





<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?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency 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"/> Asset Management.</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 revised element(s):</p> <p><b><u>Statement of Housing Needs and Strategy for Addressing Housing Needs:</u></b>  <b>To address housing needs, Parish of Jefferson Housing Services Development District (HSDD) will pursue additional voucher resources that become available and will market the Housing Choice Voucher program to expand landlord participation. Supportive services programs will be implemented to assist HSDD residents in reaching their self-sufficiency goals through partnerships with other Jefferson Parish government departments, HOME Consortium members, and non-profit agencies. HSDD</b></p> <p><b>A compilation of HSDD’s data is provided as <u>Attachment 1</u> including updates to HSDD’s waiting list statistics for the Housing Choice Voucher Program as of August 12, 2024.</b></p> <p><b><u>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions</u></b>  <b>A summary of HSDD’s policy updates including detailed HOTMA (Housing Opportunity Through Modernization Act of 2016) provisions are provided in <u>Attachment 2</u>.</b></p> <p><b><u>Financial Resources</u></b>  <b>Financial Resources for the Housing Choice Voucher Program are provided in <u>Attachment 3</u>.</b></p> <p><b><u>Rent Determination</u></b>  <b>A summary of HSDD’s policy updates including detailed HOTMA (Housing Opportunity Through Modernization Act of 2016) provisions are provided in <u>Attachment 2</u>.</b></p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p> <p><b>HSDD Deconcentration Policy is provided as <u>Attachment 4</u>.</b></p>					

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<p><b>B.2</b></p>	<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"/> Designated Housing for Elderly and/or Disabled Families.</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 Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input 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> <p>HSDD plans to utilize up to 200 Project Based Vouchers throughout Jefferson Parish. The use of PBVs will help expand affordable housing which is consistent with the mission described in the PHA Plan.</p> <p>While not referenced above, HSDD also plans to develop affordable housing on lots donated by Jefferson Parish government.</p>
<p><b>B.3</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>HSDD continues to engage in activities to create, maintain, and expand a wide variety of affordable housing opportunities across Jefferson Parish. The agency has applied for and been awarded special purpose vouchers including Stability Vouchers for persons experiencing homelessness and Family Unification Vouchers. HSDD has also issued a Requests for Proposals for Project Based Vouchers and is working with owners to develop PBV units. HSDD has regular landlord forums to recruit and maintain landlords.</p> <p>HSDD is strengthening program management and operations by providing ongoing staff training and revising workflows. Employees participated in NSPIRE and HOTMA training.</p> <p>HSDD has applied for and received funding for Family Self -Sufficiency staff to grow its FSS program and increase enrollment. It has created a fully functional Program Coordinating Committee consisting of community partners to assist participants with employment, training, healthcare, childcare, GED, and other supportive services.</p> <p>To foster quality customer service and stakeholder engagement, HSDD publishes a monthly newsletter.</p>
<p><b>B.4</b></p>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>NA</p>
<p><b>B.5</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</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>

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<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<b>C.2</b>	<p><b>Certification by State or Local Officials.</b></p> <p><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.  <a href="#">Form HUD 50077-SL will be provided via Public Housing Portal guidelines.</a></p>
<b>C.3</b>	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-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.  <a href="#">Form HUD 50077-ST-HCV-HP will be provided via Public Housing Portal guidelines.</a></p>
<b>C.4</b>	<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 type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>
<b>C.5</b>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y   N   N/A  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
<b>D.1</b>	<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> <p>HSDD is not currently required to complete this AFH component of the Plan, however, will do so when pending regulations and timelines are issued by HUD. HSDD will, however, continue to address the requirements at 24 CFR 903.7(o)(3). These efforts include identifying and addressing programmatic impediments to fair housing choice in view of available resources; and collaborating closely with other agencies and community partners in implementing initiatives to affirmatively further fair housing.</p> <p><b>Fair Housing Goal:</b></p>

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**PARISH OF JEFFERSON  
HOUSING SERVICES DEVELOPMENT DISTRICT (HSDD)**

**ANNUAL PHA PLAN  
FISCAL YEAR BEGINNING 01/01/2025**

**ATTACHMENT 1**

**COMPILATION OF  
PARISH-WIDE HOUSING NEEDS DATA**

**COMPREHENSIVE HOUSING ASSESSMENT SURVEY (CHAS)  
USING U.S. CENSUS AMERICAN COMMUNITY SURVEY (ACS) DATA  
FOR YEARS 2016-2020 – RELEASED AUGUST 2023**

