

Prince William County  
Office of Housing and Community  
Development



Public Housing Agency FY2022  
Annual Plan and Progress Report



# OPEN COMMENT PERIOD & NOTICE OF AVAILABILITY OF DRAFT

## PRINCE WILLIAM COUNTY HOUSING AND COMMUNITY DEVELOPMENT HOUSING CHOICE VOUCHER PROGRAM PUBLIC HOUSING AGENCY ANNUAL PLAN & PROGRESS REPORT— PWC FISCAL YEAR 2022

All citizens and interested parties of the Prince William Area are hereby notified that **effective February 18, 2021**, the draft plan & progress report is available for public review and comments. Copies of the plan are available for public viewing at the Office of Housing and Community Development and the Chinn library. To request a copy of the draft, call 703-792-7531 or visit our website at [www.pwcgov.org/housing](http://www.pwcgov.org/housing)

Informational briefings of the Plan will take place virtually on:

**Thursday, February 25, 2021 at 8:30 a.m.**

<https://pwc-doit.webex.com/pwc-doit/j.php?MTID=ma626f4a97af7d2f328a7c581da530694>

Meeting number: 180 873 2773

Password: sYcTds99bd7

Host key: 992059

Call In:

+1-202-860-2110 United States Toll (Washington D.C.)

+1-415-655-0001 US Toll

Access code: 180 873 2773

**Thursday, March 17, 2021 at 1:00 p.m.**

<https://pwc-doit.webex.com/pwc-doit/j.php?MTID=m6b30485feb04389742ba618b16c509fa>

Meeting number: 180 045 1107

Password: 6kWzhw8hdr4

Host key: 169949

Call in:

+1-202-860-2110 United States Toll (Washington D.C.)

+1-415-655-0001 US Toll

Access code: 180 045 1107

Pursuant to section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) that the Prince William County Office of Housing and Community Development (OHCD) Housing Choice Voucher Program (formerly Section 8), have developed the required public housing agency plan for tenant-based Housing Choice Voucher Program's mission and the long-range goals and objectives for achieving the mission. The Plan provides details about the strategy for handling operational concerns, residents' concerns and needs, programs and services for the upcoming fiscal year. A public hearing will be held to discuss the public housing agency plan and to invite public comments regarding the plan. OHCD tenant-based Housing Choice Voucher Program does not discriminate on the basis of race, color, religion, sex, age, national original or disability.

Citizens and other interested parties are urged to attend the informational meeting and/or submit written comments, by no later than **Midnight, April 5, 2021**.

Non-English-speaking residents and citizens with speech, sight, or hearing impairments who wish to review the documents or comment at the public meetings should contact the Prince William County Office of Housing & Community Development five days in advance at 703-792-7531. Virginia Relay enables people who are deaf, hard of hearing, deaf/blind, or have difficulty speaking to communicate by TTY (text telephone) or another assistive telephone device with anyone who uses a standard phone. Anyone can make a Virginia Relay call by dialing 7-1-1. Each request will be considered individually according to the type of assistance required, the availability of resources, and the financial ability of the County to provide accommodation.

For more information concerning any of the above call Kim Lawson at (703) 792-7531. Written comments should be directed to:

PWC Office of Housing and Community Development  
Attn: Kimberly Lawson, Administrative Coordinator  
15941 Donald Curtis Drive, Suite 112  
Woodbridge, Virginia 22191-4291  
[klawson@pwcgov.org](mailto:klawson@pwcgov.org)



OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT

**Streamlined Annual  
PHA Plan  
(High Performer PHAs)**

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

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

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

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

**Definitions.**

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

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Prince William County</u> <span style="float: right;">PHA Code: <u>VA046-PWC</u></span>            PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer            PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2021</u>            PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)            Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) <u>2252</u>            Total Combined <u>2252</u>            PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 25%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 15%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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Lead PHA:																											

<b>B.</b>	<b>Annual Plan Elements</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>

**B.3 Progress Report.**

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

*Goal 1. Increase the availability of decent, safe and affordable housing.*

Annual Progress Report:

*Strategy 1 – Expand the supply of assisted housing.*

Objectives:

1. *Apply for additional rental vouchers.*

The past reporting period's focus was on maintaining service levels and making application for additional funds. Therefore, during the reporting period, our focus has been on maintaining housing assistance levels for our existing program participants during COVID.

We invited families from our Waiting List for special programs such as Family Unification Program (FUP), Non-elderly Disabled (NED), Veteran Supportive Assistance Housing (VASH) and Mainstream programs waiting list. Staff continues to work with families to lease these and other specialty programs. In addition we made application for additional VASH, FUP and a new Mainstream Voucher Program. We received 10 additional VASH and 88 Mainstream. Our goal for the next reporting period is to maintain or increase current leasing levels should funds permit. We will also apply for additional funding should grant opportunities present themselves.

