

PUBLIC NOTICE

**PROPOSED FISCAL YEAR 2024 PUBLIC HOUSING AGENCY (PHA)
ANNUAL PLAN**

Notice is hereby given that the Dubuque City Council will conduct a public hearing on Monday, April 1, 2024 at a meeting to commence at 6:30 p.m. in City Council Chambers, 350 West 6th Street, Dubuque, Iowa.

The City Council will consider a proposed Fiscal Year 2024 PHA Annual Plan.

Interested parties may examine the contents of the proposed Plan at the City Clerk's Office, City Hall, 50 West 13th Street; and the Housing and Community Development Department, 350 West 6th Street, Suite 312, Dubuque Iowa, and the City Website at www.cityofdubuque.org/adminplan.

Written comments may be submitted on or before the time of the public hearing to the City of Dubuque Housing and Community Development Department, 350 W 6th St, Suite 312, Dubuque Iowa 52001 (563-690-6096) or ghodgson@cityofdubuque.org.

At said time and place of public hearing all interested citizens and parties will be given an opportunity to be heard for or against said plan.



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.																																			
A.1	<div> <div> <div>PHA Name: <u>City of Dubuque</u></div> <div>PHA Code: <u>IA087</u></div> </div> <div> <div>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/01/2024</u></div> <div>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</div> <div>Number of Housing Choice Vouchers (HCVs) <u>1,114</u></div> <div> <div>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission</div> <div><input type="checkbox"/> Revised Annual Submission</div> </div> </div> <div> <div>Availability of Information.</div> <div>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.</div> </div> <div> <div><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</div> <table border="1"> <thead> <tr> <th>Participating PHAs</th><th>PHA Code</th><th>Program(s) in the Consortia</th><th>Program(s) not in the Consortia</th><th>No. of Units in Each Program</th></tr> </thead> <tbody> <tr> <td>Lead 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> <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> </div> </div>	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 type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
B.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.</p> <p>Mission: The City of Dubuque Housing & Community Development Department’s mission is to provide decent, safe, and affordable rental housing and to provide opportunities that promote self-sufficiency, economic independence, and homeownership opportunities for eligible Housing Choice Voucher participants.</p> <p>PHA Goal: Meet the need for quality, affordable rental homes: The City of Dubuque has worked with Greater Dubuque Development Corporation to identify the specific housing needs in the Community. Using that data, the City has been working with developers to address the housing needs and find ways to use Housing Tax Increment Financing as well as other possible revenue streams to help support and incentivize housing development in the City. The City of Dubuque PHA has also adopted the International Property Maintenance Code for building inspection compliance. This has helped to set the standard for quality units and fair housing opportunities for voucher holders and all tenants throughout the City. This fiscal year will focus assisting some of these new developments coming on line to lease up HCV tenants.</p> <p>PHA Goal: Increase the Acceptance of Housing Choice Vouchers by Housing Providers: The City of Dubuque has increased landlord education about the HCV program as well as created a landlord education video to be shared among that specific group in hopes to dispel some of the HCV rumors while also providing information as to why/how HCV benefits the entire community. PHA also implemented a new, easier to use software that aides owners and tenants in communication and document transmittal, allowing the HCV program to progress with the times and provide ease of use. The voucher payments standards are reviewed yearly, and updated to reflect market changes and demand. A waiver was attained from HUD for a 1-year period to set VPS for the PHA at 120% of FMR. This was implemented 1/1/2024.