<b>Total Jefferson Parish Households</b>	<b>170,400</b>
<b>Owner Households</b>	<b>106,890 (62.7% of total)</b>
<b>Renter Households</b>	<b>63,510 (37.3% of total)</b>

63

<b>Income Distribution Overview</b>	<b>Owner</b>	<b>Renter</b>	<b>Total</b>
Household Income <= 30% HAMFI	8,530	14,750	23,280
Household Income >30% to <=50% HAMFI	11,905	12,085	23,990
Household Income >50% to <=80% HAMFI	13,590	12,795	26,385
Household Income >80% to <=100% HAMFI	12,980	6,725	19,705
Household Income >100% HAMFI	59,880	17,155	77,035
<b>Total</b>	<b>106,890</b>	<b>63,510</b>	<b>170,400</b>
<b>Housing Problems Overview</b>	<b>Owner</b>	<b>Renter</b>	<b>Total</b>
Household has at least 1 of 4 Housing Problems	20,410	31,780	52,190
Household has none of 4 Housing Problems OR cost burden not available no other problems	86,475	31,730	118,205
<b>Total</b>	<b>106,890</b>	<b>63,510</b>	<b>170,400</b>
<b>Income by Housing Problems (Renters Only) *1</b>	<b>Household has at least 1 of 4 Housing Problems</b>	<b>Household has none of 4 Housing Problems OR Cost Burden not Available</b>	<b>Total</b>
Household Income <= 30% HAMFI	11,710	3,040	14,750
Household Income >30% to <=50% HAMFI	10,790	1,295	12,085
Household Income >50% to <=80% HAMFI	6,650	6,145	12,795
Household Income >80% to <=100% HAMFI	1,365	5,365	6,725
Household Income >100% HAMFI	1,265	15,885	17,155
<b>Total</b>	<b>31,780</b>	<b>31,730</b>	<b>63,510</b>
<b>Income by Cost Burden (Renters Only) *2</b>	<b>Cost Burden &gt; 30%</b>	<b>Cost Burden &gt; 50%</b>	<b>Total</b>
Household Income <= 30% HAMFI	11,550	10,395	14,750
Household Income >30% to <=50% HAMFI	10,620	4,415	12,085
Household Income >50% to <=80% HAMFI	6,265	665	12,795
Household Income >80% to <=100% HAMFI	925	15	6,725
Household Income >100% HAMFI	345	0	17,155
<b>Total</b>	<b>29,705</b>	<b>15,490</b>	<b>63,510</b>

1. The four housing problems are: incomplete kitchen facilities; incomplete plumbing facilities more than 1 person per room; and cost burden greater than 30%.
2. Cost burden is the ratio of housing costs to household income. For renters- housing cost is gross rent (contract rent plus utilities)  
For owners- housing cost is "select monthly owner costs" which includes mortgage payment; utilities; association fees; insurance; and real estate taxes.

SOURCE: The U.S. Department of Housing and Urban Development (HUD) periodically receives custom tabulations of data from the U.S. Census Bureau that are largely not available through standard Census products. These data, known as the CHAS data (Comprehensive Housing Affordability Strategy), demonstrate the extent of housing problems and housing needs, particularly for low-income households.

**FACT SHEET  
GREATER NEW ORLEANS HOUSING GROUP  
USING AMERICAN COMMUNITY SURVEY (ACS) DATA  
5-YEAR ESTIMATES 2017-2021**

**JEFFERSON PARISH**

<b>POPULATION</b>	434,850
<b>HOUSEHOLDS</b>	169,452
<b>RACE &amp; ETHNICITY:</b>	
<b>WHITE</b>	64.3%
<b>BLACK</b>	28.1%
<b>ASIAN</b>	4.7%
<b>OTHER</b>	4.2%
<b>HISPANIC OR LATINO</b>	15.0%
<b>NOT HISPANIC OR LATINO</b>	85.0%
<b>MEDIAN HOME VALUE</b>	\$188,200
<b>MEDIAN RENT</b>	\$972
<b>OCCUPANCY STATUS:</b>	
<b>OCCUPIED UNITS</b>	169,452
<b>VACANT UNITS</b>	19,059
<b>TOTAL UNITS</b>	188,511
<b>OWNER OCCUPIED UNITS</b>	61%
<b>RENTER OCCUPIED UNITS</b>	39%
<b>HOUSING COST BURDEN:</b>	
<b>OWNER</b>	21%
<b>RENTER</b>	49%
<b>OVERALL</b>	32%

SOURCE: The Fact Sheet, prepared by the Greater New Orleans Housing Group, provides data on seven parishes in Regional Housing Planning Area 1: Jefferson Parish, Orleans Parish, Plaquemines Parish, St. John the Baptist Parish, St. Bernard Parish, St. John the Baptist Parish, and St. James Parish. The Fact Sheets were made possible due to the support of the Greater New Orleans Foundation's Disaster Relief Fund, which is largely supported by the W.K. Kellogg Foundation and other donors.