2. *Leverage private or other public funds to create additional housing opportunities.*

We continue to look for leverage opportunities during the reporting period. Employment is one of our Family Self-Sufficiency focus areas. During the past year the program served 52 families. We hope to increase HCV participant participation during the next grant period. We continue our partnership with DSS on their Fatherhood Initiative program, which is designed around strengthening families with having positive male role models more involved and/or reconnecting fathers to or with their children. Currently serving 20 families.

Several non-profit organizations also continue to expand their services to include family planning, employment training, as well as first time-home buyer's assistance and affordable rental units to LMI households as well as special housing for persons with disabilities. OHCD's Community Development Unit also continues to provide first time home buyers assistance, home rehabilitation assistance and a community funding pool. All of these efforts expand affordable housing opportunities for low income families in our community. Many of our HCV clients directly benefit from these programs and services.

*Strategy 2: Improve the quality of assisted Housing.*

Objectives:

*Improve voucher management, Increase customer satisfaction & Concentrate on efforts to improve specific management functions.*

1. *Improve voucher management.*

OHCD continues to look for ways to improve in this area. We partnered with the Virginia Housing Development Authority to utilize their housing search system. This is a free service that allows owners to list their units, in a more comprehensive way and provides them technical assist. Families now can access unit information from the comfort of their home via the internet. The system captures all types of unit information from affordability options (HCV, LIHTC, Elderly, & Accessibility) to if the complex has smoking or non-smoking units available. The unit listing encompasses the entire state of Virginia, allowing families' greater access to available unit state wide. This system frees up valuable staff time and resources as we do not have to maintain the system ourselves. In addition to using the service by way of the internet they provide a toll free number where staff will work with both those looking to find rental units and owners wanting to list their units.

OHCD management staff has increased quality control reviews on a monthly basis. All new move-ins and 100% of all recertifications have quality control reviews performed by supervisors. Cases are reviewed in line with SEMAP regulations. We continue to offer Landlord Briefings every 1<sup>st</sup> Wednesday of the month. Information is provided to new and old owners regarding program rules of the Housing Voucher Program. During our portability briefing, we get a portability survey completed from each family. This allows us to follow and improve our customer service.

2. *Increase customer satisfaction.*

Customer satisfaction remains a high priority of our office, as evident from above. Staff provides one-on-one interviews for recertification, this gives the staff and family opportunity for family development discussions. As mentioned we continue to hold monthly owner orientations that are available to new and current owners and their staff. Since COVID this has been done through virtual means. Staff also collaborates with other county agencies and community partners to expand services for our clients. In addition, the reception area before COVID provided survey forms for everyone to evaluation the services provided and how families perceive how they were treated.

**B.3 3. Concentrate on efforts to improve specific management functions.**

As stated above OHCD continue to look for ways to improve management. Two years ago we increased our Quality Control (QC) to 100% as a result an audit finding. We made adjustments to ensure errors are identified earlier and appropriate corrective actions are completed timely. We will be exposing other cost saving measures like bi-annual inspections and on-line recertification. The move to an automated answering system has helped with the reduction in administrative support. Also the email encryption has increase the protection of client information. This e-mail system has allowed us to automate our portability process, which allow information to be transmitted to other jurisdictions more efficiently while protecting the family's privacy. In addition, all forms tenants must use to report changes or verify changes are on-line.

*Strategy 3: Increase assisted housing choices.*

*Objectives:*

**1. Provide voucher mobility counseling.**

Mobility counseling is provided at initial lease-up, recertification, port-in, and when a family requests to move. We provide information on schools, transportation and other services within the County. Staff also counsels families of their obligation to maintain units in a safe, decent and sanitary condition during the course of their tenancy and upon moving out of the unit. Staff also, performs special inspections as needed to ensure HQS compliance is being maintained by owner and tenant.

**2. Conduct outreach efforts to potential landlords.**

OHCD continues to conduct Owner Outreach Sessions held monthly to explain the HCV program and market the program to potential owners. In addition, potential landlords have the opportunity to list their properties, free of charge, on the VHDA's housing search website. OHCD has a website with various information including HCV program requirements and how to become a landlord on the program. The Landlord Handbook was created to answer all questions of owners. OHCD also provides direct access to functional managers to answer questions and concerns on program requirements. A list of "Commonly Missed Items" is provided to potential owners interested in knowing, "at a glance", whether or not their unit quality for program participation. In addition, our website now includes all staff members with their name, phone, email and program covered to assist landlords.