</p> <p>PHA Goal: Implement local government policies that encourage equity and decrease disparate impacts: Constant review of data surrounding voucher issuance and use in order to identify possible barriers or impacts that need to be addressed in order to run a fair and equitable program. Heavy utilization of HUD’s Budget Tool and monthly review with PHA Portfolio Manager to forecast, plan and enhance utilization. Plan to continue working with technical assistance personnel to identify approaches to further utilization of voucher funds within the community.</p> <p>PHA Goal: Increase access to opportunity and the building of social capital: The Childcare Initiative has been working hard to identify needs of and barriers to the community’s workforce. Several needs were identified. One outcome is the opening of a new childcare facility that can address the childcare needs in the community and therefore, allowing working parents more opportunity and workforce advancement potential. The new childcare facility opened in January 2024.</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 <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>					
C.	<p>Other Document and/or Certification Requirements.</p>					
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 <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 <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>					
D.	<p>Affirmatively Furthering Fair Housing (AFFH).</p>					
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 1430 1451 1934"> <tr> <td data-bbox="180 1430 1451 1472"> <p>Fair Housing Goal:</p> </td></tr> <tr> <td data-bbox="180 1472 1451 1514"> <p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> </td></tr> <tr> <td data-bbox="180 1514 1451 1556"> <p>PHA Goal: Meet the need for quality, affordable rental homes</p> </td></tr> <tr> <td data-bbox="180 1556 1451 1598"> <p>Sub Goal: Support affordable housing developments outside areas of concentrated poverty to ensure equitable access to quality housing throughout the City.</p> </td></tr> <tr> <td data-bbox="180 1598 1451 1934"> <ul style="list-style-type: none"> • Worked with Greater Dubuque Development Corporation to gauge the Housing needs in the Community. Using that data and knowledge, we continue to work with developers and owners looking to create and maintain affordable housing stock throughout the community. • Efforts continue to provide City support to developers seeking Low Income Housing Tax Credits for the creation of new affordable rental units. Stipulations of that funding outline that the developments must make a certain percentage of their units available for low-income tenants. • Small Area FMRs adopted and utilized in area codes 52002 & 52003 in an effort to de-concentrate poverty and provide housing opportunities in all different areas of the city. • 1/1/2024 – 120% of FMR adopted for VPS through HUD issued waiver granted for a 12-month period. </td></tr> </table>	<p>Fair Housing Goal:</p>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p>	<p>PHA Goal: Meet the need for quality, affordable rental homes</p>	<p>Sub Goal: Support affordable housing developments outside areas of concentrated poverty to ensure equitable access to quality housing throughout the City.</p>	<ul style="list-style-type: none"> • Worked with Greater Dubuque Development Corporation to gauge the Housing needs in the Community. Using that data and knowledge, we continue to work with developers and owners looking to create and maintain affordable housing stock throughout the community. • Efforts continue to provide City support to developers seeking Low Income Housing Tax Credits for the creation of new affordable rental units. Stipulations of that funding outline that the developments must make a certain percentage of their units available for low-income tenants. • Small Area FMRs adopted and utilized in area codes 52002 & 52003 in an effort to de-concentrate poverty and provide housing opportunities in all different areas of the city. • 1/1/2024 – 120% of FMR adopted for VPS through HUD issued waiver granted for a 12-month period.
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Sub Goal: Preserve, rehabilitate, and promote quality affordable housing.