<b>Housing Needs of Families on the HSDD Housing Choice Voucher Waiting List</b>		
	<b># of Families</b>	<b>% of Total Waiting List Families</b>
<b>Waiting List Total</b>	<b>323</b>	<b>—</b>
Elderly families	18	5.57%
Families with Disabilities	49	15.17%
Families with Children	170	52.63%
Race – African American	309	95.67%
Race – White	10	3.10%
Race -American Indian/Alaska Native	3	.93%
Race – Native Hawaiian/Other Pacific Islander	1	.31%
Ethnicity – Hispanic	4	1.23%
Ethnicity – None Listed	319	98.76%
<b>Housing Needs of Families on the HSDD Housing Choice Voucher Waiting List</b>		
	<b># of Families</b>	<b>% of Total Waiting List Families</b>
<b>Waiting List Total</b>	<b>323</b>	<b>—</b>
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Race – African American	309	95.67%
Race – White	10	3.10%
Race -American Indian/Alaska Native	3	.93%
Race – Native Hawaiian/Other Pacific Islander	1	.31%
Ethnicity – Hispanic	4	1.23%
Ethnicity – None Listed	319	98.76%

(Source: Jefferson Parish Housing Services Development District Waiting List Data reported as August 12, 2024. Waiting List was recently purged and will open in the last quarter of 2024.)


**PARISH OF JEFFERSON HOUSING SERVICES DEVELOPMENT DISTRICT**

**ANNUAL PHA PLAN  
FISCAL YEAR BEGINNING 01/01/2025**

**ATTACHMENT 2**

**HOTMA HIGHLIGHTS & SUMMARY OF HSDD POLICY REVISIONS**

**HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

## HOTMA HIGHLIGHTS

### Final Rule Implementing Sections 102, 103, 104

The Final Rule implementing Sections 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) delivers important benefits to tenants and reduces administrative burdens for public housing agencies (PHAs). Provisions of the Final Rule have been incorporated into the Administrative Plan.

Highlights of the Final Rule are outlined below:

#### SECTION 102: INCOME REVIEWS

- *Fewer Interim Reexaminations*: HOTMA creates a 10% adjusted income increase/decrease threshold for conducting Interim Reexaminations, and in most cases requires that increases in earned income are not processed until the next Annual Reexamination, allowing families to keep more of their earnings before receiving a rent increase. The new requirements should lead to fewer Interim Reexaminations overall, alleviating burden for both participants and PHAs.
- *Streamlined Verifications*: Several provisions will streamline the verification process for housing providers.
  - *Adults Only Need to Sign Consent Form Once*: HOTMA revises the required consent form that all adult household members sign, allowing them to sign the form only once instead of annually.
  - *Use of Income Determinations from Other Programs*: HOTMA allows PHAs to use income determinations made under other federal benefits programs for reexaminations.
  - *Review of EIV Not Required at Interim Reexamination*: HOTMA eliminates the requirement for PHAs to use EIV to verify tenant employment and income information during an interim reexamination, significantly reducing administrative burden.
- *Increased Standard Deduction for Elderly/Disabled Households*: HOTMA increases standard deductions for families with a head, co-head, or spouse who is elderly or a person with a disability.
- *Additional Income Exclusions*: The rule codifies additional income and asset exclusions, including:
  - Amounts received from Medicaid or other state/local programs meant to keep a family member with a disability living at home
  - Veterans' aide and attendant care
  - Distributions of principal from non-revocable trusts, including Special Needs Trusts.
- *Threshold for Claiming Medical/Disability Expenses Increased*: HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
- *Higher Threshold for Imputing Asset Income*: HOTMA raises the imputed asset threshold from \$5,000 to \$50,000, incentivizing families to build wealth without imputing income on those assets.
- *Hardship Relief*: HOTMA provides hardship relief for expense deductions, lessening the impact of the increased threshold for medical expenses. HOTMA permits PHAs to grant hardship relief to families unable to pay rent because of unanticipated medical/disability

expenses and families who are no longer eligible for the childcare expense deduction.

