

U. S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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**TARRANT COUNTY HOUSING ASSISTANCE OFFICE**  
Annual Plan for Fiscal Year 2017



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*Tarrant County Housing Assistance Office*  
2100 Circle Drive  
Fort Worth, Texas 76119  
(817) 531-7640  
[www.tarrantcounty.com/ehousing](http://www.tarrantcounty.com/ehousing)

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Director  
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**Tarrant County Housing Assistance Office**

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

**Applicability.** Form HUD-50075-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 of 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, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 exceeds 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.

<b>A.</b>	<b>PHA Information.</b>																														
A.1	<p>PHA Name: <u>Tarrant County Housing Assistance Office</u> PHA Code: <u>TX 431</u>  PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2016</u>  PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  Number of Housing Choice Vouchers (HCVs) <u>2880</u>  PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)</p> <table border="1"> <thead> <tr> <th data-bbox="165 1377 440 1423">Participating PHAs</th> <th data-bbox="440 1377 573 1423">PHA Code</th> <th data-bbox="573 1377 870 1423">Program(s) in the Consortia</th> <th data-bbox="870 1377 1144 1423">Program(s) not in the Consortia</th> <th data-bbox="1144 1377 1453 1423">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td data-bbox="165 1423 440 1507">Lead HA:  N/A</td> <td data-bbox="440 1423 573 1507"></td> <td data-bbox="573 1423 870 1507"></td> <td data-bbox="870 1423 1144 1507"></td> <td data-bbox="1144 1423 1453 1507"></td> </tr> <tr> <td data-bbox="165 1507 440 1581"></td> <td data-bbox="440 1507 573 1581"></td> <td data-bbox="573 1507 870 1581"></td> <td data-bbox="870 1507 1144 1581"></td> <td data-bbox="1144 1507 1453 1581"></td> </tr> <tr> <td data-bbox="165 1581 440 1654"></td> <td data-bbox="440 1581 573 1654"></td> <td data-bbox="573 1581 870 1654"></td> <td data-bbox="870 1581 1144 1654"></td> <td data-bbox="1144 1581 1453 1654"></td> </tr> <tr> <td data-bbox="165 1654 440 1728"></td> <td data-bbox="440 1654 573 1728"></td> <td data-bbox="573 1654 870 1728"></td> <td data-bbox="870 1654 1144 1728"></td> <td data-bbox="1144 1654 1453 1728"></td> </tr> <tr> <td data-bbox="165 1728 440 1801"></td> <td data-bbox="440 1728 573 1801"></td> <td data-bbox="573 1728 870 1801"></td> <td data-bbox="870 1728 1144 1801"></td> <td data-bbox="1144 1728 1453 1801"></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:  N/A																								
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<b>B.</b>	<b>Annual Plan.</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input 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> <p><b><u>HOUSING NEEDS AND STRATEGY FOR ADDRESSING HOUSING NEEDS</u></b></p> <ol style="list-style-type: none"> <li><b>We hired a part-time staff person to assist program participants in locating units.</b></li> <li><b>We are updating our Landlord availability list twice a month.</b></li> </ol> <p><b><u>DECONCENTRATING AND OTHER POLICIES THAT GOVERN ELIGIBILITY AND ADMISSIONS</u></b></p> <ol style="list-style-type: none"> <li><b>We implemented PIH Notice 2016-9 which instructs PHA to encourage families to move to higher opportunity areas.</b></li> </ol>
<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p><b>TCHAO plans to Project Base approximately 75 – 150 vouchers. We will follow HUD's 20% budget authority rule for project basing or HUD's latest guideline on the amount of vouchers.</b></p>
<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><a href="#">Form HUD-50077</a>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p><b>B.6</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><b><u>PHA PROGRESS:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Implementing an intensive marketing plan is under development to attract new landlords.</b></li> <li>2. <b>TCHAO is already a High Performer, but we continually strive to improve Customer Service.</b></li> <li>3. <b>Individual and collective monthly meetings are conducted with current Landlords to increase affordable housing opportunities and broader choices (especially in low minority census tracts).</b></li> <li>4. <b>Plans and strategies are being constantly developed to increase relationships and partnerships with Landlords who are considering opting out of renting to tenants with HCV (Section 8 vouchers).</b></li> <li>5. <b>Placing greater emphasis on assisting tenants with Mobility Counseling and classes in the interest of providing broader choices relative to AFFH and improving the quality of life for low income families.</b></li> <li>6. <b>Greater outreach has been fostered in the FSS program toward enhancing relationships with social service providers and participants.</b></li> <li>7. <b>Implementing Project Based Vouchers to ensure housing opportunities to program participants.</b></li> </ol>
<p><b>B.7</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N X <input type="checkbox"/></p> <p>(a) 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>

# Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

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## A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

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

### B.1 Revision of 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.”

**Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([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\(e\)\(3\)\(4\)](#)).

