.A. Overview:</b> Explains what a manufactured home is and describes the three ways HCV-assisted families may occupy them:</p> <ol style="list-style-type: none"> <li>1. Rent a manufactured home on a space (PHA must permit)</li> <li>2. Buy a manufactured home through the HCV Homeownership program</li> <li>3. Own a manufactured home and rent only the space (PHA may allow)</li> </ol>
			<p><b>15-VI.B. Special Requirements for Manufactured Home Owners Who Lease a Space:</b> Outlines rules specific to families who own a manufactured home but rent the space, including:</p> <ul style="list-style-type: none"> <li>• Home equity is not counted as income</li> <li>• Special lease and HAP contract forms must be used</li> </ul>
			<p><b>15-VI.C. Payment Standard, Utility Allowance, and HAP Calculation:</b> Details how payment standards, utility</p>

			<p>allowances, and rent calculations work for manufactured homes, including:</p> <ul style="list-style-type: none"> <li>• Payment standard is based on FMR for the area</li> <li>• Utility allowance may include hookup charges (except for in-place leases)</li> <li>• Amortization costs for the home purchase can be included under strict conditions</li> <li>• Rent must be reasonable and verified annually</li> <li>• HAP is paid to the owner for space rent; excess may go to the family, but PCHA pays the owner directly</li> <li>• PCHA does not use the option to pay the full HAP to the family</li> </ul>
			<p>15-VI.D. Manufactured Homes: Housing Quality Standards:</p> <p>Manufactured homes must meet standard HQS plus extra requirements:</p> <ul style="list-style-type: none"> <li>• Home must be stably placed and anchored to resist hazards like wind or sliding.</li> </ul>

**Table 2: PCHA Suggested Administrative Plan Updates**

Policy Area	Admin Plan Chapter and/or Section Related to Policy Topic	New or Updated Provision
Summarization of Changes in the Plan due to HOTMA 102/104, HOTMA Voucher Final Rule, and NSPIRE-V	Chapter: Introduction	1. HOTMA 102/104 - HUD's new HOTMA income and asset rules (Sections 102 and 104) were effective January 1, 2024, but full compliance is delayed until HUD's new Housing Information Portal (HIP) is ready; PHAs may adopt certain isolated HOTMA policies early and note remaining changes in an appendix until HIP is available.

		<p>2. HOTMA Voucher - The HOTMA voucher final rule, effective June 6, 2024, streamlines HCV and PBV programs, requiring PHAs to update their administrative plans and comply with phased deadlines, with full policy updates due by June 6, 2025, even though some provisions take effect earlier.</p> <p>3. NSPIRE-V - HUD is replacing the current Housing Quality Standards (HQS) with the new NSPIRE-V inspection standard for HCV and PBV programs, which must be adopted by October 1, 2025, though PHAs may switch earlier if they meet requirements.</p>
<b>PCHA Mission Statement, Value Statement, and Core Values</b>	Chapter 1, Part I: The PHA	<p>PCHA Mission Statement: To provide quality, affordable housing and improve the lives of residents.</p> <p>PCHA Value Statement: PCHA sets the standard for affordable housing in Pinellas County. Our belief is that everyone deserves a quality place to live.</p> <p>PCHA Core Values:</p> <p>Integrity - Upholding honesty, transparency, and fairness in all we do.</p> <p>Accountability - Residents are our priority; we take ownership of our actions and deliver results.</p> <p>Innovation - Viewing challenges as opportunities to evolve, adapt and improve.</p> <p>Culture of Learning - Investing in our people and developing leaders.</p>
<b>Types of Reasonable Accommodations</b>	Chapter 2, Section 2-II.B. Definition of Reasonable Accommodation	<p>Addition of the following examples of reasonable accommodations:</p> <ol style="list-style-type: none"> <li>1. Allowing for exceptions to the PHA's subsidy standards.</li> <li>2. Allowing a change in the family's rent due date to correspond with the receipt of the head of household, or spouse, or cohead's SSI or SSDI benefits.</li> </ol>
<b>Request for a Live-In Aide as a Reasonable Accommodation</b>	Chapter 3, Section 3-I.M. Live-In Aide	<p>The updated policy removes rigid requirements for only written requests and specific hours of care, clarifies when verification is needed, and allows more flexibility in approving or continuing a live-in aide arrangement, while maintaining conditions for approval, disqualification, and bedroom size limits.</p>
<b>Occupancy Standards</b>	Chapter 5, Part II: Subsidy Standards and Voucher Issuance	<p>PCHA generally assigns one bedroom per two people and considers specific household circumstances—such as live-in aides, foster children,</p>