#### **SECTION 104: ASSET LIMITS**

- Asset Limitation: HOTMA imposes a \$100,000 asset limit for eligibility and continued assistance. Families are also ineligible for assistance if they own real property suitable for occupancy. PHAs have the option of delaying enforcement/termination for up to six months if the family is over the asset threshold at the time of annual reexamination.
- Exclusion of Retirement and Educational Savings Accounts: Retirement accounts and educational savings accounts will not be considered a net family asset. This is a major benefit to families, incentivizing savings for important life milestones and opportunities. This will also provide significant administrative relief to PHAs by allowing them to stop verifying and calculating these assets altogether.
- Self-Certification of Assets under \$50,000: HOTMA allows self-certification of net assets if estimated to be at or below \$50,000. This will be a time-savings for families and lower administrative burden for PHAs recertifying income.

#### **CROSS-CUTTING**

- Adjustments for Inflation: Deductions and the asset limitation will be adjusted for inflation annually, ensuring that deductions do not lose value over time and that families are able to build more wealth without losing program assistance. The current deduction amounts have never been adjusted.



All mandatory policies of HOTMA have been incorporated into the HSDD Administrative Plan. HOTMA discretionary policies are described in the table below:

Topic	HOTMA Reference	HSDD Policy
<p><b>Self-Certification of Net Family Assets Equal to or Less Than \$50,000 (adjusted annually for inflation)</b></p>	<p>PHAs may accept a family’s self-certification of net family assets equal to or less than \$50,000 (adjusted annually for inflation) and anticipated income earned from assets without taking additional steps to verify accuracy, at admission and at reexamination.</p> <p>PHAs that choose to accept self-certification of net family assets equal to or less than \$50,000 (adjusted annually for inflation) at reexamination are required to fully verify net family assets every three years.</p>	<p>HSDD will determine net family assets and anticipated income earned from assets at new admission based on the family’s self-certification that their net family’s assets are equal to or less than \$50,000 (adjusted annually for inflation).</p> <p>After a family’s assets of \$50,000 or less have been self-certified for two years in a row, at the next annual reexamination, HSDD will fully verify net family assets and anticipated income earned from assets. After fully verifying the family’s net family assets, HSDD will resume accepting self-certification until the third annual reexamination following the most recent full verification. If net family assets are greater than 50,000, assets will be fully verified.</p> <p>When fully verifying assets, HSDD will obtain a minimum of one account statement, including any checking and savings accounts.</p>
<p><b>Enforcement of Net Family Asset Limitation at Annual and Interim Reexamination</b></p>	<p>Net family asset limitation for admission is \$100,000, adjusted annually for inflation. PHAs have discretion regarding the application of the asset limitation at annual and interim reexaminations. PHAs may adopt a written policy of total non-enforcement, enforcement, or limited enforcement.</p>	<p>HSDD will enforce the net family asset limitation at annual and interim reexaminations.</p>
<p><b>Hardship Exemptions for Health/Medical Care Expenses &amp; Reasonable Attendant Care &amp; Auxiliary Apparatus Expenses</b></p>	<p>There are two types of hardship exemptions to the 10% threshold for deducting unreimbursed health and medical care expenses (for elderly and disabled families) and reasonable attendant care and auxiliary apparatus expenses (for families that include a person with a disability).</p> <ul style="list-style-type: none"> <li>• Phased In Relief- is for families eligible for and taking the unreimbursed health and medical care expenses and reasonable attendant care and auxiliary apparatus expense deduction in effect prior to January 1, 2024.</li> <li>• General Relief- is for families that can demonstrate that the family’s health and medical care expenses or reasonable attendant reasonable attendant care and auxiliary apparatus expenses increased, or the family’s financial hardship is a result of a change in circumstances that would not otherwise trigger an interim reexamination.</li> </ul> <p>PHAs establish a policy to continue the phased-in</p>	<p>All families who received a deduction for unreimbursed health and medical care and/or reasonable attendant care or auxiliary apparatus expenses based on their most recent income review prior to January 1, 2024, will begin receiving the 24-month phased-in relief at their next annual or interim reexamination after the date HUD requires full HOTMA compliance.</p> <p>Families who receive Phased-In Relief will have eligible expenses deducted as follows:</p> <ul style="list-style-type: none"> <li>• 1st twelve months – in excess of 5% of annual income.</li> <li>• 2nd twelve months – in excess of 7.5% of annual income.</li> <li>• After 24 months – in excess of 10% threshold will phase in and remain in effect unless the family qualifies for general hardship relief.</li> </ul>

