

Resolution #: 23-02

Date: 03-22-2023

**RESOLUTION APPROVING THE HOUSING WORKS
ANNUAL PHA PLAN FOR FY 2022 AND CERTIFICATIONS OF
COMPLIANCE WITH PHA PLANS AND RELATED REGULATIONS**

WHEREAS, Central Oregon Regional Housing Authority DBA Housing Works, has entered into various contracts with the United States of America pertaining to the Housing Act of 1937, as amended; and

WHEREAS, the U. S. Department of Housing and Urban Development requires that Housing Works maintain accurate administrative documents, policies and procedures; and

WHEREAS, Housing Works is required to submit an Annual Agency Plan and a Certification of Compliance,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners of Housing Works, that the Annual PHA Plan for FY 2023 is hereby approved and adopted, and

BE IT FURTHER RESOLVED, by the Board of Commissioners of Housing Works, that the Annual PHA Plan for FY 2023 and Certifications of Compliance with the PHA Plans and Related Regulations including required Civil Rights Certifications, copies of which are attached hereto and incorporated herein by this reference, are hereby approved, and adopted.

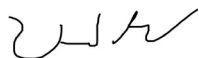
Done and dated this 22nd day of March 2023

ATTEST:

Central Oregon Regional Housing Authority
DBA Housing Works

22nd day of March 2023

David Brandt



Executive Director

BOARD OF COMMISSIONERS
Laura Craska Cooper



Chair

RESOLUTION SUMMARY

Housing Choice Voucher Program Annual PHA Plan for FY 2023 and Certifications of Compliance with the PHA Plans and Related Regulations

March 22, 2023

Requested Action:

Consider approving the Annual PHA Plan for FY 2023 and the required Certifications of Compliance with PHA Plans and Related Regulations to Accompany the Annual PHA Plan for FY 2023.

Background:

The Annual PHA Plan is a document required by HUD to be completed annually. This document provides a ready source for interested parties to locate basic PHA policies, rules and requirements concerning the PHA's operations, programs and services, and informs HUD, families served by the PHA and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income families.

Recommendation:

Recommend the board approve the Annual PHA Plan for FY 2023 and the attached Certifications of Compliance with PHA Plans and Related Regulations.

Attachments:

Annual PHA Plan and Certifications for FY 2023

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| Streamlined Annual PHA Plan (HCV Only PHAs) | U.S. Department of Housing and Urban Development Office of Public and Indian Housing | OMB No. 2577-0226 Expires 03/31/2024 |
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

Definitions.

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

| A. | PHA Information. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| A.1 | <p> PHA Name: <u>CENTRAL OREGON REGIONAL HOUSING AUTHORITY</u> PHA Code: <u>OR034</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2023</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>1440</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual 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 of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. </p> <p> The PHA Plan, PHA Plan Elements and all sources of information relevant to the public hearing are made available for inspection at the offices of Central Oregon Regional Housing Authority, 405 SW 6th Street, Redmond, OR 97756. In addition to this, the entire Housing Choice Voucher Administrative Plan as well as the PHA Plan and PHA Plan Elements are posted on our website at www.housing-works.org. The public may also obtain any additional information regarding PHA policies by contacting our office at 541-923-1018. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below) </p> <table border="1"> <thead> <tr> <th>Participating PHAs</th><th>PHA Code</th><th>Program(s) in the Consortia</th><th>Program(s) not in the Consortia</th><th>No. of Units in Each Program</th></tr> </thead> <tbody> <tr> <td>Lead HA:</td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> | Participating PHAs | PHA Code | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program | Lead HA: | | | | | | | | | | | | | | | | | | | |
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| B. | Plan Elements. |
| B.1 | <p>Revision of Existing PHA Plan Elements.</p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s): See Attachment A</p> |
| B.2 | New Activities. – Not Applicable |
| B.3 | <p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan. See Attachment B</p> |
| B.4 | Capital Improvements. – Not Applicable |
| B.5 | <p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> |
| C. | Other Document and/or Certification Requirements. |
| C.1 | <p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> |
| C.2 | <p>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> |
| C.3 | <p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> |
| C.4 | <p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p> |

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| D. | Affirmatively Furthering Fair Housing (AFFH). | | | | |
| D.1 | <p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 472 1453 1459"> <tr> <td data-bbox="180 472 1453 514">Fair Housing Goal:</td></tr> <tr> <td data-bbox="180 514 1453 1459"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Increase access to housing for disadvantaged populations through program offerings:</p> <p>(1) HUD VASH program administered by Housing Works combines the HCV section 8 rental assistance program for homeless veterans with case management and clinical services provided by the Department of Veteran Affairs (VA).</p> <p>(2) Emergency Housing Vouchers (EHVs) provide rental assistance for individuals and families who are homeless, at-risk of homelessness, recently homeless, and survivors of domestic violence, dating violence, sexual assault, stalking and human trafficking.</p> <p>(3) Family Unification Program (FUP) provides rental assistance for individuals and families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child or children in out-of-home care, or the delay in the discharge of the child or children to the family from out-of-home care. FUP vouchers also serve homeless youths who are at least 18 years and no more than 24 years of age and who have left foster care or will leave foster care.</p> <p>(4) Mainstream (MAIN) provides rental assistance to non-elderly persons with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless.</p> <p>(5) Non-Elderly Disabled (NED) vouchers allow non-elderly disabled households to lease affordable private housing of their choice. NED vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market.</p> <p>(6) Latino Community Association (LCA) is an essential connecting point for Central Oregon's immigrant community with limited English proficiency. LCA creates a space for non-English speakers to ask questions, have letters translated, get help making phone calls (interpretation) and negotiating payment plans (advocacy). LCA helps families pay their bills, file their taxes, work through legal issues, find work, improve their English, and connect to new opportunities. 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Continue partnership with the Latino Community Association to provide translation and interpretation services for clients with Limited English Proficiency.</p> <p>Create educational opportunities for community</p> <p>Partner with other agencies in fair housing to host and provide training to landlords, property managers, the general public, and staff to reduce housing discrimination.</p> </td></tr> </table> | Fair Housing Goal: | <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Increase access to housing for disadvantaged populations through program offerings:</p> <p>(1) HUD VASH program administered by Housing Works combines the HCV section 8 rental assistance program for homeless veterans with case management and clinical services provided by the Department of Veteran Affairs (VA).</p> <p>(2) Emergency Housing Vouchers (EHVs) provide rental assistance for individuals and families who are homeless, at-risk of homelessness, recently homeless, and survivors of domestic violence, dating violence, sexual assault, stalking and human trafficking.</p> <p>(3) Family Unification Program (FUP) provides rental assistance for individuals and families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child or children in out-of-home care, or the delay in the discharge of the child or children to the family from out-of-home care. 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Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Cultivate Values of Inclusion

Implement a variety of diversity, equity, and inclusion initiatives, such as racial equity trainings, incorporating racial equity into hiring practices and promotional opportunities, and committing to creating an organizational culture of inclusion and open communication. Housing Works will ensure that staff and leadership are better trained and consistently practicing inclusion in all aspects of the agency.