		shared custody, or medical needs—when determining voucher size. Exceptions to subsidy standards may be granted for disability-related needs or medical equipment. Changes in voucher size are applied at the next recertification or earlier if triggered by a move or family composition change. Families must request exceptions in writing with documentation; PCHA will respond within 10 business days.
<b>Voucher Issuance</b>	Chapter 5, Part II: Subsidy Standards and Voucher Issuance	PCHA issues Housing Choice Vouchers to eligible applicants following mandatory briefings, with an initial 90-day search term. One 30-day extension is automatically granted upon written request, with an additional 30-day extension available for reasonable accommodations or VAWA-related reasons. Voucher terms are suspended during tenancy approval processing. If a voucher expires without an approved tenancy, the family must reapply when the waiting list is open. Vouchers are only issued if funding is available; if funding becomes insufficient, vouchers may be rescinded.
<b>Use of Online Portals</b>	Chapter 4, Part I: The Application Process, Chapter 11, Part I: Annual Reexaminations	Formalized use of online applicant and resident portal, known as Rent Café, for application and document submission, PCHA communications/notifications, and recertifications
<b>Applying for Assistance</b>	Chapter 4, Section 4-I.B. Applying for Assistance	The PCHA uses a one-step application process if selection from the waiting list is expected within 60 days, requiring full eligibility information upfront, and a two-step process if selection takes longer, initially collecting limited info and full eligibility details upon selection; applications can be submitted online via Rent Café or by mail for reasonable accommodations, and incomplete or duplicate applications won't be processed.
<b>Eligible for Placement on the Waiting List</b>	Chapter 4, 4-I.D. Placement on the Waiting List	The PCHA will notify applicants of preliminary eligibility within 10 business days via Rent Café or mail; placement on the waiting list is not final eligibility, which is determined upon selection. Applicants are placed on the waiting list either by date and time of application receipt with preferences applied or by a lottery system, also considering preferences. Placement on waiting list is determined by criteria outlined in public notice for waiting list opening.



<b>Reopening the Waiting List</b>	Chapter 4, 4-II.C. Opening and Closing the Waiting List	The PCHA will announce the reopening of its waiting list at least 10 business days in advance, specifying who can apply, how to apply, and whether placement will be by date/time or lottery; notices will be widely distributed through community organizations, online, and local media, and old list reinstatement requests won't be accepted when starting a new list. Policy removes the specific names of media outlets to allow the PCHA flexibility in choosing suitable newspapers and platforms for public notices without being limited to the previously listed publications.
<b>Purging the Waiting List</b>	Chapter 4, Section 4-II.F. Updating the Waiting List	PCHA will regularly update the waiting list by sending update requests through Rent Café or mail, and families must respond within 10 business days or be removed; if mail is returned with no forwarding address or an electronic notice is undeliverable, the applicant will be removed without further notice. Applicants removed for non-response may be reinstated if the failure was due to PCHA error, a disability, or factors like domestic violence, with reasonable accommodations applied as required.
<b>Removal from the Waiting List</b>	Chapter 4, Section 4-II.F. Updating the Waiting List	PCHA will remove an applicant from the waiting list if the family requests removal or is found ineligible for assistance; ineligibility removals require a written notice with informal review rights. If removed for failure to respond, a family may be reinstated if the lack of response was due to PCHA error, disability, domestic violence, or other valid reasons, and may request reinstatement within 180 days if they show good cause like hospitalization.
<b>Local Preference</b>	Chapter 4, Section 4-III.C. Selection Method	Added verbiage to clarify local preference: The PCHA operates a number of programs which serve special populations, special needs or which were designed for special purposes through the Housing Voucher Program. For these populations and programs, preference will be given to applicants that are referred from various community organizations or divisions of local government which are under a Memorandum of Understanding (MOU), Memorandum of Agreement, or a Contract with the PCHA in accordance with program regulations. If an applicant family qualifies for more than one preference, they will be granted the higher of the points for which they qualify.