Topic	HOTMA Reference	HSDD Policy
	hardship relief for families who were eligible for relief as of January 1, 2024, and who are treated as new admissions under a different program.	Once a family chooses to obtain General Relief, a family may no longer receive the Phased-In Relief.
<b>Hardship Exemptions for Health/Medical Care Expenses &amp; Reasonable Attendant Care &amp; Auxiliary Apparatus Expenses</b>	<p>Families who can demonstrate that the family's health and medical care expenses or reasonable attendant care and auxiliary apparatus expenses increased, or the family's financial hardship is a result of a change in circumstances that would not otherwise trigger an interim reexamination may qualify for General Relief. With qualifying hardships, the PHA will deduct eligible expenses in excess of 5 percent of the family's income for a period of up to 90 days.</p> <p>PHAs must develop written policies to define what constitutes a qualifying hardship for General Relief. PHAs must establish policies regarding the types of circumstances that will allow a family to qualify for financial hardship and when such deductions may be eligible for additional 90-day extensions.</p>	<p>HSDD will grant a 90-day hardship relief in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Household will be evicted because they are unable to pay the minimum rent.</li> <li>2. Household will be evicted for non-payment of tenant-paid utilities.</li> <li>3. Household income has decreased because of changed circumstances, including loss of employment.</li> <li>4. Household has lost eligibility or is awaiting determination for a Federal, State, or local assistance program.</li> </ol> <p>HSDD must obtain third-party verification of the family's circumstances.</p> <p>HSDD will grant one additional 90-day extension if the hardship condition continues.</p> <p>Families must report if the circumstances that made the family eligible for the hardship exemption are no longer applicable. If the family reports the change in circumstances within 10 days of the change, HSDD will provide the family with 30 days advance notice of any increase to the family's rent, and such increase will be effective the first day of the month beginning after the end of that 30-day notice period. If the family does not report the change within 10 days of the change, the adjustment will be made retroactive to the date it would have been effective had the information been provided in a timely manner. The family will be responsible for any underpaid rent and may be offered a repayment agreement.</p>
<b>Hardship Exemption to Continue Childcare Expense Deduction</b>	<p>PHAs must develop written policies to define what constitutes a hardship, which includes the family's inability to pay rent, for the purposes of the childcare expense hardship exemption.</p> <p>PHAs must develop policies requiring families to report if the circumstances that made the family eligible for the hardship exemption are no longer eligible.</p>	<p>HSDD will grant a 90-day hardship relief in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Household will be evicted because they are unable to pay the minimum rent.</li> <li>2. Household will be evicted for non-payment of tenant-paid utilities.</li> <li>3. Household income has decreased because of changed circumstances, including loss of employment.</li> <li>4. Household has lost eligibility or is awaiting determination for a Federal, State, or local assistance program.</li> </ol> <p>HSDD must obtain third-party verification of the family's circumstances.</p>

Topic	HOTMA Reference	HSDD Policy
		<p>HSDD will grant one additional 90-day extension if the hardship condition continues.</p> <p>Families must report if the circumstances that made the family eligible for the hardship exemption are no longer applicable. If the family reports the change in circumstances within 10 days of the change, HSDD will provide the family with 30 days advance notice of any increase to the family's rent, and such increase will be effective the first day of the month beginning after the end of that 30-day notice period. If the family does not report the change within 10 days of the change, the adjustment will be made retroactive to the date it would have been effective had the information been provided in a timely manner. The family will be responsible for any underpaid rent and may be offered a repayment agreement.</p>
<b>Additional Permissive Deductions</b>	PHAs may, but are not required to, establish an additional deduction or deductions from a family's annual income.	HSDD will not adopt any additional permissive deductions.
<b>De Minimis Errors in Income Determinations</b>	<p>PHAs must take corrective action to credit or repay a family if the family was overcharged tenant rent because of de minimis errors in calculating family income. De minimis errors occur when a PHA's determination of a family's income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income. HUD may revise the amount of de minimis error through rulemaking.</p> <p>PHAs must reflect how they will repay or credit a family the amount they were overcharged as a result of the PHA's de minimis error in income determination.</p>	<p>Once HSDD becomes aware of the existence of an income calculation error, the error(s) will be corrected retroactive to the effective date of the action resulting in an error regardless of the dollar amount associated with the error.</p> <p>Families will not be required to repay HSDD in instances where HSDD miscalculated income resulting in a family being undercharged for rent. Once HSDD becomes aware of the error the family will be provided a 30-day notice of the increase in their rent.</p> <p>HSDD will take corrective action to credit or repay a family if the family was overcharged tenant rent, including de minimis errors, in the income determination.</p> <p>The family's portion will be temporarily adjusted down with the additional Housing Assistance Payment going to the landlord. HSDD will send a letter to the family and the landlord prior to the change in payments notifying them of the change and the duration of the change. If the participant has vacated the unit, the credit will be mailed or provided to the family within 30 days of HSDD becoming aware of the error.</p>