Instructions for Preparation of Form HUD-50075-HCV

Annual PHA Plan for HCV-Only PHAs

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

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

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

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

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

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

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

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

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

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

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

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

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

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

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

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

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan.

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

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

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

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

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

C. Other Document and/or Certification Requirements.

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

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

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

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

D. Affirmatively Furthering Fair Housing (AFFH).

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

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

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

ATTACHMENT “A”
Central Oregon Regional Housing Authority
dba Housing Works
PHA Annual Plan for FY Beginning 07/2023
Revision of Annual Plan Elements

In FY2023 the following changes affecting the annual plan elements were made to the HCV Administrative Plan and approved by the Board of Directors:

1) Housing Works Administrative Plan:

- a) Chapter 1-III.D. Updating and Revising the Plan- add the following language:
“Minor procedural changes, including but not limited to time frames, day to day operations, and best known practices may need to be adjusted between revisions. These changes will be approved and enacted by agreement of the HCV Director and Executive Director, and incorporated into the next Administrative Plan update for Board review and approval.”
- b) Chapter 3-I.D. Head of Household- add the following language:
“Should the head of household remove themselves from the voucher, a remaining family member must be in the household at least six months before the voucher can be transferred to them.”
- c) Chapter 6-I.D. Earned Income- add the following language:
“Housing Works will continue to accept verifications by fax, mail, email, hand delivered to drop box or over the phone. Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible. HCV voucher holders are asked to continue to report changes in writing.” Also, add: “Changes lasting less than 45 days will not result in an interim.”
- d) Chapter 11
 - 11-II.B Changes in Family and Household Composition- add the following language:
“When adding a new family member to the household, Housing Works will also add any income the new member brings into the household. Should the tenant portion increase as a result of changes to the household income, Housing Works will provide the household with a minimum 30-day notice of increase.”
 - 11-II.C. Changes Affecting Income or Expenses- add the following language:
“Changes lasting less than 45 days will not result in an interim.”
 - 11-II.D. Processing the Interim Reexamination- add the following language:
“Housing Works will continue to accept verifications by fax, mail, email, hand delivered to drop box or over the phone. Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible. HCV voucher holders are asked to continue to report changes in writing.”

- e) Chapter 12-E. Mandatory Policies and Other Authorized Terminations; Family Absent from the Unit- add the following language:
"Under extenuating circumstances (e.g., hospitalization, extended stays at nursing homes, caring for family members), Housing Works will review these circumstances on a case-by-case basis and may make a determination. Staff will communicate with household when further verification is needed. The family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason."
- f) Chapter 13-1.A. Owner Recruitment and Retention- add the following language:
"In an effort to develop and maintain good will with the landlord community and demonstrate our gratitude for their continued participation in lease up of Housing Choice Vouchers under the HCV Program, Housing Works initiated the Landlord Appreciation Program. The purpose of the Landlord Appreciation Program is to thank landlords for participating in the HCV program. Housing Works may use Admin Fee reserves to award landlords with a one-time lease up bonus payment for new contracts executed during times of leasing challenges. Program can only run as long as funds are available. Additional services may be undertaken on an as-needed basis, and as resources permit."
(Attached red-lined item page 13-3)
- g) Chapter 16 – Program Administration. Add the following language:
"The PHA will maintain administrative fee reserves, or unrestricted net position (UNP) for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a PHA fiscal year. HUD appropriations acts beginning with FFY 2004 have specified that administrative fee funding may be used only for activities related to the provision of HCV assistance, including related development activities. Notice PIH 2012-9 cites two examples of related development activities: unit modification for accessibility purposes and development of project-based voucher units. The notice makes clear that other activities may also qualify as related development activities. Administrative fees that remain in the UNP account from funding provided prior to 2004 may be used for "other housing purposes permitted by state and local law," in accordance with 24 CFR 982.155(b)(1). In addition, as specified in Notice PIH 2022-18, PHAs may use administrative fee funding for both administrative and "other expenses" needed to employ strategies and undertake activities beyond regular administrative responsibilities to facilitate the successful leasing and use of housing choice vouchers by families, such as through the use of security deposit assistance and landlord recruitment and incentive payments, among other allowable expenses specified in the notice. PHAs are also permitted to use UNP for these expenses [Notice PIH 2022-18]. If a PHA has not adequately administered its HCV program, HUD may prohibit use of funds in the UNP Account and may direct the PHA to use funds in that account to improve administration of the program, for HCV HAP expenses, or to reimburse ineligible expenses in accordance with the regulation at 24 CFR 982.155(b)(3). HUD requires the PHA Board of Commissioners or other authorized officials to establish the maximum amount that may be charged against the UNP account without specific approval.

Housing Works Policy

Expenditures from the UNP account will be made in accordance with all applicable federal requirements. Expenditures will not exceed \$25,000 per occurrence without the prior approval of Housing Works' Board of Commissioners. Housing Works may use Admin Fee reserves for landlord incentives, security deposit loans, housing navigation support,

application fees, and other allowable expenses in an effort to increase leasing.” (Attached red-lined items page 16-2)

- h) Chapter 17-VI.E. Offer of PBV Assistance- add the following language:
“In an effort to break down barriers, Housing Works will provide flexibility when conducting briefings and meeting by permitting other means such as webcast, phone call, video call or expanded information packet. Housing Works will ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing, and other communication-related disabilities and ensures meaningful access for persons with Limited English Proficiency (LEP).” (Attached red-lined item page 17-30 and 17-31)
- i) Chapter 18-III.C. HCV Program Eligibility- add the following language:
“Housing Works will accept referrals from the partnering VAMC for eligible homeless veterans whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.”
Also include: “If a family member is subject to lifetime registration under a state sex offender registration program, the remaining family members may be served if the family agrees to remove the sex offender from its family composition. This is true unless the family member subject to lifetime registration under a state sex offender registration program is the homeless veteran, in which case the family would be denied admission to the program [New HCV GB, HUD-VASH, p. 6].” (Attached red-lined items page 18-44)

2) For the Homeownership Program, the following changes were implemented:

- a) Chapter 15.VII.I. Continued Assistance Requirements; Family Obligations- remove the following language:

“Continuous Employment Obligations

The applicant head of household, spouse or an adult on the mortgage document must remain continuously employed (no less than 30 hours per week with no gap in employment totaling more than 4 months) while participating in the program. The PHA shall have discretion to determine whether and to what extent interruptions are considered to break continuity of employment during the year and on a case-by-case basis for seasonal employment. Part-time employment of multiple adults totaling over 30 hours per week, does not constitute full-time employment. For continued eligibility purposes, continuous employment may also be defined as earned income received by the head, spouse or adult household member on the mortgage document during the past year totaling more than the federal minimum wage times 2,000 hours.”