**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 under section 3 of the Housing and Community Development Act of 1968 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. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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

**B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

**Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 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 §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any 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\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 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.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to 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](#))

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

Public reporting burden for this information collection is estimated to average 4.5 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

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman 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 for the PHA fiscal year beginning **2016-17**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) 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.
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 to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
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 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.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes 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 2010-25);
  - 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;
  - 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 part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. 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.



12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. 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.
19. 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).

**Tarrant County Housing Assistance Office**  
 PHA Name

**TX 431**  
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2016-17

5-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_

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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	<b>B. Glen Whitley</b>	Title	<b>Tarrant County Judge</b>
Signature			Date

**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 2/29/2016

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

I, B. GLEN WHITLEY, the Tarrant County Judge  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

TARRANT COUNTY HOUSING ASSISTANCE OFFICE  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
 Impediments (AI) to Fair Housing Choice of the

Tarrant County, Texas  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
 Consolidated Plan and the AI.

The Department of Community Development and the Tarrant County Housing Assistance Office  
 work in partnership with each other in the development of the Annual, 5 Year Plan & Consolidated  
 Plan. Particular attention is paid to the elements addressing Housing Needs and Strategy for  
 Addressing Needs. Additionally, collaboration in policy and progress is addressed, analyzed and  
 assessed at least annually in order to ensure that both departments are pursuing similar goals for the  
 for the Citizens of Tarrant County.

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	Title
B. GLEN WHITLEY	Tarrant County Judge
Signature	Date



## TARRANT COUNTY

Housing Assistance Office  
2100 Circle Drive - Suite 200  
Fort Worth, Texas 76119

Telephone: (817) 531-7640  
Fax: (817) 531-7657  
TDD/TTY: (817) 531-7686  
[tarrantcounty.com/ehousing](http://tarrantcounty.com/ehousing)

Wayne Pollard  
Director

February 7, 2017

*You Are Invited*



*to attend the Annual*

### **RESIDENT ADVISORY BOARD (RAB) MEETING**

**Saturday, March 4, 2017**

**10:00 AM – 1:00 PM**

**2300 Circle Drive – Auditorium – Fort Worth, TX 76119**

*Lunch will be Served!*

All members of the Tarrant County Family Self-Sufficiency program, upon enrolling, automatically become members of the Resident Advisory Board (RAB) of the Tarrant County Housing Assistance Office (TCHAO). **Therefore, your attendance at this meeting is very important.**

The purpose of this meeting is for TCHAO to present to the RAB, an overview of the 2017 Annual PHA Plan which includes any changes TCHAO has made or proposes to make to our Administrative Plan. Your feedback and comments are encouraged at this meeting on behalf of all TCHAO tenants.

You are one of the few of our program participants that have the opportunity to speak for and represent all of the 2,800+ participants in the Tarrant County HCV program. We hope you take this privilege very seriously **by being present and on time** for this extremely important meeting.

Escrow checks to the early graduates of the program will be presented and we are holding a **Round Table discussion for you to give us your ideas on what you think we can do to improve the FSS program.**

Please RSVP **immediately**, but **BEFORE Friday, February 17, 2017** to:

***Barbara Whaley***, at (817) 531-7653 or [BWhaley@tarrantcounty.com](mailto:BWhaley@tarrantcounty.com);

***Sonya Roberts*** at (817) 531-7650 or [SCRoberts@tarrantcounty.com](mailto:SCRoberts@tarrantcounty.com); (or)

***Mechall Patterson***, at (817) 531-7643 or [mspatterson@tarrantcounty.com](mailto:mspatterson@tarrantcounty.com),

On behalf of our Director, **Mr. Wayne E. Pollard, Jr.**, we thank you in advance for your attendance and support as this is one of the two (2) **"Required/Mandatory"** meetings all participants **must attend**.