		If an applicant family qualifies for more than one preference and the preferences equal the same amount of points, selection will be position on the waiting list as outlined in the waitlist opening notification. Point system is not cumulative.
<b>Order of Selection</b>	Chapter 4, Section 4-III.C. Selection Method	This policy explains that families will be selected from the waiting list based on targeted funding and preferences either by date and time of application or by lottery number, depending on the public notice; the PCHA will document which families qualify for or are interested in targeted funding and note when higher-placed families decline it to streamline future selections.
<b>Notification of Selection</b>	Chapter 4, Section 4-III.D. Notification of Selection	This policy states that when a family is selected from the waiting list, the PCHA will notify them via Rent Café, email, or mail, providing interview details, required attendees, and needed documents; if the notice is undeliverable with no forwarding address, the family will be removed from the list and sent a denial notice.
<b>Requesting Tenancy Approval</b>	Chapter 9, Section 9-I.B. Requesting Tenancy Approval	The Request for Tenancy Approval (RFTA) must be signed by both the family and the owner and submitted with the proposed lease by hard copy, mail, email, or Rent Café; only one RFTA may be processed at a time, and any missing or inconsistent information must be corrected in writing (not by phone), while PCHA will communicate updates by phone, email, or mail as needed.
<b>Requesting Tenancy Approval for PHA-Owned Units</b>	Chapter 9, Section 9-I.B. Requesting Tenancy Approval	Families may lease eligible PCHA-owned units under the voucher program if they choose, and PCHA will inform them both orally and in writing that they are free to select any eligible unit without pressure or steering, with required oversight by an independent entity.
<b>Restrictions on Elective Moves</b>	Chapter 10, Section 10.I.C. Restrictions on Moves	PCA generally prohibits elective moves during the initial lease term, more than one elective move in 12 months, or moves by families with repayment agreements, but allows exceptions for health, safety, family changes, owner non-compliance, emergencies, or reasonable accommodations for disabilities.
<b>Portability Monthly Billing Payments</b>	Chapter 10, Section 10.II.B. Initial PHA Role	The PCHA as the initial PHA will utilize direct deposit to ensure that the payment is received by the deadline unless the receiving PHA notifies the PCHA that direct deposit is not acceptable to them.

		If PCHA extends the term of the voucher as the initial PHA, the receiving PHA's voucher will expire 30 calendar days from the new expiration date of the PCHA's voucher.
<b>Asset Limitation</b>	Chapter 12, Section 12-I.E. Mandatory Policies and Other Authorized Terminations	PCHA will fully enforce the HOTMA asset limit at all reexams, terminating assistance within six months for families over the limit, with no chance to cure, and will provide written notice and a hearing opportunity. This policy is currently on hold pending implementation of the Housing Information Portal (HIP) and further HUD guidance.
<b>Insufficient Funding</b>	Chapter 12, Section 12-I.E. Mandatory Policies and Other Authorized Terminations	If funding is insufficient, PCHA will first try cost-cutting measures before terminating HAP contracts, prioritizing continued assistance for special purpose voucher families and protecting elderly or disabled families; terminations, if needed, will follow HUD notification and target longest-assisted families first.
<b>Owner Education, Outreach, and Retention</b>	Chapter 13, Section 13-I.A. Owner Recruitment and Retention	PCHA actively recruits and educates property owners—especially those outside areas of poverty or minority concentration—to participate in the HCV program through outreach events, direct contact, and partnerships, while providing strong customer service and resources to retain owners and minimize vacancy losses.
<b>Owner Responsibilities</b>	Chapter 13, Section 13-I.C. Owner Responsibilities	Revision of policy to include Owners must maintain units to meet housing quality standards. A unit is not in compliance with housing quality standards if the PCHA or other inspector authorized by the state or local government determines that the unit has deficiencies based upon an inspection, the agency or inspector notifies the owner in writing of the deficiencies, and the deficiencies are not remedied within the appropriate timeframe.
<b>Special Housing Types</b>	Chapter 15, Introduction	PCHA generally does not allow special housing types (Single Room Occupancy, Congregate Housing, Group Homes, Shared Housing, Manufactured Homes, Homeownership units) except to accommodate disabilities or for leasing manufactured homes.
<b>Remote Informal Reviews (Applicants) and Informal Hearings (Participants)</b>	Chapter 16, Section 16-III.B. Informal Reviews and Section 16-III.C. Informal Hearings for Participants	The PCHA may conduct informal reviews and hearings remotely by phone or video conferencing but will accommodate disabilities or limited tech access and considers other remote review requests individually.

