

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

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>Ada County Housing Authority</u> PHA Code: <u>ID021</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/01/2018</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The complete PHA Plan, PHA Plan Elements, and all information relevant to the proposed PHA Plan are available at the Boise City Ada County Housing Authority's office located at 1276 River St., Suite 300, Boise, Idaho 83702 or BCACHA's website at www.bcacha.org.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>The mission of the Ada County Housing Authority (ACHA) is to enhance our community by providing safe and affordable housing and fostering self-sufficiency and stability for people in need.</p> <p>To realize its vision ACHA conducts its business in an open manner, soliciting partners who share its values, maintain high standards, are sensitive to cultural meshing, understand the need to provide economic opportunity, and believe in empowering people to achieve self-sufficiency to their fullest capacity. As a premier leader in Southern Idaho for quality housing for all people, ACHA constantly seeks innovative ways to provide its services and to be a model steward of public trust.</p> <p>The mission of the ACHA is achieved through collaboration with our residents, community partners and government agencies, emphasizing teamwork, innovation, mutual respect and integrity and accountability.</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>ACHA GOAL #1: Expand the Supply of Assisted Housing</p> <p><i>Objectives</i></p> <ul style="list-style-type: none"> • Pursue opportunities to increase the supply of affordable housing through the pursuit of acquisitions and new construction utilizing an array of financing options including Low Income Housing Tax Credits, bonding authority, HUD finance programs and conventional loan products. • Increase the supply of assisted housing units by applying for the maximum number of new Housing Choice Vouchers, when made available by HUD to include mainstream vouchers and Family Unification Program (FUP) vouchers. • Further diversify and increase ACHA’s sources of income by utilizing Affordable Housing Solutions, Inc. a nonprofit arm of the ACHA that was created to expand opportunities to apply for non-federal funds to support the mission of ACHA. • Purchase foreclosures and other viable housing for the ACHA’s inventory to retain as affordable housing units and homeownership opportunities. • Conduct outreach to engage current and potential landlords in order to develop and enhance relationships and to increase the number of participating landlords and improve our program administration process. Expand staff in the Section 8 Voucher Program to include a Landlord Liaison to effectively market ACHA’s voucher programs to new and existing landlords and owners with the goal of expanding the number of units available to families receiving rental assistance. The Landlord Liaison would be responsible for increasing access to both private and public rental markets for those utilizing ACHA’s vouchers. • Continue to seek opportunities to increase the supply of assisted housing through partnership/contract opportunities with the following agencies: County of Ada, Veterans Affairs, Department of Justice, Idaho Housing and Finance Association, Department of Health and Welfare, Terry Reilly Health Services, El Ada Community Action, The Women and Children’s Alliance, and the Boise School District through programs like HOPWA (Housing Opportunities for Persons with AIDS) and Shelter Plus Care. • Continue to seek opportunities to administer permanent housing programs through various funding sources including HUD’s Continuum of Care (CoC), and other resources. • Reduce public housing vacancies by shortening turnaround time, improving curb appeal.

B.2

ACHA GOAL #2: Improve the Quality of Assisted Housing

Objectives:

- Maintain High Performer status under the Public Housing Management Assessment (PHAS) score.
- Maintain/Improve on REAC/UPCS inspections through continued staff/maintenance training and continual process improvement.
- Maintain High Performer status under HUD's Section 8 Management Assessment Program (SEMAP).
- Seek investment properties that would provide income streams that would improve the agency's public housing or other housing stock.
- Incorporate green technologies and pursue different ways to provide energy efficient heating to all public housing units through HUD subsidy and/or other funding sources.
- Concentrate on efforts to improve specific management functions through training, and the implementation of sound quality assurance policies and procedures, and ensure the highest quality customer service.
- ACHA utilizes careful planning and administration of the Capital Fund, along with strategic planning and the employment of efficient preventative maintenance and assignment of existing resources to provide public housing that is of the highest quality and value possible.
- Update Physical Needs and Portfolio Assessment to identify current capital improvement needs.
- Maintain our non-HUD financed/supported housing at an affordable rent and continue to look for ways to purchase or create additional affordable housing for residents of our jurisdiction.
- ACHA will conduct outreach to ensure that owners are familiar with rental assistance programs and their advantages. ACHA will actively recruit property owners with property located outside areas of poverty and minority concentration.
- In addition to recruiting owners to participate in rental assistance programs, the ACHA will provide the level of customer service that will encourage participating owners to remain active in the program. This includes processing all activities that may affect an owner's ability to lease a unit as rapidly as possible, and establishing positive relationships between HQS Inspectors, Housing Representatives, and owners/landlords.