Sincerely,

Rosalind Williams  
Assistant Director  
Resident Advisory Board Coordinator/Facilitator



**TARRANT COUNTY**

Housing Assistance Office  
2100 Circle Drive - Suite 200  
Fort Worth, Texas 76119

Telephone: (817) 531-7640  
Fax: (817) 531-7657  
TDD/TTY: (817) 531-7686  
[tarrantcounty.com/ehousing](http://tarrantcounty.com/ehousing)

Wayne Pollard  
Director

**A G E N D A**  
**RESIDENT ADVISORY BOARD (RAB)**  
*and*  
**FAMILY SELF-SUFFICIENCY (FSS) ANNUAL MEETING AGENDA**  
**Saturday, MARCH 4, 2017**  
**10:00 AM**



**INVOCATION**

**CARL MILLER**

**CALL TO ORDER**

**OPENING REMARKS**

**EXPECTATIONS OF FSS PARTICIPANTS and**

**PLEDGE.....**

*Wayne E. Pollard, Jr.*

*Director*

*Tarrant County Housing Assistance Office*

**PRESENTATION OF 2017 ADMIN PHA PLAN.....**

*(Tenant Comments and feedback)*

*Rosalind Williams*

*Assistant Director*

*Tarrant County Housing Assistance Office*

**OPEN DISCUSSION ON PROS AND CONS  
of the FSS Program**

**ALL PARTICIPANTS**

**What can we do to improve the FSS Program?**

**PRESENTATION OF FSS EARLY GRADUATES.....**

*Wayne E. Pollard, Jr. and*

*FSS Coordinators:*

*Barbara Whaley, Sonya Roberts and*

*Mechall Patterson*

**CLOSING REMARKS.....**

*Wayne E. Pollard, Jr.*

**BENEDICTION**

**CARL MILLER**

**LUNCH IS SERVED**





Resident Advisory Board (RAB) Meeting

March 4, 2017

Sarah A. Abbey \_\_\_\_\_

Corey D. Beasley \_\_\_\_\_

Shemika S. Bell \_\_\_\_\_

Dennis L. Berry Sr Dennis L. Berry Sr

Adria B. Boone \_\_\_\_\_

Brenda K. Boson \_\_\_\_\_

Latoya J. Bowers \_\_\_\_\_

Andrea L. Brewer Andrea L. Brewer

LaToya D. Brice \_\_\_\_\_

Jennifer N. Brookins \_\_\_\_\_

Tyanna T. Burns \_\_\_\_\_

Marsha R. Carter \_\_\_\_\_

Yashunda D. Casey \_\_\_\_\_

Charise Caudle \_\_\_\_\_

Dominique M. Claude Dominique M. Claude

Destini E. Clay \_\_\_\_\_

Cristal A. Coffey \_\_\_\_\_

Javon Coleman Javon Coleman

Shanique Angk Shanique Angk

Resident Advisory Board (RAB) Meeting

8

March 4, 2017

Ashley A. Collie Ashley Collie

D'andria A. Counter \_\_\_\_\_

Tyanna B. Courtney \_\_\_\_\_

Callashondra Cramer \_\_\_\_\_

Jimesia L. Craver \_\_\_\_\_

Gabrielle A. Cummings G. Cummings

Cassondra Davis Cassondra Davis

Heather R. Davis \_\_\_\_\_

Shawndreeca J. Davis \_\_\_\_\_

Lekeshia V. Davis-Ransom \_\_\_\_\_

Ashley A. Deleon \_\_\_\_\_

Cormanisha L. Dorn \_\_\_\_\_

Courtney L. Drake \_\_\_\_\_

Nicole A. Durio Nicole Durio

Dedra R. Edwards Dedra Edwards

Delrine Edwards Delrine Edwards

Niger D. Ferguson Niger Ferguson

Yameka Barrett - Tameka Barrett

Resident Advisory Board (RAB) Meeting

March 4, 2017

Jennifer Flores \_\_\_\_\_

Lashanti M. Fox \_\_\_\_\_

La-Yawn Francis \_\_\_\_\_

Leah S. Gaines \_\_\_\_\_

Rosalinda R. Garcia Rosalinda Garcia

Henrietta D. Gaunichaux [Signature]

