

Prince William County  
Office of Housing and Community  
Development



**DRAFT**

Public Housing Agency  
Annual Action Plan  
Fiscal Year 2025

<b>Streamlined Annual PHA Plan</b> <i>(HCV Only PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires 03/31/2024</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, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals, and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, 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 who 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 and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																														
A.1	<div> <div> <b>PHA Name:</b> Prince William County Office of Housing &amp; Community Development <b>PHA Code:</b> _VA046____ </div> <div> <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _07/01/2025_ </div> <div> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) </div> <div> <b>Number of Housing Choice Vouchers (HCVs)</b> _2145____ </div> <div> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </div> </div> <div> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>Prince William County Office of Housing and Community Development as indicated within the Open Comment and Notice of Availability document both the DRAFT and the FINAL PHA Plan for Fiscal Year 2024 will be placed on our Housing website <a href="https://www.pwcva.gov/departments/housing-community-development/reports">https://www.pwcva.gov/departments/housing-community-development/reports</a> and hard copies for review will be located at the main office located at located at 15941 Donald Curtis Drive, Suite #112, Woodbridge, VA. 22191 and satellite office located at 14011 Dawson Beach Road, Woodbridge, VA 22191.</p> </div> <div> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below) </div> <table border="1"> <thead> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <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	Lead PHA:																								
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<b>B.</b>	<b>Plan Elements.</b>				
<b>B.1</b>	<p><b>Revision of Existing PHA Plan Elements.</b></p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> De concentration 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"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>				
<b>B.2</b>	<b>New Activities.</b> – Not Applicable				

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

**Progress Report:**

**Strategy I - 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 receiving additional vouchers from HUD. Our office has been working with HUD to ensure optimum voucher issuance and lease up to assist as many households as able.

**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 has served 42 families. We hope to increase HCV participant participation during the next grant period, with a goal of 50 expected Participants.

OHCD continues to work through the Continuum of Care (CoC) to optimize the benefits of services available in the community to assist households as needed and to encourage communication between agencies on these services.

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 Virginia Housing (VH) 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 assistance. 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) and if the complex has smoking or non-smoking units available, pets and amenities. The unit listing encompasses the entire state of Virginia, allowing families' greater access to available unit search statewide. 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 also provides those looking for housing that are not currently on the County's waitlist, resources from other jurisdictions that may open their Housing Choice Voucher waitlist(s). We also provide information for the Coordinated Entry System, through the Continuum of Care(CoC), as well as the County's Community Resource Information.

OHCD management staff has increased quality control reviews on a monthly basis. All new move-ins and a percentage of recertification's have quality control reviews performed by supervisors. Cases are reviewed in line with SEMAP regulations. OHCD continues to provide in-person Landlord Briefings as well as the availability of the informational guide "*Becoming a Landlord for the HCV Program*". Information is provided to new and current owners regarding program rules of the Housing Voucher Program. During our portability briefings, we request 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 provide in-person interviews for briefings, and both in-person, and virtual recertifications, this gives the staff and families an opportunity for family development discussions. As mentioned, we continue to hold orientations to new and current owners and their staff. Staff also collaborates with other county agencies and community partners to expand services for our clients.

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

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

As stated above, OHCD continues to look for ways to improve management. Our Quality Control (QC) procedures are in place to ensure a reduction of errors, those Analysts with less than 1% error rate now have 10% of their case files audited through QC process, and those with higher error rates have 100% of their case files audited through QC process. Our Agency 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 recertifications. The move to an automated answering system which provides the ability to receive and make out-going phone calls has helped with administrative support and faster responses to families. Also, the email encryption has increased the protection of client information. This e-mail system has allowed us to automate our portability process, which allows information to be transmitted to other jurisdictions more efficiently while protecting the family's privacy. In addition, tenants have the ability to report changes or verify changes through our on-line process and for those who need assistance the Analyst(s) meet in-person with those.

**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 conducts monthly Owner Outreach Sessions, 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 VH housing search website. OHCD has a website with various information including HCV program requirements and how to become a landlord on the program. The ***"Becoming a Landlord for the HCV Program"*** informational 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 qualifies for program participation. In addition, our website now includes all staff members with their name, phone, email, and program administered 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 01/01/2024 to reflect FMR based upon zip codes and utility standards effective 01/01/2024.