Also remove: “Mitigating Circumstances

If a non-elderly/non-disabled family is subsequently determined by the PHA to now qualify as an “elderly” or “disabled family,” as defined by HUD, the full-time employment requirement is no longer applicable for that family. The PHA will consider mitigating circumstances where certain lapses in employment prohibit the family from meeting its continuous employment obligation. These include receipt of Unemployment Insurance Benefits due to layoff; absences defined under the Family Medical Leave Act; receipt of Workman’s Compensation benefits. The PHA will allow week-for-week substitutions

whenever any of these benefits are received. A participant, who is employed but is on leave from work due to maternity leave, FMLA or is receiving unemployment or worker's compensation, is exempt from the full-time employment requirement during the period of approved leave from work. A participant must return to full-time employment within 30 days after exhaustion of applicable benefits. Willful failure to return to full-time employment (30 hours per week), after 30 days, will generate a 60-day Notice to Correct. Failure to correct will result in a correctable 30-day Notice of Termination. Consideration of other mitigating circumstances is at the discretion of the local PHA. The termination of benefits is subject to the HCV grievance process." (Attached red-lined items page 15-22 and 15-23)

- 3) For the Family Self Sufficiency Program, the following changes were implemented:
 - a) 3-II.A Income Eligibility and Targeting- remove the following language:
"Housing Works Policy
HUD issues new income limits and announces the effective date of those new limits annually. When income limits are announced, the FSS program coordinators will audit all current escrow earners calculations to determine if the new income limits will have an impact on the FSS participants escrow credits due.
If it is determined that the new income limits affect the amount of escrow due, then an interim reexamination will be submitted to include the new income limits and escrow calculations. The effective date of the interim reexamination will match HUD's effective date of the new income limits for the 1st of the month. If HUD's effective date falls on a day other than the 1st of the month, the interim reexamination will be effective the 1st day of the following month. Should the new income limits not affect the escrow credit amount due, no action will be taken.
 - b) 11-II.C. Changes Affecting Income or Expenses- remove the following language:
"For FSS Program Participants only: When HUD issues new income limits, the FSS program coordinators will audit all current escrow earners calculations to determine if the new income limits will have an impact on the FSS participants escrow credits due. If it is determined that the new income limits affect the amount of escrow due, then an interim reexamination will be submitted to include the new income limits and escrow calculations. The effective date of the interim reexamination will match HUD's effective date of the new income limits unless effective date falls on a day other than the 1st of the month, the interim reexamination will be effective the 1st day of the following month. Should the new income limits not affect the escrow credit amount due, no action will be taken."

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- Optional, non-binding guidance, including guidebooks, notices that have expired and recommendations from individual HUD staff.

HUD expects PHAs to adopt local policies and procedures that are consistent with mandatory policies in areas where HUD gives the PHA discretion. The PHA's administrative plan is the foundation of those policies and procedures. HUD's directions require PHAs to make policy choices that provide sufficient guidance to staff and ensure consistency to program applicants and participants.

Creating policies based upon HUD guidance is not mandatory, but, provides a PHA with a "safe harbor." HUD has already determined that the recommendations and suggestions it makes are consistent with mandatory policies. If a PHA adopts an alternative strategy, it must make its own determination that the alternative approach is consistent with legislation, regulations, and other mandatory requirements. There may be very good reasons for adopting a policy or procedure that is different than HUD's safe harbor, but PHAs should carefully think through those decisions.

1-III.C. ORGANIZATION OF THE PLAN

The plan is organized to provide information to users in particular areas of operation.

1-III.D. UPDATING AND REVISING THE PLAN

The PHA will revise this administrative plan as needed to comply with changes in HUD regulations. The original plan and any changes must be approved by the board of commissioners of the agency, the pertinent sections included in the Agency Plan, and a copy provided to HUD.

Housing Works Policy

Housing Works will review and update the plan as needed, to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation.

Minor procedural changes, including but not limited to time frames, day to day operations, and best know practices may need to be adjusted between revisions. These changes will be approved and enacted by agreement of the HCV Director and Executive Director, and incorporated into the next Administrative Plan update for Board review and approval.

~~Amendment to Policy (COVID-19 Statutory and Regulatory Waiver): The regulation requires that any revisions of the PHA's administrative plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. Recognizing the likely foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic, HUD is waiving the requirement to allow the PHA administrative plan to be revised on a temporary basis without Board approval through September 30, 2021. Any informally adopted revisions under this waiver authority must be formally adopted no later than December 31, 2021. As HUD Waivers become available and/or extended, Housing Works has elected to amend its Admin Plan and request board approval when possible. This waiver is applicable until December 31, 2021. Should HUD decide to extend waiver, new ending date will follow and Housing Works Administrative Plan will be revised accordingly. [Reference: PIH Notice 2020-05, PIH Notice 2020-13, PIH Notice 2020-33(HA) and PIH Notice 2021-14]~~

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Housing Works Policy

For participants with Special Purpose Vouchers (SPV) such as Mainstream, FUP, NED or VASH Housing Works may, at its discretion, issue a regular HCV voucher to allow the participant to remain continually assisted. Not all situations will be the same so Housing Works will review each one on a case-by-case basis. Housing Works will take into consideration the factors indicated above. If additional information is needed in its determination, Housing Works will request the family supply additional verification. If the remaining family member(s) do not meet the specific definition of their SPV, Housing Works may, at its discretion, issue a regular HCV voucher to allow the participant to remain continually assisted.

Should the head of household remove themselves from the voucher, a family member must be in the household at least six months before the voucher can be transferred to them.

3-I.D. HEAD OF HOUSEHOLD [24 CFR 5.504(b)]

Head of household means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a cohead or spouse.

Housing Works Policy

The family may designate any qualified family member as the head of household with one exception. If two or more unmarried adults and children live in the household, the head of household (voucher holder) must be the adult who has legal guardianship of the children. If more than one adult has children, the family may designate any qualified family member as head of household.

Housing Works will only allow Head of Household changes requested due to incarceration, death in the family, active duty assignment or if the change is for the benefit of a ~~current disabled~~ remaining household member who is disabled or a ~~current household members~~ under the age of 18. Any change to the Head of Household must be requested in writing. Housing Works will inform the family in writing of its decision within 10 business days of the formal request.

The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.

Should the head of household remove themselves from the voucher, a remaining family member must be in the household at least six months before the voucher can be transferred to them.

3-I.E. SPOUSE, COHEAD, AND OTHER ADULT

A family may have a spouse or cohead, but not both [HUD-50058 IB, p. 13].

Spouse means the marriage partner of the head of household.

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HUD permits the PHA to establish additional categories of low-income families that may be determined eligible. The additional categories must be consistent with the PHA plan and the consolidated plans for local governments within the PHA's jurisdiction.

Housing Works Policy

Housing Works has not established any additional categories of eligible low-income families.

Using Income Limits for Targeting [24 CFR 982.201]

At least 75 percent of the families admitted to the PHA's program during a PHA fiscal year must be extremely low-income families. HUD may approve exceptions to this requirement if the PHA demonstrates that it has made all required efforts, but has been unable to attract an adequate number of qualified extremely low-income families.

Families continuously assisted under the 1937 Housing Act and families living in eligible low-income housing that are displaced as a result of prepayment of a mortgage or voluntary termination of a mortgage insurance contract are not for income targeting purposes.