<b>Conducting Informal Reviews (Applicants) and Informal Hearings (Participants)</b>	Chapter 16, Section 16-III.B. Informal Reviews and Section 16-III.C. Informal Hearings for Participants	The PCHA may hold informal reviews and hearings remotely by phone or video, provides advance access instructions and materials, resolves tech barriers, and will offer an in-person hearing if needed to ensure fair access and privacy.
<b>Hearing Officer's Decision and Issuance of Decision</b>	Chapter 16, Section 16-III.C. Informal Hearings for Participants	The hearing officer will provide a written decision to the PCHA within 10 business days following the hearing, after which the PCHA will mail a copy of the decision to the family. The PCHA will mail the "Notice of Hearing Decision" to the participant on the same day it is received from the hearing officer. This notice will be sent by first-class mail. The participant will be mailed the original "Notice of Hearing Decision". A copy of the "Notice of Hearing Decision" will be maintained in the PCHA's file.
<b>Criminal Prosecution for Program Fraud/Abuse</b>	Chapter 16, Section 16-IV.B. Repayment Policy	The PCHA will consult with the HUD Field Office and regional OIG Special Agent in Charge (SAC) to determine whether it will refer the matter to the state or local district attorney to pursue criminal fraud charges.
<b>Payment Thresholds</b>	Chapter 16, Section 16-IV.B. Repayment Policy	Payments may only be made by money order or cashier's check.
<b>No Offer of Repayment Agreement</b>	Chapter 16, Section 16-IV.B. Repayment Policy	The PCHA will not enter into a repayment agreement with a family if debts are at or above \$5,000, if there is already a repayment agreement in place with the family, if the family previously had a repayment agreement with the PCHA, or if the PCHA, in consultation with HUD and local law enforcement, determine to pursue criminal charges in connection with the conduct and the amounts owed.
<b>Third Party Verification</b>	Chapter 7, Part 7-I.D. Third-Party Written and Oral Verification	PCCHA requires third-party documents to be dated within 120 days of receipt, except for fixed income sources, which must be dated within the appropriate benefit year. For earned income, the family must submit the two most recent consecutive pay stubs, with additional documentation requested if income is irregular or insufficient.
<b>Self-Certification of SSNs</b>	Chapter 7, Section 7-II.B. Social Security Numbers	PCCHA requires valid Social Security Number (SSN) documentation for all household members, except those who do not claim eligible immigration status or elderly participants exempted by HUD rules. Acceptable SSN documents must be original and unaltered; however, if unavailable, PCHA may use

		alternative verification with justification. PCHA will accept self-certification of SSN along with third-party document as a last resort if individual unable to provide documentation of SSN. Applicants have 90 days to provide valid SSN documentation if initial documents are deemed unacceptable.
<b>VAWA Forms and PCHA VAWA Emergency Transfer Plan</b>	Chapter 16 Program Administration	PCHA has updated its VAWA Emergency Transfer Plan and replaced the obsolete VAWA forms in the Housing Choice Voucher (HCV) Administrative Plan. These new forms have been included in Chapter 16 as Exhibits 16-1 through 16-4 to ensure continued compliance with federal requirements.
<b>Removal of Exhibits 17-1 and 18-1</b>	Chapter 17 Project-Based Voucher, Chapter 18 Project Based Vouchers Under the Rental Assistance Demonstration (RAD) Program	The exhibits previously included in Chapters 17 and 18 of the Housing Choice Voucher (HCV) Administrative Plan have been removed. These exhibits were duplicate copies of each Project-Based Voucher (PBV) property Housing Assistance Payments (HAP) contract. The complete and original HAP contracts are securely maintained and housed in the HCV department for reference and compliance purposes.