Evangula S. Gentry Evangula Gentry

Catrice D. Giles \_\_\_\_\_

Trennell V. Giles \_\_\_\_\_

Judea R. Gillarm \_\_\_\_\_

Kristina D. Gilmore \_\_\_\_\_

NaQuisha Gipson \_\_\_\_\_

Shasta J. Godina \_\_\_\_\_

Maritza Gonzalez \_\_\_\_\_

Rosalind Guster \_\_\_\_\_

Mohanad D. Habib Almayasa Alwan

Ja Quitta Hallman \_\_\_\_\_

Sharon L. Harris Sharon Harris Sharon L. Harris

4

Resident Advisory Board (RAB) Meeting

March 4, 2017

Meaghan N. Haulk \_\_\_\_\_

Shantay Helton \_\_\_\_\_

Ireina Herrera \_\_\_\_\_

Debra L. Hilliard \_\_\_\_\_

Courtney L. Hodge \_\_\_\_\_

Shuana E. Hollingsworth \_\_\_\_\_

Nikita S. Howard *Nikita Howard*

Linda F. Hubbard *Linda Hubbard*

Natasha E. Itaro \_\_\_\_\_

Aletha Jackson \_\_\_\_\_

Linda C. Jackson \_\_\_\_\_

Natasha M. Jackson \_\_\_\_\_

Jessica M. Jagers \_\_\_\_\_

Fareedah Z. James \_\_\_\_\_

Jeannetta A. James \_\_\_\_\_

Sheret D. James \_\_\_\_\_

Dorothy Jamison *Dorothy Jamison*

Camille M. Jenkins *Camille M. Jenkins*



Resident Advisory Board (RAB) Meeting

5

March 4, 2017

Denishea J. Johnson \_\_\_\_\_

Latoya J. Johnson Latoya Johnson

Shemada M. Johnson Shemada Johnson

Patrice Jones-Hurd Patrice Jones

Tiffany M. Kennard \_\_\_\_\_

Jamee D. Kneeland Jamee Kneeland

Bridgett Kuykendall \_\_\_\_\_

Quisha Y. Kuykendall \_\_\_\_\_

Tonya M. Kyser \_\_\_\_\_

Kenesha Lang \_\_\_\_\_

Demetris L. Lewis \_\_\_\_\_

Neddra Lira \_\_\_\_\_

Janea S. Little \_\_\_\_\_

Kendra L. Lockett \_\_\_\_\_

Rebecca A. Lopez Rebecca H. Lopez

Yenner G. Luper \_\_\_\_\_

Monique D. Macon \_\_\_\_\_

Resident Advisory Board (RAB) Meeting

4

March 4, 2017

Shaundra M. Manning \_\_\_\_\_

Monica Maples M. Maples \_\_\_\_\_

Tiwanna A. Martin \_\_\_\_\_

Tamyra L. Maxwell \_\_\_\_\_

Maureen S. McCarter-Howard \_\_\_\_\_

Sophia McGowan \_\_\_\_\_

Patrice L. McKelvey Patrice McKelvey \_\_\_\_\_

Lisa S. McKinney \_\_\_\_\_

Jennifer McKnight Phillips Jennifer McKnight Phillips \_\_\_\_\_

Natasha S. Miles \_\_\_\_\_

Andrea D. Mitchell \_\_\_\_\_

Stephanie D. Montgomery \_\_\_\_\_

Sabrina C. Moore \_\_\_\_\_

Fabian Morquecho \_\_\_\_\_

Audrey M. Mudge \_\_\_\_\_

Barbara J. Murphy \_\_\_\_\_

Rozlyne D. Neal Rozlyne Neal \_\_\_\_\_

Tracy Nettles \_\_\_\_\_

Resident Advisory Board (RAB) Meeting

9

March 4, 2017

Tamaria M. Nora Tamaria Nora

Vinnette Northern \_\_\_\_\_

Hawo A. Nuuh \_\_\_\_\_

Tanika Ortega Tanika Ortega

T'Anna Palmer \_\_\_\_\_

Miketha M. Parks \_\_\_\_\_

Stephanie Perez Stephanie Perez

Brenda F. Perkins \_\_\_\_\_

Pamela Perkins Pamela Perkins

Dolores T. Peterson \_\_\_\_\_

Tyesha N. Polk TYESHA N. POLK

Deborah A. Powe Deborah Powe

Delaina Pratt \_\_\_\_\_

Charla Primus \_\_\_\_\_

Krystal E. Pruitt Krystal Pruitt

Adela Ramirez Adela Ramirez

Sandrekia L. Ransom Sandrekia Ransom

Jessica Richardson \_\_\_\_\_

Resident Advisory Board (RAB) Meeting

5