ACHA GOAL #3: Operate at a High Level of Efficiency

Objectives

- Establish Direct Deposit of Housing Assistance Payments to landlords participating in the Housing Choice Voucher Program.
- Explore methods to reduce the amount of paper by eliminating paper files when and where doing so will improve processes and cut costs.
- Explore whether we can achieve the level of functionality desired with our current software system and compare options that might better serve our needs and goals of providing better customer service and program functionality and performance.
- Update/revise the Administrative Plan for HCVP and the Admissions and Continued Occupancy Policy (ACOP) to provide guidance to staff and train staff on revisions and how to implement policy.
- Submit letter of interest to perform a RAD conversion for the following Public Housing Properties for the scattered sites.
- Seek additional flexibility, through waivers or Moving to Work application, to meet local housing market needs.
- Implement continuous improvement of staff performance and satisfaction through providing training and guidance materials.

ACHA GOAL #4: Promote Self-Sufficiency and Asset Development of Assisted Households

Objectives

- Actively market the Family Self-Sufficiency (FSS) program to existing voucher holders through quarterly newsletters, attending the annual recertification meetings for voucher holders to explain the programs, and regular outreach.
- Provide adequate referrals to FSS participants to receive supportive services in order to improve families' employability.
- Work to increase the number of employed persons in assisted families, enrolled in the FSS program.
- Continue to organize FSS workshops around essential services for self-sufficiency in Education, Training, Employment and Money Management.
- Continue to link participants to services and programs that help to improve parental engagement, effective supervision, and school involvement.

ACHA GOAL #5: Promote Homeownership opportunities

Objective

- Continue to refer families interested in homeownership to first-time homebuyer workshops covering the following topics: benefits of and preparation for homeownership, credit analysis, FICO scoring methodology, mortgage types and requirements, private mortgage insurance, loan to value ratio, down payment assistance programs, escrow and title process, property taxes, home maintenance and homeowner responsibilities.
- Provide one-on-one meetings with a Homeownership Coordinator to determine short and long term goals in obtaining homeownership, and to make a plan to reduce any barriers that need to be addressed.