Housing Works Policy

~~HUD issues new income limits and announces the effective date of those new limits annually. When income limits are announced, the FSS program coordinators will audit all current escrow earners calculations to determine if the new income limits will have an impact on the FSS participants escrow credits due.~~

~~If it is determined that the new income limits affect the amount of escrow due, then an interim reexamination will be submitted to include the new income limits and escrow calculations. The effective date of the interim reexamination will match HUD's effective date of the new income limits for the 1st of the month. If HUD's effective date falls on a day other than the 1st of the month, the interim reexamination will be effective the 1st day of the following month. Should the new income limits not affect the escrow credit amount due, no action will be taken.~~

3-II.B. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS [24 CFR 5, Subpart E]

Housing assistance is available only to individuals who are U.S. citizens, U.S. nationals (herein referred to as citizens and nationals), or noncitizens that have eligible immigration status. At least one family member must be a citizen, national, or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.

All applicant families must be notified of the requirement to submit evidence of their citizenship status when they apply. Where feasible, and in accordance with the PHA's Limited English Proficiency Plan, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

Declaration [24 CFR 5.508]

HUD requires each family member to declare whether the individual is a citizen, a national, or an eligible noncitizen, except those members who elect not to contend that they have eligible immigration status. Those who elect not to contend their status are considered to be ineligible

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The family may present information that demonstrates that implementing a change before its effective date would create a hardship for the family. In such cases Housing Works will calculate annual income using current circumstances and then require an interim reexamination when the change actually occurs. This requirement will be imposed even if Housing Works' policy in Chapter 11 does not require interim reexaminations for other types of changes.

Housing Works will continue to accept verifications by fax, mail, email, hand delivered to drop box or over the phone. Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible. HCV voucher holders are asked to continue to report changes in writing.

~~Amendment to Policy (COVID-19 Statutory and Regulatory Waiver): Per PIH Notice 2020-05, PIH Notice 2020-13, PIH Notice 2020-33(HA) and PIH Notice 2021-14 Housing Works has elected to accept self-certifications as the highest level of income verification. Verification will be accepted by fax, mail, email, hand delivered to drop box or over the phone. Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible. HCV voucher holders are asked to continue to report changes in writing. This waiver is in effect until December 31, 2021. Should HUD decide to extend waiver, new ending date will follow and Housing Works Administrative Plan will be revised accordingly.~~

Projecting Income

In HUD's EIV webcast of January 2008, HUD made clear that PHAs are not to use EIV quarterly wages to project annual income.

6-I.D. EARNED INCOME

Types of Earned Income Included in Annual Income

Wages and Related Compensation.

The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services is included in annual income [24 CFR 5.609(b)(1)].

Housing Works Policy

For persons who regularly receive bonuses or commissions, Housing Works will verify and then average amounts received for the two years preceding admission or reexamination. If only a one-year history is available, Housing Works will use the prior year amounts. In either case the family may provide, and Housing Works will consider, a credible justification for not using this history to anticipate future bonuses or commissions. If a new employee has not yet received any bonuses or commissions, Housing Works will count only the amount estimated by the employer. The file will be documented appropriately.

Housing Works will continue to accept verifications by fax, mail, email, hand delivered to drop box or over the phone. Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible. HCV voucher holders are asked to continue to report changes in writing.

~~Amendment to Policy (COVID-19 Statutory and Regulatory Waiver): Per PIH Notice 2020-05, PIH Notice 2020-13, PIH Notice 2020-33(HA) and PIH Notice 2021-14~~

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~~Housing Works has elected to accept self-certifications for income changes by fax, mail, email, hand delivered to drop box or over the phone. Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible. HCV voucher holders are asked to continue to report changes in writing. This waiver is in effect until December 31, 2021. Should HUD decide to extend waiver, new ending date will follow and Housing Works Administrative Plan will be revised accordingly.~~

Some Types of Military Pay.

All regular pay, special pay and allowances of a member of the Armed Forces are counted [24 CFR 5.609(b)(8)] except for the special pay to a family member serving in the Armed Forces who is exposed to hostile fire [24 CFR 5.609(c)(7)].

Types of Earned Income Not Counted in Annual Income

Temporary, Nonrecurring, or Sporadic Income [24 CFR 5.609(c)(9)].

This type of income (including gifts) is not included in annual income. Sporadic income includes temporary payments from the U.S. Census Bureau for employment lasting no longer than 180 days [Notice PIH 2009-19].

Housing Works Policy

Sporadic income is income that is not received periodically and cannot be reliably predicted. For example, the income of an individual who works occasionally as a handyman would be considered sporadic if future work could not be anticipated and no historic, stable pattern of income existed.

Changes lasting less than 45 days will not result in an interim.

Children's Earnings

Employment income earned by children (including foster children) under the age of 18 years is not included in annual income [24 CFR 5.609(c)(1)]. (See Eligibility chapter for a definition of *foster children*.)

Certain Earned Income of Full-Time Students.

Earnings in excess of \$480 for each full-time student 18 years old or older (except for the head, spouse, or cohead) are not counted [24 CFR 5.609(c)(11)]. To be considered "full-time," a student must be considered "full-time" by an educational institution with a degree or certificate program [HCV GB, p. 5-29].

Income of a Live-in Aide.

Income earned by a live-in aide, as defined in [24 CFR 5.403], is not included in annual income [24 CFR 5.609(c)(5)]. (See Eligibility chapter for a full discussion of live-in aides.)

Income Earned under Certain Federal Programs.

Income from some federal programs is specifically excluded from consideration as income [24 CFR 5.609(c)(17)], including:

- Payments to volunteers under the Domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058)

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Housing Works will conduct interim reexaminations to account for any changes in household composition that occur between annual reexaminations.

New Family Members Not Requiring PHA Approval

The addition of a family member as a result of birth, adoption, or court-awarded custody does not require PHA approval. However, the family is required to promptly notify the PHA of the addition [24 CFR 982.551(h)(2)].

Housing Works Policy

The family must inform Housing Works of the birth, adoption or court-awarded custody of a child within 10 business days.

New Family and Household Members Requiring Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].

Although the PHA must verify aspects of program eligibility w~~When any new family member is added, the Streamlining Final Rule removed the requirement that PHAs conduct a reexamination of income whenever a new family member is added. The PHA may state in policy that an income reexamination will be conducted. PHA must make appropriate adjustments in the family share of the rent and the HAP payment at the effective date of either the annual or interim reexamination [24 CFR 982.516(e)(2)].~~

If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the HAP contract in accordance with its terms [24 CFR 982.403].

Housing Works Policy

Families must request Housing Works approval to add a new family member, live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than **30** consecutive days, or **60** cumulative days, within a twelve month period, and therefore no longer qualifies as a “guest.” Requests must be made in writing and approved by Housing Works prior to the individual moving in the unit.

Housing Works will not approve the addition of a new family or household member unless the individual meets Housing Works’ eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).

When adding a new family member to the household, Housing Works will also add any income the new member brings into the household. Should the tenant portion increase as a result of changes to the household income, Housing Works will provide the household with a minimum 30-day notice of increase.

Housing Works 2023~~2~~ Administrative Plan

months for families that report zero income, but reserves the right to do so if we suspect program abuse or fraud.

If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), Housing Works will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.

If at the time of the annual reexamination, tenant-provided documents were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, Housing Works will conduct an interim reexamination.