March 4, 2017

Shellie A. Richardson Shellie Richardson

Fallon N. Rivers \_\_\_\_\_

Angelica S. Roberts \_\_\_\_\_

Tamiko Roberts Tamiko Roberts

Chanel L. Rose \_\_\_\_\_

Erika M. Rueda \_\_\_\_\_

Shanika D. Runnels Shanika Runnels

Jerry L. Schiffert Jr \_\_\_\_\_

Dandrea D. Scott \_\_\_\_\_

Shaquita T. Scott Shaquita T. Scott

Anwar O. Shaikheldin \_\_\_\_\_

Victoria R. Shelton \_\_\_\_\_

Philicia R. Shields \_\_\_\_\_

Monique D. Simmons \_\_\_\_\_

Norrshione L. Skinner Norrshione L. Skinner

Mary M. Smith \_\_\_\_\_

Michelle R. Smith \_\_\_\_\_

Resident Advisory Board (RAB) Meeting

7

March 4, 2017

Morgan F. Smith \_\_\_\_\_

Paulette L. Smith Paulette Smith

Trina L. Smith-Thomas Trina S Thomas

Edwanna S. Smoot Edwanna

Jayonna L. Spates Jayonna Spates

Nicky N. Stanley \_\_\_\_\_

Julett P. Stephens \_\_\_\_\_

D'Vin A. Stewart \_\_\_\_\_

Jessalyn D. Stewart \_\_\_\_\_

Krystle N. Tarkington \_\_\_\_\_

Davette L. Taylor \_\_\_\_\_

LaKeisha L. Taylor \_\_\_\_\_

Monique D. Taylor \_\_\_\_\_

Germechia D. Thomas \_\_\_\_\_

Jessica Thomas \_\_\_\_\_

Ricky Thomas Ricky Thomas

Piper J. Thomas Piper Thomas

LaNell Y. Tucker LaNell Y. Tucker

3

Resident Advisory Board (RAB) Meeting

March 4, 2017

Sherrie Venters \_\_\_\_\_

Cornelya S. Ward \_\_\_\_\_

Jerry L. Ward \_\_\_\_\_

Kizzy I. Weber *Kizzy Weber* \_\_\_\_\_

Sherita Wells \_\_\_\_\_

Kizzie White \_\_\_\_\_

Jenaiya M. Wilkerson \_\_\_\_\_

Marquita T. Wilkins-Gopie *M. Wilkins-Gopie* \_\_\_\_\_

Dabney D. Williams *D. Williams* \_\_\_\_\_

Tahmeeka L. Williams \_\_\_\_\_

Konesha Wilson \_\_\_\_\_

Charlotte S. Wilson \_\_\_\_\_

Tynishca T. Witchet \_\_\_\_\_

Chrisstisha C. Womack \_\_\_\_\_

Brittany N. Wooden \_\_\_\_\_

Lanetta N. Wright \_\_\_\_\_

**2017 RESIDENT ADVISORY BOARD (RAB) MEETING**  
**Tarrant County Housing Assistance Office**  
**Saturday, March 4, 2017**  
**2300 Circle Drive, Auditorium**  
**Fort Worth, TX 76119**

*Chaired by:      Rosalind Williams*  
*Assistant Director*  
*Tarrant County Housing*

*Wayne Pollard*  
*Director*  
*Tarrant County Housing*

Everyone was asked to sign-in upon entering and the "Sign-In" sheets attached reflect that there were at least 55 program participants in attendance.

The meeting was opened by Ms. Rosalind Williams, Assistant Director, promptly at 10:00 AM, with prayer led by Mr. Carl Miller. Ms. Williams then introduced the Director, Wayne Pollard.

Mr. Pollard welcomed everyone and announced that the purpose of this annual meeting is to allow the Resident Advisory Board (comprised of all FSS program participants) an opportunity to provide input, feedback and comments on the 2017 Annual Agency Plan, most particularly, on any changes we have made to the Administrative Plan. We encouraged their involvement, feedback and provided a center isle microphone for their questions/comments to be heard and discussed.