**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 potential. Our goal is to have 50 families participating in the FSS program.

Program staff diligently encourages HCV program participants to explore homeownership options, and educational opportunities concerning financial issues. "The Housing Choice Voucher Homeownership" program brochure is provided to HCV program participants who may have interest in becoming homeowners, and HCV participants are briefed upon expressing interest in the program by the HCV Homeownership Program Coordinator. Currently there are 5 families participating in the HCV Homeownership Program. The HCV Homeownership program has served a total of 41 families.

**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 the federal fiscal year 2024 (FY23) there were 36 Family Self-Sufficiency participants. To date there are 37 Participants in the FSS Program.

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

The FSS Program will continue to seek additional families to participate in the FSS Program during FY2025 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. 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 County Agencies to provide Financial Empowerment 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.

Our office has contracted with a private consultant to provide a 17-week course ***"Choice's life Skill"*** for FSS 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.

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.

	<p><b>3. <i>Provide or attract supportive services to increase independence for the elderly or families with disabilities.</i></b></p> <p>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 clients receive supportive services from the above agencies and community partners, these include but limited to, job training, counseling services, educational services, and housing services.</p> <p><b>4. <i>Expand Family Self-Sufficiency activity &amp; program availability to all assisted households.</i></b></p> <p>The FSS Program continues to invite all HCV 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 focused 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.</p> <p><b>Goal III. Ensure Equal Opportunity in Housing for All Americans. Annual Progress Report:</b>  <b>Strategy /: Ensure equal opportunity and affirmatively further fair housing. Objectives:</b></p> <p><b>1. <i>Undertake affirmative measures to ensure access to assisted housing regardless of age, race, color, religion national origin, sex, familial status, and disability.</i></b></p> <p>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. OHCD contracts with PWC Human Rights Commission to conduct fair housing testing, marketing, and outreach. This contract for these services is between OHCD and the PWC County Human Rights Commission and is funded through Community Development Block Grant (CDBG) administrative funds. In FY21 OHCD contracted with COG for Metro Regional Analyst of Impediment to Fair Housing Choices. The final Regional Analyst of Impediments to Fair Housing Choices document was completed and approved in FY23.</p> <p><b>2. <i>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.</i></b></p> <p>As mentioned previously OHCD through our partnership with Virginia Housing provides 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 other information, a HUD publication "A Good Place to Live", a "Know Your Fair Housing Rights" pamphlet, and The Virginia Landlord- Tenant Handbook.</p> <p><b>3. <i>Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required</i></b></p> <p>OHCD continues to target new owners and retain those already participating in the HCV program through our Landlord Briefing 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 accommodations to ensure families that need accommodations receive the appropriate accommodations. The new housing search system identifies accessible units as well.</p>
<b>B.4</b>	<b>Capital Improvements.</b> – Not Applicable
<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   N/A  <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>