**3. Increase voucher payment standards when appropriate.**

Yearly, OHCD reviews HUD published Fair Market Rents, conducts a survey and analysis of utility standards, and makes necessary adjustments within established guidelines to ensure that program participants are not rent burdened while at the same time ensuring that payment standards and utility costs are fairly representative of open market rents, and housing costs. The payment standards were revised effective 10-1-19 to reflect FMR based upon zip codes and 3-1-20 for utility standards.

**4. Expand voucher homeownership program.**

During the reporting period, OHCD hosted several informational seminars to encourage participation in the Family Self-Sufficiency Program as well as HCV Homeownership Program. During the sessions, there was a continuing communication of the FSS programs' key concentration areas of education, employment readiness/entrepreneurship, financial fitness, health and wellness and strengthening of the family. These areas of focus are considered essential as they provide a holistic approach to self-sufficiency, which includes homeownership. Program staff diligently encourages HCV program participants to explore homeownership options. The Housing Choice Voucher Homeownership program brochure is provided to HCV program participants who are interested in becoming homeowners, and HCV participants are briefed upon expressing interest in the program by the HCV Homeownership Program Coordinator. Currently there are 8 families participating in the HCV Homeownership Program as 2 families left the program. The program has served a total of 20 families. Our goal is to have 25 families participating in the program.

*Goal II. Promote self-sufficiency and asset development of families and individuals.*

*Annual Progress Report:*

*Strategy 1: Promote self-sufficiency and asset development of assisted households:*

*Objectives:*

**1. Increase the number and percentage of employed persons in assisted families.**

The primary focus of the Family Self-Sufficiency (FSS) Program during this reporting period, while continuing to emphasize the holistic development of all family members, is to increase the number and percentage of employed persons in assisted families - both within the core FSS Program and larger HCV program. For calendar year 2020 there were 52 Family Self-Sufficiency participants.

**2. Provide or attract supportive services to improve assistance recipients' employability.**

The FSS Program will continue to seek during CY2021 to expand and strengthen its base of community partners, and strengthen client participation in the formalized program of foundation activities required for client success, while continuing the pilot expansion to the HCV program as a whole. We continue to work with other organizations that offer GED training, resume writing, interviewing techniques as well as other services. OHCD has partnered with non-profits and SunTrust Bank to provide a Financial Empowerment Symposium to increase financial awareness as well as empower families to increase their living standard and employability by providing resources for credit review, analysis and financial counseling.

This year we hired a consultant to provide a 14 week course for participants to assist households in reach their established goals. The consultant has worked successfully with area homeless providers and OHCD Dawson Beach Transitional Housing households to reach their goals.

B.3

Conduct partnership with area and state educational institutions and related organizations, to increase the educational achievement levels of assistance. An additional focus will be to increase language and math literacy skills within the family. Families are mobilized as the result of higher education achievement levels, including increased language and math literacy, to not only become more readily employed, but also increase employment wages and opportunities in the short and long term.

3. *Provide or attract supportive services to increase independence for the elderly or families with disabilities.*

OHCD is a member of the County's Human Services Agency Team. This team consists of the Area Office on Aging, Community Service Department, Department of Social Services, and The Virginia Cooperative Extension Office. Being a part of this team gives OHCD direct access to key personnel in each agency and allows us to receive important information on services available to the elderly and persons with disabilities. The Agency Directors meet on a monthly basis to keep each other apprised of new programs and services. This gives us the ability to better coordinate services. OHCD also works closely with the local Continuum of Care (COC) organizations and Human Services Coalition. More importantly OHCD's Housing Board has representatives from the Area Office on Aging, Community Service, COC and Disability Services Board. They provide vital programmatic oversight and share information regarding affordable housing issues/concerns facing the elderly and persons with disabilities. Many of our client receive supportive services from the above agencies and community partners, these include but limited to, job training, counseling services, educational services and housing services.

4. *Expand Family Self-Sufficiency activity & programming availability to all assisted households.*

The FSS Program continues to invite all participants to its events. While there will be a continuing emphasis on the five key areas of education, employment readiness/entrepreneurship, financial fitness, health and wellness and strengthening of the family – there is an increased focus on moving assisted participants towards employment and increased education achievement levels in the activities produced and planned during this reporting period. It is hoped that all families will benefit from these activities.

*Goal III. Ensure Equal Opportunity in Housing for All Americans.*

*Annual Progress Report:*

*Strategy 1: Ensure equal opportunity and affirmatively further fair housing.*

*Objectives:*

1. *Undertake affirmative measures to ensure access to assisted housing regardless of age, race, color, religion national origin, sex, familial status, and disability.*

OHCD continues to work closely with the PWC Human Rights Commission to ensure proper Fair Housing information distribution to program applicants and participants. As part of the briefing process, we provide HCV program applicants with pertinent information about fair housing requirements. Fair Housing posters are conspicuously placed at our OHCD offices. Also, OHCD consults with PWC Human Rights Office, the PWC Attorney, and HUD field office to seek guidance and/or clarity on issues where owner lease requirements may appear ambiguous and/or discriminatory. FY2019 and FY2020 OHCD contracts with PWC Human Rights Commission to conducting fair marketing and outreach. FY21 contract with COG for Metro Regional Analyst of Impediment to Fair Housing Choices. This contract for these services is between OHCD and the PWC County Human Rights Commission is funded through Community Development Block Grant (CDBG) administrative funds.