Ms. Williams provided a PowerPoint presentation to the participants explaining what a PHA Plan is and the residents' role and responsibility regarding the Annual Plan.

The presentation also included why these meetings are held, the PHA Plan process, cycle, timelines for reporting this information to HUD, availability of the Annual Plan, Administrative Plan and their relationship to one another. Also explained the difference between a calendar year, fiscal year, the Fiscal year for Tarrant County Housing, and how we determine the due date for filing the Plan with HUD.

Participants were advised that TCHAO values the input and feedback of program participants into the plans and planning of TCHAO matters. All were invited and encouraged to ask questions, make comments and suggestions, and to provide any ideas they might be relative to the 2017 PHA Annual Plan.

Ms. Williams notified every one of their right to personally review the 5 Year PHA Plan, FY 2017 Annual Agency Plan, Administrative Plan and the procedures for doing so. An explanation was provided of what an Affirmatively Furthering Fair Housing (AFFH) plan is, what a Consolidated Plan is and their relationship to one another and the Annual Plan.

There were eight (8) changes made to the Administrative Plan since the RAB met last year. They are as follows with any comments or questions made by the participants:

**Change No. 1**

**CRIMINAL BACKGROUND**

**CHANGE:** PER HUD REGULATION, IF BASED ON A CRIMINAL RECORD OR SEX OFFENDER REGISTRATION INFORMATION, AN APPLICANT FAMILY APPEARS TO BE INELIGIBLE, TCHAO WILL NOTIFY THE FAMILY IN WRITING OF THE PROPOSED DENIAL AND PROVIDE A COPY OF THE RECORD TO THE APPLICANT.

*Q. Are you allowed to dispute the charges?*

*A. Yes, you have ten (10) days to dispute the charges and provide appropriate documentation relating to the dispute.*

**Change No. 2**

**EARNED INCOME DISALLOWANCE**

**CHANGE:** ELIGIBLE PARTICIPANTS – ANY DISABLED FAMILY MEMBER WHO ARE DISABLED AND BEGIN EMPLOYMENT AFTER ADMISSION TO THE PROGRAM. FOR PERSONS QUALIFYING BEFORE MAY 9, 2016, THE EID HAS A FOUR-YEAR (48-MONTH) LIFETIME MAXIMUM TERM. FOR PERSONS QUALIFYING ON OR AFTER MAY 9, 2016, THE EXCLUSION PERIODS RUN CONSECUTIVELY, WITH A LIFETIME LIMIT OF 24 MONTHS.

*Q. If a household member obtains employment, the income will not be counted?*

*A. The family member has to be disabled.*

**Change No. 3**

**REASONABLE ACCOMMODATIONS/SELF-CERTIFICATIONS /BIENNIAL INSPECTIONS**

**CHANGE:** TCHAO MAY CONDUCT AN INSPECTION AT ANY TIME OF ALL UNITS WHERE AN ORIGINAL OR RENEWAL REQUEST FOR REASONABLE ACCOMMODATIONS HAS BEEN MADE FOR VERIFICATION PURPOSES. TCHAO WILL ALLOW SELF-CERTIFICATIONS FROM OWNERS WHO HAVE 10 OR LESS MINOR REPAIRS.

- TCHAO will schedule and conduct "Biennial" inspections on all units that have passed two (2) previous consecutive HQS inspections. After the initial skipped inspection your unit will be scheduled for an inspection the following year, if it passes that inspection, the unit will qualify for every other year inspections as long the unit continues to pass.
- If the unit fails, there will have to be two consecutive passes before it qualifies for another Biennial skip. TCHAO will schedule and conduct HQS inspections more frequently if it so deems it to be necessary.

*No questions.*

**Change No. 4**

**ASSISTANCE CHECK FOR PROCESSING ANNUALS AND INTERIMS**

**CHANGE:** FAMILIES GENERALLY ARE REQUIRED TO TRANSMIT AN ELECTRONIC ANNUAL REEXAMINATION VIA "ASSISTANCECHECK" (INTERNET) OR PARTICIPATE IN A GROUP ANNUAL REEXAMINATION APPOINTMENT, WHICH MUST BE ATTENDED BY THE HEAD OF HOUSEHOLD, SPOUSE, CO-HEAD AND ALL ADULT MEMBERS OF THE HOUSEHOLD (AGE 18 AND ABOVE).