- The City of Dubuque Housing & Community Development Department has many different programs that aid in the preservation and creation of quality, affordable housing. CDBG funds are utilized for housing rehabilitation purposes and blight reduction.
- A first-time homebuyer program is available and helps align interested clients on the path to homeownership through education, down payment assistance, and a low interest loan to allow homeownership to be attained.
- We also continue efforts to affirmatively further fair housing through our rental licensing and tiered inspections process by cracking down on non-licensed rental units and by adopting the International Property Maintenance Code to hold units to a higher standard with the goal of providing quality, healthy, and safe environments for citizens to choose to live in.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

PHA Goal: Increase the Acceptance of Housing Choice Vouchers by Housing Providers**Sub Goal: Reduce negative community perceptions of poverty that impacts fair housing and access to opportunity for low-income residents**

- Complete an Equitable Poverty Prevention Plan and implement recommendations—In fiscal year 2020 the City hired a consultant to oversee the development of the Equitable Poverty Prevention Plan. Multiple avenues of research and community engagement assisted in the creation of the final plan that was presented to the City Council in January 2021. Recommendations from that plan were used as guiding principles to form budget requests and guide resource enhancements in the community. The City created an Office of Shared Prosperity as a new department with a focus on neighborhood equitability and inclusion. Fiscal Year 2022 focused on getting that department established and for data collection to begin. Fiscal Year 2023 focused on beginning to evaluate available data while also identifying other needed data points to focus efforts on. Fiscal Year 2024 will shift efforts to begin the research and planning for the next 5-Year Annual Plan which will include a deep analysis of the community's needs and focus areas for upcoming initiatives.
- Continued efforts of re-branding the HCV Program adopted by City Council as an alternative to a Source of Income Ordinance—In fiscal year 2020 the City focused on researching ways to incentivize landlords to accept HCV Program vouchers. We are still implementing efforts to increase landlord education surrounding the HCV program, a landlord education video was released in Spring of 2022. Despite efforts to promote landlord incentives in fiscal year 2021, we learned that they were not successful in substantially increasing landlord participation. Fiscal year 2023 focused more on the landlord/PHA communication to ensure those land lords that do participate in the HCV program continued to accept vouchers. Fiscal Year 2024 aims to enhance education and training for landlords through the Successful Property Maintenance course that the PHA presents regarding the HCV Program.
- Implement communication and trust-building activities for landlords and HCV program participants—In fiscal year 2022 City staff continued to meet with the Landlord Association monthly to trouble shoot the reasons for low participation numbers and portray an accurate picture of available units willing to accept HCV payments. Educational outreach, direct deposit payments and online landlord document access continue to be utilized and help to recruit and gauge interest in program participation by landlords. Fiscal year 2023 focused on modifying the PHA website to be more user friendly and creating ease of accessibility for owners looking for information as well as locating documents, checklists, and regulations. Fiscal year 2024 will focus on recruitment of landlord participation through the Successful Property Maintenance Course and also through the networking of individuals through the Landlord Association.

Sub Goal: Streamline processes that create barriers for housing providers to accept vouchers.

- Produce online briefing to increase awareness of tenant responsibility-The online briefing was created and went live in the summer of 2020. This has allowed the process to be more streamlined and convenient for clients to do at their leisure within a specific time frame and has allowed many to lease up at a quicker rate due to the ease of accessibility. This continued to be a pivotal asset in 2021-2022 due to the COVID-19

Pandemic and the health risk implications face to face meetings imposed. In person or phone briefings are carried out on a request basis. Fiscal year 2023 focused on simplifying the information overload given at the briefing, with an emphasis on making sure clients understand the rules and regulations, while also answering many of the common questions/issues that arise for tenants utilizing the HCV program. Fiscal year 2024 will focus on further refining the briefing and also supplying clients with easy-to-understand tips about successfully receiving rental assistance through the HCV Program.

- Update Voucher Payment Standards and review exception rent using Small Area FMRs by zip code in order to maximize payments to match the market while enticing areas outside of the 52001-zip code to accept HCV program participants as tenants. Efforts in past fiscal years included the following: the Voucher Payment Standards were reviewed and revised to go into effect December 1, 2022. The PHA chose to increase VPS to 110% of FMR while continuing to offer exception rent areas in the form of Small Area FMRs in the 52002 & 52003 zip codes in an effort to promote lease ups in areas of the city that don't have a lot of voucher holders. The de-concentration of poverty initiative was guiding the higher VPS in the 52002 & 52003 zip codes, with the goal of allowing voucher holders the opportunity to have a choice to rent in other areas outside of the heavily voucher leased 52001 zip code area. Voucher Payments Standards continue to be reviewed based on market fluctuations due to unit demand and availability. Most recently, the PHA implemented 120% FMR for VPS effective 1/1/2024 for a 12-month period granted from a HUD waiver. This allows landlords to be paid at a closer to market rate when accepting HCV clients as tenants. In turn, the increase in VPS allows greater ability to move into other areas of the City in an effort to de-concentrate the vouchers and give more choice to the tenants.
- In fiscal year 2023 the City of Dubuque considered the implementation of a residency preference for the HCV Waiting List lottery, whereas a preference point will be added to an applicant's application if they are currently a City of Dubuque resident. At this time, the residency preference has not been implemented. PHA believes this effort could lead to quicker lease ups and greater landlord participation. A change was needed due to the low number of vacant units available. To maintain the funding levels needed, the PHA needs to serve tenants under a current lease that are in need of assistance. Currently, PHA is looking at other ways to aid clients in quicker lease ups and help with landlord participation. Examples include assessing & revising HCV general forms for readability and adapting them all to a 6-7th grade level. Helping to ensure that clients understand what they are reading, have access to all of the materials presented at an equitable level, and aiding in the quicker response from clients for paperwork – streamlining processes and leading to quicker lease up times. We are now focusing efforts on reducing our applications/forms of asking for unneeded information in order to make processes less burdensome on participants.
- Efforts implemented focusing on presenting the HCV Program information to new area landlords at the Successful Property Maintenance Course providing education regarding the HCV Program and renting to voucher holders.
- This fiscal year the PHA is also pursuing advances to obtain unit information from non-participating landlords in order to increase our rent reasonable efforts for participating landlords which will increase more rental options for applicants/participants.
- PHA researching and planning to Project Base additional units.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