Housing Works may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

An interim reexamination will not be conducted solely on the basis that the family failed to report medical expenses at the time of their annual reexamination.

~~For FSS Program Participants only: When HUD issues new income limits, the FSS program coordinators will audit all current escrow earners calculations to determine if the new income limits will have an impact on the FSS participants escrow credits due. If it is determined that the new income limits affect the amount of escrow due, then an interim reexamination will be submitted to include the new income limits and escrow calculations. The effective date of the interim reexamination will match HUD's effective date of the new income limits unless effective date falls on a day other than the 1st of the month, the interim reexamination will be effective the 1st day of the following month. Should the new income limits not affect the escrow credit amount due, no action will be taken.~~

Family-Initiated Interim Reexaminations

The PHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

Required Reporting

HUD regulations give the PHA the freedom to determine the circumstances under which families will be required to report changes affecting income.

Housing Works Policy

Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect.

Housing Works will only conduct interim reexaminations for families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase. In all other cases, Housing Works will note the information in the tenant file, but will not conduct an interim reexamination.

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Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

Housing Works Policy

If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, Housing Works will note the information in the tenant file, but will not conduct an interim reexamination.

If a family reports a change that it was not required to report and that would result in a decrease in the family share of rent, Housing Works will conduct an interim reexamination. See Section 11-II.D for effective dates.

Families are required to report changes in income or expenses within ten (10) business days of the date the change takes effect.

Changes lasting less than 45 days will not result in an interim.

11-II.D. PROCESSING THE INTERIM REEXAMINATION

Method of Reporting

Housing Works Policy

The family must notify Housing Works of changes in writing within ten (10) business days of the date the change takes effect

Generally, the family will not be required to attend an interview for an interim reexamination. However, if Housing Works determines that an interview is warranted or if the family has had family compliance problems in the past 12 months, the family may be required to attend.

Based on the type of change reported, Housing Works will determine the documentation the family will be required to submit. The family must submit any required information or documents within 10 business days of receiving a request from Housing Works. This time frame may be extended for good cause with Housing Works approval. Housing Works will accept required documentation by mail, by email, by fax, or in person.

Housing Works will continue to accept verifications by fax, mail, email, hand delivered to drop box or over the phone. Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible. HCV voucher holders are asked to continue to report changes in writing.

~~Clients can also submit pictures of documents as alternate methods of verification. Pictures must be legible.~~

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Any family member has been evicted from federally-assisted housing in the last five years.

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The family currently owes rent or other amounts to any PHA in connection with Section 8 or public housing assistance under the 1937 Act.

The family has not reimbursed any PHA for amounts that PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

The family has breached the terms of a repayment agreement entered into with Housing Works.

A family member has engaged in or threatened violent or abusive behavior toward Housing Works personnel.

Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

The Office of Veterans Affairs (VA) has requested termination due to a Veterans Affairs Supportive Housing (VASH) voucher recipient's non-compliance with required case management services.

In making its decision to terminate assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, Housing Works may, on a case-by-case basis, choose not to terminate assistance.

Family Absence from the Unit [24 CFR 982.312]

The family may be absent from the unit for brief periods. The PHA must establish a policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.

Housing Works Policy

If the family is absent from the unit for more than **60** consecutive calendar days, the family's assistance will be terminated. Notice of termination will be sent in accordance with Section 12-II.F.

~~Under Amendment to Policy (COVID-19 Statutory and Regulatory Waiver): Per PIH Notice 2020-05, PIH Notice 2020-13, PIH Notice 2020-33(HA) and PIH Notice 2021-14 HUD is waiving this regulatory requirement to allow the PHA at its discretion to continue housing assistance payments and not terminate the HAP contract due to extenuating circumstances (e.g., hospitalization, extended stays at nursing homes, caring for family~~

Housing Works 2022 Administrative Plan

members), Housing Works will review these circumstances on a case by case basis and may make a determination. Staff will communicate with household when further verification is needed. The family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. ~~*The period of availability for the PHA to choose to continue making HAP payments despite the family's absence of more than 180 consecutive days ends on December 31, 2021. The PHA may not make payments beyond December 31, 2021, and the HAP contract will terminate on that date if the family is still absent from the unit. This waiver is applicable until December 31, 2021. Should HUD decide to extend waiver, new ending date will follow and Housing Works Administrative Plan will be revised accordingly.*~~

Insufficient Funding [24 CFR 982.454]

The PHA may terminate HAP contracts if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program.

Housing Works Policy

Housing Works will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If Housing Works determines there is a shortage of funding, prior to terminating any HAP contracts, Housing Works will determine if any other actions can be taken to reduce program costs.

In the event Housing Works decides to stop issuing vouchers as a result of a funding shortfall, and Housing Works is not assisting the required number of special purpose vouchers (NED families, HUD-Veterans Affairs Supportive Housing (VASH) families, and family unification program (FUP) families), when Housing Works resumes issuing vouchers, Housing Works will issue vouchers first to the special purpose voucher families on its waiting list until it has reached the required number of special purpose vouchers, when applicable.

If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, Housing Works will terminate HAP contracts as a last resort.

Prior to terminating any HAP contracts, Housing Works will inform the local HUD field office. Housing Works will terminate the minimum number needed in order to reduce HAP costs to a level within Housing Works' annual budget authority.

If Housing Works must terminate HAP contracts due to insufficient funding, Housing Works will do so in accordance with the following criteria and instructions:

Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran's Affairs Supportive Housing (HUD-VASH), and family unification program (FUP) will be the last to be terminated.

Housing Works' selection criteria for termination will not apply to:

- elderly,
- disabled

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In an effort to ~~thank~~ develop and maintain good will with the landlord community ~~Landlords for their continued participation in the HCV Program~~ and demonstrate our gratitude for their continued participation in lease up of Housing Choice Vouchers under the HCV Program, Housing Works ~~has~~ initiated the Landlord Appreciation Program. The purpose of the Landlord Appreciation Program is to thank landlords for participating in the HCV program, ~~especially during the COVID-19 pandemic~~. Housing Works ~~will use CARES Act funds~~ may use Admin Fee reserves to award landlords with a one-time \$250 lease up bonus payment for new contracts ~~on or after November 1, 2020~~ executed during times of leasing challenges. Program can only run as long as ~~CARES Act~~ funds are available.

Additional services may be undertaken on an as-needed basis, and as resources permit.

13-I.B. BASIC HCV PROGRAM REQUIREMENTS

HUD requires the PHA to assist families in their housing search by providing the family with a list of landlords or other parties known to the PHA who may be willing to lease a unit to the family, or to help the family find a unit. Although the PHA cannot maintain a list of owners that are pre-qualified to participate in the program, owners may indicate to the PHA their willingness to lease a unit to an eligible HCV family, or to help the HCV family find a unit [24 CFR 982.301(b)(11)].

Housing Works Policy

Owners that wish to indicate their willingness to lease a unit to an eligible HCV family or to help the HCV family find a unit must notify Housing Works. Housing Works will maintain a listing of such owners and provide this listing to the HCV family as part of the informational briefing packet

When a family approaches an owner to apply for tenancy, the owner is responsible for screening the family and deciding whether to lease to the family, just as the owner would with any potential unassisted tenant. The PHA has no liability or responsibility to the owner or other persons for the family's behavior or suitability for tenancy. See chapters 3 and 9 for more detail on tenant family screening policies and process.