IF A FAMILY FAILS TO RESPOND AFTER TWO ELECTRONIC NOTIFICATIONS, THE ANNUAL OR INTERIM CHANGE **MUST** THEN BE PROCESSED IN PERSON. FAILURE TO COMPLY WITH THIS WILL RESULT IN A NOTICE OF TERMINATION (see Chapter 12) BEING SENT TO THE FAMILY'S EMAIL ADDRESS OF RECORD, AND ANY ALTERNATE ADDRESS PROVIDED IN THE FAMILY'S FILE.

*Discussed the advantages to taking part of Assistance Check for processing necessary changes and annual reexamination, ie., not having to take off work, processing at your convenience, etc.*

**Change No. 5**  
**PORTABILITY**

**CHANGE:**

IF A FAMILY ELECTS TO MOVE TO AN AREA WHERE THERE IS MORE THAN ONE PHA IN THE AREA, THE **FAMILY MUST** CHOOSE THE RECEIVING PHA.

A FAMILY WILL BE GIVEN AT LEAST THIRTY (30) DAYS TO SEARCH FOR A UNIT WITHIN THE NEW PHA'S JURISDICTION.

- A FAMILY WHO CHOOSES TO MOVE TO A NEW UNIT WILL BE ISSUED A VOUCHER WITHIN SIXTY (60) DAYS OF THE LEASE END DATE.
- A FAMILY WILL BE GIVEN A LIST OF AVAILABLE UNITS AT THE TIME OF BRIEFING.

*Q. Can I take my Voucher to any city in the Unites States?*

*A. Yes, as long as that city has an existing HCV Program.*

**Change No. 6**  
**Tolling days on Vouchers**

**CHANGE:** ONCE AN RTA IS RECEIVED BY OUR OFFICE, AND **NOT APPROVED**, TCHAO WILL TOLL THE DAYS LEFT ON THE VOUCHER FOR THE APPLICANT/CLIENT TO CONTINUE THEIR SEARCH FOR A UNIT.

IF THE FAMILY DOES NOT LOCATE A NEW UNIT WITHIN THE TERM OF THE VOUCHER AND ANY EXTENSION (S), THE FAMILY MAY REMAIN IN THEIR CURRENT UNIT WITH CONTINUED ASSISTANCE IF THE OWNER AGREES AND THE TCHAO APPROVES. OTHERWISE, THE FAMILY WILL LOSE ITS ASSISTANCE.

*Those who were in attendance were very pleased with this new rule.*

We also discussed Expiration of voucher, Repayment Agreements, VAWA (Violence Against Women's Act) and AFFH (Affirmatively Furthering Fair Housing) in detail.

Again, TCHAO was applauded by the group for its diligence in ensuring the rights and protection of program participants.

Additionally, a presentation was made to the group by the Director, Wayne Pollard regarding the obligations of participants in the FSS program. His remarks were encouraging and motivational but included a "Charge" for each family to do more to reach their goals. Accordingly, each participant was asked to sign a Pledge as a re-commitment to improving their lives and strengthening their families economically.

Ms. Williams introduced the FSS Coordinators, i.e.: Barbara Whaley, Mechall Patterson and Sonya Roberts. Information was presented and discussed regarding updates and activities of

the FSS program, workshops, seminars and classes, as well as the HCV Homeownership Program and Affirmatively Furthering Fair Housing. All were discussed as well as the TCHAO website and information sharing among the participants.

Mr. Pollard promised that all comments would receive consideration.

Six (6) early graduates were introduced and received their escrow check. Some volunteered to make comments about how helpful the FSS program was for them and their families.

Overall, there were **"NO RECOMMENDATIONS"** from the RAB----only questions, most pertaining to **their own individual circumstances.**

We advised that we hold RAB meetings at least annually and more often if/when necessary.

The question and answer period rolled into the adjournment of the meeting at about 12:00 PM. Q&A continued during Lunch which was served by the FSS Coordinators.

The meeting was closed with prayer offered by Carl Miller.