2. *Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of age, race, color, religion, national origin, sex, familial status, and disability.*

As mentioned previously OHCD through our partnership with VHDA is providing more housing choice as well as unit and community information so families can make a more informed choice when searching for a unit. OHCD continuously monitors and enforces HQS requirements to ensure program compliance by owners and participants. Inspection staff is proactive during inspections in identifying health and safety issues that may necessitate reasonable accommodation for individuals with disabilities. Program staff disseminates information during each stage of the tenancy continuum. Participants and owners are provided with Briefing Packages that contain, among others, a HUD publication "A Good Place to Live", a "Know Your Fair Housing Rights" pamphlet, and The Virginia Landlord-Tenant Handbook.

3. *Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.*

OHCD continues to target new owners and retain those already participating in the HCV program through our owner outreach program (owner briefing) designed to broaden the base of units available to HCV families with disabilities. As part of the intake application and recertification processes, OHCD continually solicits information on the need for reasonable accommodation to ensure families that need accommodation receive the appropriate accommodation. The new housing search system identifies accessible units as well. OHCD also has an Owner Handbook and a Briefing Package.

<p><b>B.4.</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:  <b>The Office of Housing and Community Development has had an audit performed for the Housing Choice Voucher Program. Currently the results of the audit have not been released and available to the public.</b></p>
<p><b>Other Document and/or Certification Requirements.</b></p>	
<p><b>C.1</b></p>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>C.2</b></p>	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>C.3</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p><b>C.4</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p><b>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</b></p>	
<p><b>D.1</b></p>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. Not applicable.</p>



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

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

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

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

## B. Annual Plan.

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

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

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(1\)](#) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(2\)\(ii\)](#) and 24 CFR §903.12(b).

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

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

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

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

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

**Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. [\(24 CFR §903.7\(n\)\)](#)

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. [\(24 CFR §903.7\(r\)\(2\)\(i\)\)](#)

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

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

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

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

**Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

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

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

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

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

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

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

### C. Other Document and/or Certification Requirements

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

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

**C.3 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

**C.4 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

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

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

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

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

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

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

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

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7-1-20, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

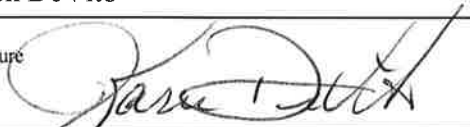
Prince William County  
PHA Name

VA046  
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2022

5-Year PHA Plan for Fiscal Years 2021

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
Karen DeVito	Chair
Signature 	Date 4/22/2021

**Civil Rights Certification**  
**(Qualified PHAs)**

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

**Civil Rights Certification**

**Annual Certification and Board Resolution**


*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Prince William County  
PHA Name

VA046-PWC  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Karen DeVito	Chair
Signature 	Date 4/22/2021

**Certification by State or Local  
 Official of PHA Plans Consistency  
 with the Consolidated Plan or  
 State Consolidated Plan  
 (All PHAs)**

U. S Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 2/29/2016

**Certification by State or Local Official of PHA Plans  
 Consistency with the Consolidated Plan or State Consolidated Plan**

I, Billy J. Lake, the Director, Office of Housing and Community Development  
*Official's Name* *Official's Title*

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

Prince William County  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
 Impediments (AI) to Fair Housing Choice of the


Prince William County  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
 Consolidated Plan and the AI.

The PHA Plan is consistent with both the 5-Year Consolidate Plan (FY16-20) and Analysis of  
 Impediments To Fair Housing Choice (AI). The Consolidated Plan Goal Summary for the  
 homeless goals designates that Tenant-Based Housing Choice Vouchers (HCV) are needed for  
 rental assistance. In addition the Plan states that Fair Housing is a goal for the administration of all  
 federal programs. Under the housing objective the Plans goal is to improve the condition and  
 availability of affordable housing. In relation to the AI Affordable Housing is cited as an  
 impediment. The majority of units are unaffordable to households earning at or below 50 percent  
 of the area median. Those households at the lowest income levels constitute more than 70 percent  
 of all low-income renter households. There are gaps between the supply of affordable housing and  
 the number of low- to extremely low-income households, indicating that there are more low-  
 income households than there are affordable rental units.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will  
 prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Billy J. Lake	Title Director
Signature 	Date 4/22/2021