Topic	HOTMA Reference	HSDD Policy
<p><b>Timely Reporting of Changes</b></p>	<p>PHAs must adopt policies prescribing when and under what conditions the family must report a change in family income or composition.</p> <p>PHAs have the discretion to develop specific reporting policies that describe which changes must be reported and the timeline for reporting the change to be considered timely.</p>	<p>Families must report all changes in family income and household composition within 10 calendar days of the date of the change to be considered timely.</p>
<p><b>Interim Reexaminations - Decreases in Adjusted Income</b></p>	<p>PHAs may adopt a policy to apply rent decreases retroactively and establish additional criteria to describe the conditions under which retroactive decreases will be applied e.g., extenuating circumstances that may inhibit timely reporting.</p>	<p>HSDD will not conduct an interim reexamination for a decrease in annual adjusted income that is lower than 10 percent.</p> <p>If a family reports a change in family income or composition within 10 calendar days of the change and the family's rent is decreased, the rent decrease will be effective on the first day of the month after the date of the actual change leading to the interim reexamination of family income. The decrease will be applied retroactively.</p> <p>If a family fails to report a change in family income or composition within 10 calendar days of the change and the family's rent is decreased, the rent decrease will be effective no later than the first of the month following completion of the reexamination. HSDD may determine that the untimely report was due to circumstances beyond the family's control. In such a case, the decrease will be retroactive to the first day of the month after the date of the actual change leading to the interim reexamination.</p>
<p><b>Interim Reexaminations - Increases in Adjusted Income</b></p>	<p>PHAs may choose not to conduct an interim reexamination if a family reports an increase in income within three months of their next annual reexamination effective date.</p> <p>PHAs may choose not to include earned income increases in determining whether the 10% threshold is met for increases in adjusted income when the family previously had an interim reexamination performed for a decrease in annual adjusted income (earned, unearned, or combined) since the last annual reexamination.</p>	<p>HSDD will consider unearned income sources only when determining whether the 10% threshold has been met for increases in income when the family previously had a decrease in income since the last annual reexamination.</p> <p>If a family reports a change in family income or composition that will result in an increase in tenant rent, the family must be provided a minimum of 30 calendar days' notice of the rent increase. The rent increase will be effective on the first of the month following the end of the 30-day notice.</p> <p>If a family fails to report a change in family income or composition within 10 calendar days of the change and the family's rent is increased, the rent increase will be retroactive to the first of the month following the date of the change leading to the interim reexamination. The family will be responsible for any underpaid rent and</p>

Topic	HOTMA Reference	HSDD Policy
		<p>may be offered a repayment agreement.</p> <p>HSDD will not conduct an interim reexamination during the last three months of a certification period if a family reports an increase in income within three months of the next annual reexamination effective date. An exception to this policy is made for families enrolled in the Family Self-Sufficiency Program.</p>
<b>Authorization for the Release of Information (HUD-9886)</b>	PHAs have the discretion to establish policies around when family members must sign the consent forms when they turn 18 between reexaminations.	HSDD requires that each family member 18 and older signs a HUD-9886 form to authorize the release of certain information at admission. At each annual reexamination, HSDD will determine if any family member turned 18 and has not yet signed the HUD-9886 form. Such a family member will be required to sign the form at the reexamination.
<b>Revocation of Consent Form (HUD- 9886)</b>	PHAs may establish a written policy that revocation of consent will result in termination of assistance or denial of admission.	The executed consent form (Form HUD-9886) will remain effective until the family is denied assistance, the assistance is terminated, or if the family provides written notification to HSDD to revoke consent. Revocation of consent will result in termination of assistance or denial of admission.
<b>Determination of Family Income Using Other Means Tested Public Assistance, i.e., “Safe Harbor”</b>	PHAs may determine a family’s annual income, including income from assets, prior to the application of any deductions based on income determinations made within the previous 12-month period, using income determinations from means- tested federal public assistance programs.	HSDD will not accept Safe-Harbor income determinations.
<b>Enterprise Income Verification (EIV) Usage</b>	PHAs may choose to use EIV to verify income information at interim reexaminations.	HSDD will require EIV during interim reexaminations.