	<ul style="list-style-type: none"> • Collaborate with partner non-profit agencies, lenders and realtors in the delivery of counseling services for low to moderate first-time homebuyers in the FSS/HCV programs. • Expand partnerships with community organizations, lending institutions, real estate professionals. • Provide Section 8 Homeownership Vouchers and assist, at a minimum, 10 families with purchasing a home over the next five year period. • Actively market the Homeownership program to existing voucher holders through quarterly newsletters and by attending the annual recertification meetings for voucher holders to explain the programs. • Continue to apply for Community Development Block Grant (CDBG) funds through the City of Meridian, to provide down payment, closing cost, and principle buy-down assistance to first time homebuyers. <p>ACHA GOAL # 6: Ensure Equal Opportunity and Affirmatively Further Fair Housing <i>Objectives</i></p> <ul style="list-style-type: none"> • Continue to undertake affirmative measures by updating of our self-assessment processes, outreach and other collaboration with HUD Fair Housing and other involved service providers to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation and gender identity. • Undertake affirmative measures to ensure accessible housing to applicants and participants through established processes for consideration and granting of reasonable accommodations, modifications, and prioritized unit transfers when a transfer is the best available option. • Through staff training and continual process improvement, ensure timely responses to applicant and participant complaints relating to possible discrimination incidents. Response will include assessment, investigation, internal findings, and assistance to the complainant if needed, in the filing of the complaint with proper authorities. • Expand availability of Limited English Proficiency (LEP) resources for applicants and participants, by maintaining a current and comprehensive list of available LEP resources for applicants and participants and through training and documentation to ensure continued compliance with the requirements set forth in the regulations and our agency plan. • Update Section 504 Self-Assessment in order to update our Section 504/ADA plan. • Comply with all VAWA requirements and any applicable amendments. ACHA will continue to increase services through community partnerships that may provide services to applicants and participants impacted by domestic violence, dating violence, sexual assault, or stalking.
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<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The PHA continues to provide quality housing that is affordable to the low, very low, and extremely low-income households. Strategies pursued by the PHA as outlined in the 5 year PHA plan continue to be successful and allows the authority to meet our Mission to promote adequate and affordable housing, economic opportunities, and a suitable living environment free from discrimination.</p> <p>Goal: Expand the Supply of Assisted Housing</p> <ul style="list-style-type: none"> • Secured Department of Justice (DOJ) funding for another three years, to provide transitional housing for victims fleeing domestic violence, sexual assault, dating violence, and stalking. <p>Goal: Improve the Quality of Assisted Housing</p> <ul style="list-style-type: none"> • The PHA used Capital Funds to rehabilitate and/or modernize the Public Housing complexes by installing new fencing, modernization of the kitchen, bathroom, patio awning, and landscaping at one of the Victory units. • ACHA continues to be a high performer under SEMAP by earning high scores from FY 2013-FY 2017 • ACHA continues to be a high performer under the Public Housing Management assessment (PHAS) score. <p>Goal: Operate at a High Level of Efficiency</p> <p>Progress: ACHA launched a new Website as the ACHA has had many changes which have demonstrated the need for a more robust, user friendly website with enhanced features to help visitors find the information they need for affordable housing needs.</p> <p>The PHA has purchased a new office building to afford more parking and easier access for applicants, residents, and the general public as it is centrally located for services. It will also afford the Housing Authority more room for files, conference rooms and growth. The estimated occupancy date for the new building is scheduled for Spring 2019.</p>
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	<p>Goal: Promote Self-Sufficiency and Asset Development of Assisted Households</p> <ul style="list-style-type: none"> • The FSS program provided quarterly workshops for all participants that included topics such as debt reduction, job search and training, budgeting, and homeownership. • The ACHA has provided 21 Housing Choice Voucher Homeownership Program (HCVHO) participants with homeownership through December 31, 2017. <p>Goal: Ensure Equal Opportunity and Affirmatively Further Fair Housing</p> <ul style="list-style-type: none"> • Training of employees is an essential element to ensure compliance to regulations, consistency in the provision of services, and improvement in the quality of program management. At least 45 employees participated in webinars or in-person training including: <ul style="list-style-type: none"> - Fair Housing and Reasonable Accommodation - Housing Choice Voucher Specialist Certification - Housing Quality Standards (HQS) Certification - Preventing Fraud in Housing: Effective Interviewing for Program Integrity - Family Self-Sufficiency (FSS) Certification - IT Security Awareness-Social engineering: cyber risk: e-Discovery-The Collection of Electronic Evidence - Homeless Management Information System (HMIS) New User Training; Homeless Program Standards; Chronically Homeless; Continuum of Care. - Safety classes for the Staff - UPCS Protocol and Inspection standards training - ROSS Service Coordinator Training - Accounting training through Casterline Associates, Personnel Trainings as well as other accounting training.
<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The ACHA is acting in full accordance with the Violence Against Women Act (VAWA). ACHA implemented a written VAWA plan in 2007 and we are committed to ensure the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by ACHA. We will provide and maintain housing opportunities for these types of victims and collaborate with law enforcement authorities, victim service providers to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence and stalking. As outlined on our VAWA plan, ACHA will not deny assistance to victims due to verifiable domestic violence, dating violence and/or stalking as defined in our VAWA plan.</p> <p>ACHA staff has received training about the protections afforded by VAWA and are alert to the various circumstances in which participants may need to be reminded of their possible VAWA protections. ACHA provides all participants with information about VAWA at the time of admission and at annual reexamination. ACHA also includes information about VAWA in notices of denial of assistance or termination of assistance. The VAWA information provided to applicants and participants consists of the Notice of Occupancy Rights (HUD5340) and Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking (HUD 5382).</p>
<p>B.5</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Substantial deviation(s) or significant amendments(s) or modification(s) are defined as discretionary changes in the plans or policies of the Ada County Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Ada County Housing Authority Board of Commissioners. Revisions to the Capital Fund budget are not considered a substantial deviation or significant amendment or modification the PHA plan.</p>

B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit 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 §903.17\(a\)](#), [24 CFR §903.19](#))

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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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.