If the owner is willing, the family and the owner must jointly complete a Request for Tenancy Approval (RFTA, Form HUD 52517), which constitutes the family's request for assistance in the specified unit, and which documents the owner's willingness to lease to the family and to follow the program's requirements. When submitted to the PHA, this document is the first step in the process of obtaining approval for the family to receive the financial assistance it will need in order to occupy the unit. Also submitted with the RFTA is a copy of the owner's proposed dwelling lease, including the HUD-required Tenancy Addendum (Form HUD-52641-A). See Chapter 9 for more detail on request for tenancy approval policies and process.

HUD regulations stipulate requirements for the approval of an assisted tenancy

The owner must be qualified to participate in the program [24 CFR 982.306]. Some owners are precluded from participating in the program, or from renting to a particular family, either because of their past history with this or another federal housing program, or because of certain conflicts of interest. Owner qualifications are discussed later in this chapter.

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mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.

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Housing Works Policy

Housing Works must approve any proposed refinancing of the property. Refinancing the property, without prior written approval from Housing Works may result in termination of the HCV Homeownership assistance.

- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- The family must provide the PHA with information on any satisfaction or payment of the mortgage debt.
- No family member may have any ownership interest in any other residential property.
- The family must comply with the obligations of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).
- The family must agree to the continuous employment obligation for non-elderly/non-disabled families.

Housing Works Policy

~~Continuous Employment Obligations~~

~~The applicant head of household, spouse or an adult on the mortgage document must remain continuously employed (no less than 30 hours per week with no gap in employment totaling more than 4 months) while participating in the program. The PHA shall have discretion to determine whether and to what extent interruptions are considered to break continuity of employment during the year and on a case-by-case basis for seasonal employment. Part-time employment of multiple adults totaling over 30 hours per week, does not constitute full-time employment.~~

~~For continued eligibility purposes, continuous employment may also be defined as earned income received by the head, spouse or adult household member on the mortgage document during the past year totaling more than the federal minimum wage times 2,000 hours.~~

The continuous employment requirement is not applicable to elderly or disabled families.

~~Mitigating Circumstances~~

~~If a non-elderly/non-disabled family is subsequently determined by the PHA to now qualify as an "elderly" or "disabled family," as defined by HUD, the full-time employment requirement is no longer applicable for that family. The PHA will consider mitigating circumstances where certain lapses in employment prohibit the family from meeting its continuous employment obligation. These include receipt of Unemployment Insurance Benefits due to layoff; absences defined under the Family Medical Leave Act; receipt of Workman's Compensation benefits. The PHA will allow week-for-week substitutions whenever any of these benefits are received.~~

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~~A participant, who is employed but is on leave from work due to maternity leave, FMLA or is receiving unemployment or worker's compensation, is exempt from the full-time employment requirement during the period of approved leave from work. A participant must return to full-time employment within 30 days after exhaustion of applicable benefits.~~

~~Willful failure to return to full-time employment (30 hours per week), after 30 days, will generate a 60-day Notice to Correct. Failure to correct will result in a correctable 30-day Notice of Termination. Consideration of other mitigating circumstances is at the discretion of the local PHA. The termination of benefits is subject to the HCV grievance process.~~

15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE [24 CFR 982.634]

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHA's, the total of such assistance terms is subject to the maximum term described in this part.

15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]

The monthly homeownership assistance payment is the lower of; the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described elsewhere this plan for the Housing Choice Voucher program. The payment standard for a family is the greater of (i) The payment standard as determined at the commencement of

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PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]

The PHA will maintain administrative fee reserves, or unrestricted net position (UNP) for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a PHA fiscal year. HUD appropriations acts beginning with FFY 2004 have specified that administrative fee funding may be used only for activities related to the provision of HCV assistance, including related development activities. Notice PIH 2012-9 cites two examples of related development activities: unit modification for accessibility purposes and development of project-based voucher units. The notice makes clear that other activities may also qualify as related development activities. Administrative fees that remain in the UNP account from funding provided prior to 2004 may be used for “other housing purposes permitted by state and local law,” in accordance with 24 CFR 982.155(b)(1).

In addition, as specified in Notice PIH 2022-18, PHAs may use administrative fee funding for both administrative and “other expenses” needed to employ strategies and undertake activities beyond regular administrative responsibilities to facilitate the successful leasing and use of housing choice vouchers by families, such as through the use of security deposit assistance and landlord recruitment and incentive payments, among other allowable expenses specified in the notice. PHAs are also permitted to use UNP for these expenses [Notice PIH 2022-18].

If a PHA has not adequately administered its HCV program, HUD may prohibit use of funds in the UNP Account and may direct the PHA to use funds in that account to improve administration of the program, for HCV HAP expenses, or to reimburse ineligible expenses in accordance with the regulation at 24 CFR 982.155(b)(3).

HUD requires the PHA Board of Commissioners or other authorized officials to establish the maximum amount that may be charged against the UNP account without specific approval.

Housing Works Policy

Expenditures from the UNP account will be made in accordance with all applicable federal requirements. Expenditures will not exceed \$25,000 per occurrence without the prior approval of Housing Works’ Board of Commissioners.

Housing Works may use Admin Fee reserves for landlord incentives, security deposit loans, housing navigation support, application fees, and other allowable expenses in an effort to increase leasing.

PART II: SETTING PROGRAM STANDARDS AND SCHEDULES

The PHA will maintain administrative fee reserves, or unrestricted net position (UNP) for the program to pay program administrative expenses in excess of administrative fees paid by HUD for a PHA fiscal year. HUD appropriations acts beginning with FFY 2004 have specified that administrative fee funding may be used only for activities related to the provision of HCV assistance, including related development activities. Notice PIH 2012-9 cites two examples of related development activities: unit modification for accessibility purposes and development of project-based voucher units. The notice makes clear that other activities may also qualify as related development activities. Administrative fees that remain in the UNP account from funding

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will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

In addition, Housing Works will post the RFP and proposal submission and rating and ranking procedures on its website.

Housing Works will publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units Housing Works estimates that it will be able to assist under the funding Housing Works is making available. Proposals will be due in Housing Works' office by close of business 30 calendar days from the date of the first publication.

In order for the proposal to be considered, the owner must submit the proposal to the Housing Works by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

Housing Works will rate and rank proposals for rehabilitated and newly constructed housing using the following criteria:

Owner experience and capability to build or rehabilitate and operate housing as identified in the RFP;

Owner's prior experience developing and owning units with PBV contracts;

Extent to which the project furthers Housing Works' goal of de-concentrating poverty and expanding housing and economic opportunities; ~~and~~

The extent to which services for special populations are provided on site or in the immediate area for occupants of the property; ~~and-~~

Extent of owner's resident services plan, including, as applicable, services provided to marginalized communities;

In order to promote partially assisted projects, projects where less than 25 percent of the units will be assisted will be rated higher than projects where 25 percent or more of the units will be assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, Housing Works will rate partially assisted projects on the percentage of units assisted.