PHA Goal: Implement local government policies that encourage equity and decrease disparate impacts

Sub goal: Conduct audits to decrease disparate impacts

- Audited background check process from local ordinance requirements-In fiscal year 2020 the City began researching background check processes. The City runs free background checks for landlords on prospective tenants for the HCV program. Feedback received showed that these reports were confusing and could adversely affect tenants. We had cross-departmental staff examine the documents that housing providers receive, and most people were unable to read them correctly; According to HUD guidance and the Analysis of Impediments–best practice was not to rely on arrests in making rental decisions due to potential disparities and bias. While we did not have a way to know how each landlord used the information, we determined that we were likely contributing towards bias and inequity and stopped this

practice. On October 22, 2020, arrest records were removed from the landlord background checks provided by the City. This continues to be our procedure. The background checks were reviewed again in April 2021 to ensure compliance with new forms.

- A new software to manage the HCV caseload and expenditures was implemented in the Spring of 2022. This new software enables the PHA together additional metrics and data to be available to assist in the analysis of community needs and barriers.
- Efforts continue to translate all necessary documents into Spanish and Marshallese in order to break down communication barriers and allow easier accessibility to programs and information for the entire community. PHA is focusing efforts on translation services and interpreter needs and accessibility. Assessed & revised our HCV general forms for readability and adapted them all to a 6-7th grade level. We are also working on reducing our applications/forms of asking for unneeded information in order to make the processes less burdensome on participants.
- Continued emphasis on heavy utilization of HUD's Budget Tool and monthly review with PHA Portfolio Manager to forecast, plan and enhance utilization.
- PHA plans to continue working with technical assistance personnel to identify approaches to further utilization of voucher funds within the community.
- Efforts increased to create more social media presence to engage the community through education and awareness. A landlord education video was released in Spring of 2022.
- In fiscal year 2024 City staff are also researching the potential benefits of offering a tenant education course and other possible ways to lessen the burden of moving and unit damage.

Sub Goal: Analyze data to increase equity

Implement quarterly review of eviction data for disparate impacts—We will not be able to track this data due to the lack of capability in the County Offices to support reporting. We will continue to work with individuals and complaints about wrongful evictions at this time.

PHA Goal: Increase access to opportunity and the building of social capital

Sub Goal: Evaluate barriers that still exist, preventing residents from earning a livable wage, and address barriers to success.

- Joined the Childcare Initiative to find ways to fund/provide childcare without 2 year waiting periods—In fiscal year 2021 we participated in many of the Childcare Coalition meetings in order to help generate ideas and identify potential barriers, resources, and solutions to assist parents in their goals of balancing a family and a career. In 2022 the City of Dubuque PHA worked with Childcare initiative to put the data and research into action, the result is a new childcare facility to address the working parent barriers was projected be opening in 2023. Update: the new childcare facility opened in January 2024.
- The City of Dubuque's Sustainability Coordinator was granted additional funding through the City's annual budget process to add a summer intern, it is a goal for that department to do some additional work to address the food deserts in the community.
- In 2023 we sought out and were awarded a USDA grant to increase the food access by partnering with three non-profits in the community. We began offering fellowship opportunities to increase the non-profits capacity to supply food in food deserts and develop innovative approaches for access to fresh/healthy foods. In 2024 we will continue these efforts to impact change and provide opportunities in different areas throughout the City.

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

Resident Advisory Board Meeting Minutes
2/29/2024

Present:	Debra Borgstedt	Charleen Ludwig	Carol Steckel	Diamond Wilson
	Brenton Gaul	Monique Miller	John Tyler	
	Lauren Lapointe	Tiplap Rachin	Bertha Whitehorn	
	Juliane Jarrett	Patricia Stanford	Julie Wickre	
Staff:	Gina Hodgson	Tracy Doyle	Crystal Kilgore	
	Dawn Blatz	Ryan Feller	Hollie Ohnesorge	

Presenters: Gina Hodgson, Assisted Housing Supervisor, Housing & Community Development Department
Hollie Ohnesorge, Assisted Housing Coordinator, Housing & Community Development Department

Hollie Ohnesorge, Assisted Housing Coordinator, called the meeting to order at 10:30 a.m. Ohnesorge introduced Gina Hodgson, Assisted Housing Supervisor, and herself; she continues with an overview of the meeting. The remaining staff introduced themselves.