## Description of Additional HSDD Policy Revision

### Guardianship of Children

**Revision to Administrative Plan** – [Added language about custody of a child.](#)

#### **Family**

To be eligible for assistance, an applicant must qualify as a family. *Family* as defined by HUD includes, but is not limited to the following, regardless actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes, but is not limited to, a family with or without children, an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. The PHA has the discretion to determine if any other group of persons qualifies as a family.

*Gender Identity* means actual or perceived gender characteristics.

*Sexual orientation* means homosexuality, heterosexuality, or bisexuality.

#### PHA Policy

A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family.

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home and is not intended to artificially enlarge the space available for other family members. (Temporary status must be documented).

Custody paperwork is required to include children other than those of the parent with at least 50% custody. [In the absence of custody paperwork, documentation from an agency such as the local Continuum of Care or Legal Aid may be accepted by the PHA until custody is complete.](#)

Each family must identify the individuals to be included in the family at the time of application and must notify the PHA if the family's composition changes.

When families consisting of two families living together, (such as a mother and father, and a daughter with her own husband or children) apply as a family unit, they will be treated as one family unit.

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Description of Additional HSDD Policy Revisions
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<b>Housing and Urban Development – Veterans Affairs Supportive Housing (HUD-VASH)</b>
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<b>Addition to Administrative Plan</b>
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HUD revised Operating Requirements for the HUD-VASH Program. The following will be added to the Administrative Plan:
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| <ul style="list-style-type: none"><li>• Exclusion of VA disability income for purpose of program eligibility</li><li>• Requirement to go up to 180% of Area Median Income for program eligibility</li><li>• Allowing Zero-HAP HUD-VASH families to live in Project-Based Voucher units that are exclusively available to HUD-VASH families where there are on-site HUD-VASH VA services.</li><li>• Allowing for non-competitive selection of PBV projects with units exclusively available to HUD-VASH families on the site of a VA facility.</li><li>• Flexibility to establish a HUD-VASH payment standard of 120% of Fair Market Rent and Exception Payment Standard of 140% of FMR as a reasonable accommodation</li><li>• Flexibility to establish a separate minimum rent, including zero minimum specifically for the HUD-VASH Program</li></ul> |
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Description of Additional HSDD Policy Revision
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<b>National Standards for the Physical Inspection of Real Estate (NSPIRE)</b>
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<b>Revision to Administrative Plan- Added general NSPIRE language</b>
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<p>On May 11, 2023, HUD published the “Economic Growth Regulatory Relief and Consumer Protection Act: Implementation of National Standards for the Physical Inspection of Real Estate (NSPIRE)” final rule in the Federal Register (“NSPIRE final rule”). The NSPIRE final rule establishes a new approach to defining and assessing housing quality called the NSPIRE. NSPIRE strengthens HUD’s physical condition standards and improves HUD oversight by aligning and consolidating the inspection regulations used to evaluate “HUD housing” as defined in 24 CFR 5.701(c), across multiple programs. Implementation of the NSPIRE final rule ensures that residents of HUD housing live in safe, habitable dwellings. It also ensures that the items and components located both inside and outside, and within the units of HUD housing are functionally adequate, operable, and free of health and safety hazards. The rule also states that HUD will publish NSPIRE Standards through Federal Register Notice at least once every three years to allow HUD to be responsive to the ever-changing public and assisted housing portfolio and evolving needs and research findings in the field.</p>
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## Description of Additional HSDD Policy Revision

### Homeownership Program

**Revision to Administrative Plan- The following language will be added to the Homeownership section.**

- Participation in Homeownership requires a minimum homeowner downpayment requirement of at least 3 percent of the purchase price, 1 percent of the purchase price comes from the family's personal resources.
- A family wanting to transition into the Homeownership Program must enroll in the Family Self-Sufficiency Program.
- Families may be required to participate in Post-Counseling or Foreclosure prevention if the family becomes delinquent on their mortgage. This will be determined on a case-by-case basis and at the discretion of the PHA.
- Upon death of a family member who holds, in whole or in part, title to the home, homeownership assistance may continue pending the settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, so long as the home is solely occupied by remaining family members in accordance with 982.551(h).