Projects with the lowest percentage of assisted units will receive the highest score.

Housing Works Requests for Proposals for Existing Housing Units

Housing Works will advertise its request for proposals (RFP) for existing housing in the following newspapers and trade journals.

Bend Bulletin

The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

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In addition, Housing Works will post the notice inviting such proposal submission and the rating and ranking procedures on its website.

Housing Works will periodically publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units Housing Works estimates that it will be able to assist under the funding Housing Works is making available. Owner proposals will be accepted on a first-come first-served basis and will be evaluated using the following criteria:

Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program;

Prior experience as an owner in the Project Based Voucher Program;

Extent to which the project furthers the Housing Works goal of deconcentrating poverty and expanding housing and economic opportunities;

If applicable, extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Extent to which units are occupied by families that are eligible to participate in the PBV program.

Housing Works Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program

Housing Works will accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits on an ongoing basis.

Housing Works may periodically advertise that it is accepting proposals, in the following newspapers and trade journals:

Bend Bulletin

The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

In addition to, or in place of advertising, Housing Works may also directly contact specific owners that have already been selected for Federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.

Proposals will be reviewed on a first-come first-served basis. Housing Works will evaluate each proposal on its merits using the following factors:

Extent to which the project furthers Housing Works goal of deconcentrating poverty and expanding housing and economic opportunities; ~~and~~

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Project Owner's or Sponsor's prior experience developing and owning units with PBV contracts;

Number of PBV units specifically made available for "Qualifying Families" as defined in 24 CFR 983.56;

Extent of owner's resident services plan, including, as applicable, services provided to marginalized communities; and

Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, Choice Neighborhood, or Renewal Community.

PHA-Owned Units [24 CFR 983.51(e), 983.59, FR Notice 1/18/17, and Notice PIH 2017-21]

A PHA-owned unit may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that the PHA-owned units were appropriately selected based on the selection procedures specified in the PHA administrative plan. This also applies to non-competitive selections. If the PHA selects a proposal for housing that is owned or controlled by the PHA, the PHA must identify the entity that will review the PHA proposal selection process and perform specific functions with respect to rent determinations, the term of the HAP contract and inspections.

In the case of PHA-owned units, the term of the HAP contract and any HAP contract renewal must be agreed upon by the PHA and a HUD-approved independent entity. In addition, an independent entity must determine the initial rent to owner, the redetermined rent to owner, and reasonable rent. Housing quality standards inspections must also be conducted by an independent entity.

The independent entity that performs these program services may be the unit of general local government for the PHA jurisdiction (unless the PHA is itself the unit of general local government or an agency of such government) or another HUD-approved public or private independent entity.

Housing Works Policy

Housing Works may submit a proposal for project-based housing that is owned or controlled by Housing Works. If the proposal for Housing Works-owned housing is selected, Housing Works will use HUD or a previously selected company to review the PHA selection process. Housing Works will obtain HUD approval of the selected company prior to selecting the proposal for Housing Works-owned housing.

The PHA may only compensate the independent entity from PHA ongoing administrative fee income (including amounts credited to the administrative fee reserve). The PHA may not use other program receipts to compensate the independent entity for their services. The PHA, independent entity may not charge the family any fee for the appraisal or the services provided by the independent entity.

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Currently, the following preferences are in place:

Cook Crossing- Preference will be given to applicants receiving services from the Department of Human Services (DHS) through APD. Currently there are (6) project based units.

Ochoco School Crossing – For the (7) project based units, (4) of the project based units will have a preference for applicants receiving services from DHS. The remaining (3) project based units will have a preference for applicants receiving services from Saving Grace. Currently there are (7) project based units.

Ponderosa Heights Apartments- Applicants receiving services from DHS through Child Welfare or Self Sufficiency. Currently there are (8) project based units.

Hawks View Estates- Applicants receiving services from DHS through Child Welfare or Self Sufficiency. Currently there are (8) project based units.

17-VLE. OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e)(3)]

The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

Disapproval by Landlord [24 CFR 983.251(e)(2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

Acceptance of Offer [24 CFR 983.252]

Family Briefing

When a family accepts an offer for PBV assistance, the PHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, the PHA must provide a briefing packet that explains how the PHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

Housing Works Policy

In an effort to break down barriers, Housing Works will provide flexibility when conducting briefings and meeting by permitting other means such as webcast, phone call, video call or expanded information packet. Housing Works will ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing, and other communication-related disabilities and ensures meaningful access for persons with

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~~Limited English Proficiency (LEP). Amendment to Policy (COVID-19 Statutory and Regulatory Waiver): Per PIH Notice 2020-05, PIH Notice 2020-13, PIH Notice 2020-33(HA) and PIH Notice 2021-14 HUD is waiving the requirement that the PHA must give an oral briefing to families in the HCV and PBV programs. The PHA must instead conduct the briefing by other means such as webcast, video call, ex-expanded information packet. The PHA must ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing, and other communication-related disabilities and ensures meaningful access for persons with Limited English Proficiency (LEP). For families selected from the waitlist, Housing Works has elected to complete oral briefings over the phone or video call. We will continue to comply with LEP requirements and grant reasonable accommodations requested. This waiver is in effect until December 31, 2021. Should HUD decide to extend waiver, new ending date will follow and Housing Works Administrative Plan will be revised accordingly.~~

Persons with Disabilities

If an applicant family's head or spouse is disabled, the PHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, the PHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

Persons with Limited English Proficiency

The PHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

17-VLF. OWNER SELECTION OF TENANTS

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection [24 CFR 983.253 (a)(2) and (a)(3)].

Leasing [24 CFR 983.253(a)]

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the PHA from the PHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the PHA's subsidy standards.

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify the PHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the PHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. The PHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

Housing Works Policy

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Income Eligibility

The PHA must determine income eligibility for VASH families in accordance with 24 CFR 982.201 and policies in Section 3-II.A. If the family is over-income based on the most recently published income limits for the family size, the family will be ineligible for HCV assistance.

While income-targeting does not apply to VASH vouchers, the PHA may include the admission of extremely low-income VASH families in its income targeting numbers for the fiscal year in which these families are admitted.

Housing Works Policy

While income-targeting requirements will not be considered by Housing Works when families are referred by the partnering VAMC, Housing Works may include any extremely low-income VASH families that are admitted in its income targeting numbers for the fiscal year in which these families are admitted.

Housing Works will accept referrals from the partnering VAMC for eligible homeless veterans whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.

Screening

The PHA may not screen any potentially eligible family members or deny assistance for any grounds permitted under 24 CFR 982.552 and 982.553 with one exception: the PHAs is still required to prohibit admission if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. Accordingly, with the exception of denial for registration as a lifetime sex offender under state law and PHA policies on how sex offender screenings will be conducted, PHA policy in Sections 3-III.B. through 3-III.E. do not apply to VASH. The prohibition against screening families for anything other than lifetime sex offender status applies to all family members, not just the veteran.