Hodgson provided a presentation on the Annual Plan and explained it will be submitted to City Council prior to being submitted to the U.S. Department of Housing and Urban Development (HUD). The Public Hearing for the Annual Plan will be held on April 1, 2024; it's effective dated will be July 1, 2024.

Hodgson highlighted the following:

- The City has worked with the Greater Dubuque Development Corporation and developers to create affordable housing. Several developments are underway to address these needs.
- Community Development Block Grant (CDBG) funds are being used to provide low-interest loans and down payment assistance towards homeownership. Also, the Department requests data regarding whether or not landlords accept the Housing Choice Voucher program through the rental license renewal process.
- The International Property Maintenance Code (IPMC) was adopted to increase the quality of housing in Dubuque.
- In 2024, research will begin for the next 5-Year Annual Plan.
- Staff meet with the Landlord Association monthly to address questions and needs.
- Ohnesorge presents information on housing assistance at the training for new landlords--Successful Property Maintenance.
- An online briefing was rolled out a few years ago to assist with issuing vouchers quicker. Clients no longer must wait to attend an in-person meeting. This year, the online briefing will be updated to reflect commonly asked questions and to be easier to understand.
- The Department pursued the residency preference. (It has not been implemented.)
- Forms were revised so that they are on a 6th/7th grade reading level. (Staff are working to translate the forms into Spanish and Marshallese.)
- Inspection staff are working with landlords to obtain data on units for rent comparables.
- Currently, only the Rose of Dubuque offers the Project Based Voucher. The Department will be looking for additional communities for the program.
- Arrest records were removed from criminal backgrounds that the City provides to landlords.
- The YMCA recently opened a new child care facility on the West End.

Comments:

It was stated there was concern that the speed and terminology of the presentation on the Annual Plan may be too much for some individuals to comprehend.

Response: Several suggestions were made to resolve the issue, which included changing to different seating so that sound from the speakers may be easier to understand, slowing down the speed of the spoken words, using lay terms, recording the session, printing the presentation slides, and emailing presentation. (Hodgson offered to print and/or email copies of the presentation to those who needed it.)

Ohnesorge continued the meeting with a presentation on Housing Opportunities through Modernization Act (HOTMA). Effective January 1, 2024, several amendments were made to the law. Ohnesorge discussed the following:

- “Violence Against Women Act of 2013” was renamed “Violence Against Women” and human trafficking was added to it. Violence Against Women is for women, men, and binary.
- Earned Income Disallowance was discontinued effective January 1, 2024. This was for disabled individuals receiving Social Security who wanted to work.
- A new guidance for calculating annual income was provided.
- Assets increased to \$55,000.
- Deductions for children will be \$480. The medical deduction for participants will increase from \$400 to \$525; however, any unreimbursed medical expenses that exceeded 3% will now be 10%. The participants currently receiving the deduction will be phased in over several years.

Annual Reexam	Percentage
1st Reexam	5.0%
2nd Reexam	7.5%
3rd Reexam	10.0%

***If a participant has trouble with paying rent due to the implementation of the new rules for the medical deduction, the participant may request a hardship.)*

- If the family’s adjusted income increases by at least 10%, an interim reexam is required be completed by the Public Housing Agency (PHA).
- The PHA is not required to complete an interim reexam if the family’s adjusted income decreases by less than 10%.
- Families with net assets over \$100,000 will no longer be eligible for housing assistance programs.
- Families who own a home may not be eligible for housing assistance.

Comments:

There were questions about the medical deductions and whether transportation to and from medical offices may count towards the medical deductions.

Response: Transportation may not be counted towards the medical deduction; it was suggested that participants reach out to their Managed Care Organization (MCO) for they may be able to assist with transportation.

There was a suggestion to provide a newsletter that alerts participants of updates and changes.

Response: Currently there is no availability for staff to create newsletters.

Date: 2/28/2024

RAB Meeting Topic: Annual Plan & HOTMA

[illegible]