C.1	<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 checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>		
C.2	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>		
C.3	<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-ST-HCV-HP, <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	<p><b>Challenged Elements.</b> 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.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>		
<p><b>D. Affirmatively Furthering Fair Housing (AFFH).</b></p>			
D.1	<p><b>Affirmatively Furthering Fair Housing (AFFH).</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 1136 1451 1902"> <tr> <td data-bbox="180 1136 1451 1178"> <p><b>Fair Housing Goal:</b></p> </td></tr> <tr> <td data-bbox="180 1178 1451 1902"> <p><u><b>Describe fair housing strategies and actions to achieve the goal</b></u></p> <p>OHCD works 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, OHCD provides HCV program applicants with pertinent information and informational brochures about fair housing requirements as well. Fair Housing posters are visibly 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. In FY22 OHCD implemented that all recertification packets contained a brochure of Fair Housing Rights as a measure to increase awareness and assistance. For FY2019 thru FY2024. OHCD provided funding through the Community Development Block Grant (CDBG) to the PWC Human Rights Commission to conduct fair housing testing, marketing, and outreach to the community, and intends to continue this funding for Fair Housing activities in FY24. In FY21 OHCD contracted with Washington Council of Government(s) COG for a Metro Regional Analyst of Impediments to Fair housing Choices, which has been finalized this current fiscal year and is now available on both COG's website <a href="https://www.mwcog.org/documents/2023/11/15/metropolitan-washington-regional-fair-housing-plan-equity-fair-housing-housing/">https://www.mwcog.org/documents/2023/11/15/metropolitan-washington-regional-fair-housing-plan-equity-fair-housing-housing/</a> and Prince William County Office of Housing and Community Development website, <a href="https://www.pwcva.gov/departments/housing-community-development">https://www.pwcva.gov/departments/housing-community-development</a></p> </td></tr> </table>	<p><b>Fair Housing Goal:</b></p>	<p><u><b>Describe fair housing strategies and actions to achieve the goal</b></u></p> <p>OHCD works 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, OHCD provides HCV program applicants with pertinent information and informational brochures about fair housing requirements as well. Fair Housing posters are visibly 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. In FY22 OHCD implemented that all recertification packets contained a brochure of Fair Housing Rights as a measure to increase awareness and assistance. For FY2019 thru FY2024. OHCD provided funding through the Community Development Block Grant (CDBG) to the PWC Human Rights Commission to conduct fair housing testing, marketing, and outreach to the community, and intends to continue this funding for Fair Housing activities in FY24. In FY21 OHCD contracted with Washington Council of Government(s) COG for a Metro Regional Analyst of Impediments to Fair housing Choices, which has been finalized this current fiscal year and is now available on both COG's website <a href="https://www.mwcog.org/documents/2023/11/15/metropolitan-washington-regional-fair-housing-plan-equity-fair-housing-housing/">https://www.mwcog.org/documents/2023/11/15/metropolitan-washington-regional-fair-housing-plan-equity-fair-housing-housing/</a> and Prince William County Office of Housing and Community Development website, <a href="https://www.pwcva.gov/departments/housing-community-development">https://www.pwcva.gov/departments/housing-community-development</a></p>
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**Fair Housing Goal:****Describe fair housing strategies and actions to achieve the goal*****Supply of affordable housing***

- Prince William County should continue to work with local developers and non-profit organizations to expand the stock of affordable housing. Attention should be given to increasing the production of new affordable housing units and assistance toward the purchase and renovation of housing in existing neighborhoods. Greater emphasis should be placed on capacity building and technical assistance initiatives aimed at expanding nonprofit, faith-based organizations and private developers' production activities in the County and expanding resources for housing.
- To expand local resources, research and consider as one policy change, inclusionary zoning (inclusionary housing), as one alternative means of promoting balanced housing development.
- The County, in coordination with the local Chamber of Commerce, should encourage major employers and lenders to design and implement Employer-Assisted Housing (EAH) programs, encouraging employers to work with employees in their efforts to purchase housing.
- Prince William County has provided a Housing Chapter in its 2040 Comprehensive Plan, addressing Affordable Housing issues within the County for both acquisition and multi-family.
- The Office of Housing, the Planning and Zoning Division and Leadership Team collaboratively are working together to create an Affordable Housing Ordinance and a Housing Trust Fund program.
- In FY25 the Prince William County Board of County Supervisors have allocated \$31M by FY29 for the funding of the Housing Trust Fund in Prince William County, to provide gap financing for developers in the County to promote affordable dwelling units.

**Fair Housing Goal:**



*Describe fair housing strategies and actions to achieve the goal*

## Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only 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), **Number of 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.

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

**B. Plan Elements.** All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

**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 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. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

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

☐ **DE concentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([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 HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support 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 rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)](#)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

☐ **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.

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

**B.2 New Activities.** This section refers to new capital activities which is not applicable for HCV-Only PHAs.

**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 §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))

**B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

**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\(p\)](#))

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

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

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

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

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

#### **D. Affirmatively Furthering Fair Housing (AFFH).**

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

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

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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 Annual PHA Plan. The Annual PHA Plan provides 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 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 6.02 hour 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