If a family member is subject to lifetime registration under a state sex offender registration program, the remaining family members may be served if the family agrees to remove the sex offender from its family composition. This is true unless the family member subject to lifetime registration under a state sex offender registration program is the homeless veteran, in which case the family would be denied admission to the program [New HCV GB, HUD-VASH, p. 6].

Denial of Assistance [Notice PIH 2008-37]

Once a veteran is referred by the VAMC, the PHA must either issue a voucher or deny assistance. If the PHA denies assistance, it must provide the family with prompt notice of the decision and a brief statement of the reason for denial in accordance with Section 3-III.F. Like in the standard HCV program, the family must be provided with the opportunity for an informal review in accordance with policies in Section 3-III.F. In addition, a copy of the denial notice must be sent to the VAMC case manager.

ATTACHMENT “B”
Central Oregon Regional Housing Authority
dba Housing Works
PHA Annual Plan for FY Beginning 07/2023
Goals and Objectives Statement
Progress Report

1.) Goal: Expand opportunities for housing individuals and the communities we serve

- a) Completed construction one new affordable housing developments:
 - a. Completed construction of Barnes Butte Vista – 44-unit family community in Prineville with 3 units set aside for domestic violence survivors.
- b) Ongoing construction at Ariel South Apartments. Ariel South Apartments is a 96-unit affordable property for families in Bend that will undergo a substantial rehabilitation of existing buildings exterior and interior components. The construction for Ariel South started in February 2022 and is expected to be completed in May 2023.
- c) Secured funding for two housing developments.
 - a. Spencer Court, 60 units of workforce housing in Redmond, will start construction in Summer 2023 and finish in Summer 2024.
 - b. Cleveland Commons 33 units of new PSH housing in Bend, will start construction in Summer 2023 and finish in Summer 2024.
- d) Submitting applications for two separate projects in Bend and one in Madras. These developments cover urban workforce housing, senior housing, and rural workforce housing totaling 122 units.

2.) Goal: Gain individual and family economic independence by connecting people to resources and bridging the gap between today's barriers and tomorrow's dreams

- a) Served 125 households through the Family Self Sufficiency Program to date.
- b) Assisted 4 families in purchasing homes utilizing their HCV Vouchers, VIDA, ground lease or NSP down payment assistance programs.
- c) Contracted with Cornerstone Community Housing to deliver resident services programming. Cornerstone expanded food programs on-site and developed new “meet-and-greet” events in partnership with local police and fire agencies.
- d) Continued outreach services such as youth and family participation and development through scholarships and programming via Parks and Recreation Departments, transportation services and education through Cascade East Transit and COIC and provided access to support for seniors through agencies like Council on Aging as well as support for parents of young children through Early Learning Hub's community building initiatives.
- e) Continued to develop partnerships to assist residents in areas like eviction prevention, employment opportunities, recreational opportunities, resource acquisition, and family support services with multiple community partners throughout Central Oregon.
- f) Provided access to community partners offering Covid-19 pandemic relief via on-site mobile vaccination clinics, community resource events, and access to Covid related financial assistance for those affected by the pandemic.

- g) Assisted new 20 households with security deposits loans or grants and one new household with credit builder loans.
- h) Continued our collaboration with Thrive Central Oregon providing in-house social services to HCV participants and residents of our communities.
- i) Continued collaboration with the Latino Community Association of Central Oregon to assist in outreach to the Spanish Language dependent community.
- j) Engaging community partners through a DEI lens with ongoing redevelopment of Housing Works website and accessibility.
- k) With the help of LCA, 4 PATHWorks (FSS) newsletters were translated into Spanish.

3.) Goal: Demonstrate sound and professional stewardship of current investments and future assets

- a) Deal Books and performance monitoring tools are created for each new development. Existing property Deal Books and performance monitoring tools are regularly updated.
- b) Identified and completed maintenance and improvement needs such as installing new asphalt overlay and exterior painting two buildings at Healy Heights, added ADA parking and several ADA improvements at Canyon East, and completed crack seal, seal coating and striping of parking lots at 8 properties.
- c) Taking the first steps in addressing future needs of current properties such as installing ADA doors in the administrative building, exterior painting of Prairie House, Independence Place, and Barbara's Place, and additional parking lot maintenance at several properties.

4.) Goal: Increase the public's understanding of Housing Works' role in building social capital, the economy and community vitality

- a) Housing Works continues to be actively involved in the community by completing virtual interviews and by being quoted in articles or media presentations.
- b) Housing Works staff serve on the following boards and committees:
 - Sisters Housing Policy Advisory Board
 - Bend Affordable Housing Advisory Committee
 - COIC Housing for All Committee
 - Bend FUSE Committee
 - Central Oregon Rental Owners Association Member
 - Family Access Network (FAN) Steering Committee
 - Housing Oregon – Board and Policy Council
 - City of Redmond Housing & Community Development Committee
 - Central Oregon Health Council Housing Workgroup
 - Bend 2030 Mid-Market Housing Workgroup
 - Redmond Executive Association
 - Bend Habitat for Humanity Selection Committee
 - Thrive Central Oregon
 - Homeless Leadership Coalition

| | |
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| <p>Certifications of Compliance with PHA Plan and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)</p> | <p>U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 3/31/2024</p> |
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**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 2023, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its 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 maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Central Oregon Regional Housing Authority

OR034

PHA Name

PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2023

☐ 5-Year PHA Plan for Fiscal Years 20____ - 20____

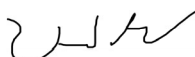
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C.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

Name of Executive Director

David Brandt

03/28/2023

Signature



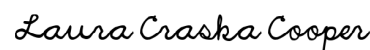
Date

Name Board Chairman

Laura Craska Cooper

03/23/2023

Signature



Date

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. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

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

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

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

I, Natasha Detweiler-Daby, the Director, Affordable Rental Housing Division
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years N/A and/or Annual PHA Plan for fiscal
year 2023 of the Central Oregon Regional Housing Authority dba Housing Works is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

State of Oregon

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan. To increase affordable housing units and work towards deconcentration of poverty.

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

Name of Authorized Official:

Natasha Detweiler-Daby

Title:

Director, Affordable Rental Housing Division

Signature:



Date: 3/29/2023

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ensure consistency with the consolidated plan or state consolidated plan.

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instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD
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**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

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

I, Lynne McConnell, the Housing Director
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years **2020** and/or Annual PHA Plan for fiscal year **2023** of the **Central Oregon Regional Housing Authority dba Housing Works** is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Bend

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

Rental housing is a top goal in our Consolidated Plan.

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

Name of Authorized Official:

Lynne McConnell

Title:

Housing Director

Signature:

Lynne McConnell

Date:

03/29/2023

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

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

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

I, John Roberts, the Deputy City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years **2020** and/or Annual PHA Plan for fiscal year **2023** of the **Central Oregon Regional Housing Authority dba Housing Works** is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Redmond, OR


Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

PHA Plan is created in consultation with local partners and addresses the needs of LMI
households consistent with HUD guidelines and the City's Consolidated Plan.

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

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|--|-----------------------------|
| Name of Authorized Official: | Title: |
| John Roberts | Redmond Deputy City Manager |
| Signature:  | Date: 03 / 28 / 2023 |

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