**JEFFERSON PARISH HOUSING SERVICES DEVELOPMENT DISTRICT  
ANNUAL PHA PLAN  
FISCAL YEAR BEGINNING 01/01/2025**

**ATTACHMENT 3**

**FINANCIAL RESOURCES**

HOUSING AUTHORITY OF JEFFERSON PARISH SCHEDULE OF FINANCIAL RESOURCES FISCAL YEAR BEGINNING January 1, 2024		
Housing Choice Voucher Program	\$	40,718,000.00
Housing Choice Voucher Program -Administration	\$	3,749,000.00
Mainstream Voucher Program	\$	646,000.00
Mainstream Voucher Program -Administration	\$	94,000.00
Family Unification Voucher Program	\$	-
Family Unification Voucher Program -Administration	\$	-
Stability Voucher Program	\$	-
Stability Voucher Program -Administration	\$	-
Emergency Housing Voucher Program	\$	684,000.00
Emergency Housing Voucher Program -Administration	\$	49,000.00
Other Resources (As Applicable)	\$	-
<b>Total</b>	<b>\$</b>	<b>45,940,000.00</b>

# JEFFERSON PARISH HOUSING SERVICES DEVELOPMENT DISTRICT

## ANNUAL PHA PLAN FISCAL YEAR BEGINNING 01/01/2025

### ATTACHMENT 4

#### Jefferson Parish Housing Services Development District Deconcentration of Poverty and Income-Mixing

The Deconcentration Policy includes a statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for the Housing Choice Voucher Program.

HSDD's policies concerning eligibility for the Housing Choice Voucher Program are in its Administrative Plan. Admissions preferences and Income Targeting are described below:

#### **Local Preferences**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion.

Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### PHA Policy

The PHA will use the following local preferences:

1. The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.
2. Families or individuals, who are currently or formerly homeless per HUD's definition of homelessness; transitioning or "moving on" from Permanent Support Housing and/or Rapid Rehousing programs in Jefferson Parish; and referred by the New Orleans-Jefferson Parish-Kenner Homeless Continuum of Care (CoC) coordinated by Unity of Greater New Orleans; and meet HAJP's HCV eligibility requirements. This will be limited to an annual number each year with those on the HAJP waiting list prioritized first.
3. A limited preference is established for people experiencing homelessness. Fifty vouchers are set aside for people who are referred from the local continuum of care (CoC) through its Centralized or Coordinated Assessment System (CE). Establishing a preference for families or individuals referred by the CE helps ensure that the housing options for families experiencing homelessness are prioritized for those who most need long-term housing support.
4. The PHA will offer a preference to any family receiving public housing assistance from the Housing Authority of Jefferson Parish and residing within the Acre Road Development.
5. The PHA will offer a preference for MONEY FOLLOWS THE PERSON- a federal grant Medicaid program established to make home and community-based services more accessible to seniors and persons with disabilities. Ten vouchers are set aside for persons being discharged from a nursing facility or other institutional care setting for community based long term housing. Applicants must be referred by the My Place Louisiana (My Place) program in accordance with provisions outlined in a Memorandum of Agreement between HSDD and My Place.

### **Income Targeting Requirement [24 CFR 982.201(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30% of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

#### PHA Policy

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

# Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

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

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

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

## B. Plan Elements. All PHAs must complete this section.

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.” (24 CFR §903.7)

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

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

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** 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)) 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 maintain 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))

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. (24 CFR §903.7(e))

**Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. (24 CFR §903.7(f))

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

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of (24 CFR §903.7(l)). Provide a description of: 1) Any programs relating to services and amenities provided or offered to assisted families; and 2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. (24 CFR §903.7(l))

**Safety and Crime Prevention (VAWA).** Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) 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))

**Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

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

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

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

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

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

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

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6) . (Notice PIH 2011-47)

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

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/ph/hope6/mfph#4](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4)

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

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, 5) the number of units affected and; 6) expiration date of the designation of any HUD approved plan. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

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

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

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

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7.](#) (24 CFR 960.503) (24 CFR 903.7(b))

**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency

may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21 and Notice PIH-2017-03. \(24 CFR §903.7\(e\)\)](#)

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan ([24 CFR §903.7\(b\)](#)).

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

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

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

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

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

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

#### 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.

**C.5 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." ([24 CFR §903.9](#))

#### 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 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 7.52 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.