Respectfully submitted,

Rosalind Williams

*RWilliams  
RABMtgNotes2017  
5APRMAR2017*


Tarrant County Housing  
Assistance Office

2017 Annual  
Public Housing Authority Admin Plan


Wayne E. Pollard, Jr.  
*Director*

Rosalind Williams  
*Assistant Director*

March 9, 2017




2017 ADMINISTRATIVE PLAN  
CHANGES OVERVIEW



Every PHA in the nation is required to submit an Annual PHA Plan and every 5 years, a 5-Year and Annual Plan.



The PHA Administrative Plan is a comprehensive guide to help the PHA plan and implement the policies, programs, operations and strategies each Housing Agency has for meeting local housing needs and goals.



TIMETABLE.....



HUD also requires all PHAs to do the following, 45 days before the Public Hearing:

1. Meet with the RAB for comments on all changes to the Admin Plan.
- Post PHA Plan for Public Comment.
- Publish a Legal Notice in the local major newspaper inviting all interested parties to the Hearing.

Tarrant County Housing Assistance  
Office

**ADMINISTRATIVE CHANGES  
MADE OR PROPOSED  
SINCE LAST YEAR**

## ADMIN PLAN CHANGE #1

(Chapter 3-III F)



### CRIMINAL BACKGROUND

- If based on a criminal record or sex offender registration information, an applicant family appears to be ineligible, TCHAO will notify the family in writing of the proposed denial and provide a copy of the record to the applicant.

The family will then be given 10 calendar days to dispute the accuracy and relevance of the information.

- If the family does NOT contact TCHAO to dispute the information, TCHAO will proceed with issuing a denial of admission.



## ADMIN PLAN CHANGE #2

(Chapter 6-11)



### EARNED INCOME DISALLOWANCE

**Eligible participants – HOH, Spouse or Co-Head who are disabled and begin employment after admission to program.**

- For persons qualifying before May 9, 2016, the EID has a four-year (48-month) lifetime maximum
- For persons qualifying on or after May 9, 2016, the exclusion periods run consecutively, with a lifetime limit of 24 months.



## ADMIN PLAN # 3

(Admin Plan Chapter 8, p.1424 cfr 982-305)



### REASONABLE ACCOMMODATIONS/SELF-CERTIFICATIONS INSPECTIONS

- TCHAO may conduct an inspection at any time of all units where an original or renewal Request for Reasonable Accommodations has been made for verification purposes.
- TCHAO will allow self-certification from owners who have 10 or less minor repairs.



## INSPECTIONS CONTINUED

- TCHAO will schedule and conduct "Biennial" inspections on all units that have passed two (2) previous consecutive HQS inspections. After the initial skipped inspection your unit will be scheduled for an inspection the following year, if it passes that inspection, the unit will qualify for every other year inspections as long the unit continues to pass.
- If the unit fails, there will have to be two consecutive passes before it qualifies for another Biennial skip. TCHAO will schedule and conduct HQS inspections more frequently if it so deems it to be necessary.

## ADMIN PLAN CHANGE #4

(Chapter 11-1 B)

### ASSISTANCE CHECK FOR PROCESSING ANNUALS AND INTERIMS

- Families generally are required to transmit an electronic annual reexamination via "AssistanceCheck" (internet) or participate in a group annual reexamination appointment, which must be attended by the head of household, spouse, co-head and all adult members of the household (age 18 and above).
- If a family fails to respond after two electronic notifications, the annual or interim change MUST then be processed in person. Failure to comply with this will result in a notice of termination (see Chapter 12) being sent to the family's Email address of record, and to any alternate address provided in the family's file.



## ADMIN PLAN CHANGE #5

(Chapter 10-11)

### PORTABILITY

- If a family elects to move to an area where there is more than one PHA in the area, the family MUST choose the receiving PHA.
- A family will be given at least 30 days to search for a unit within the new PHA's jurisdiction.



## MORE ON MOVING

- A family who chooses to move to a new unit will be issued a voucher within 60 days of the lease end date.
- A family will be given a list of available units.

## MOVING CONTINUED

- Once an RTA is received by our office, and NOT approved, TCHAO will toll the days left on the voucher for the applicant/client to continue their search for a unit.
- If a family does NOT locate a new unit within the term of the voucher and any extension (s), the family may remain in their current unit with continued assistance if the owner agrees and the TCHAO approves. Otherwise, the family will lose its assistance.

## EXPIRATION OF VOUCHER

If your **VOUCHER EXPIRES**, AND you are not in a current unit, **YOUR Housing Assistance will be terminated and you are NOT eligible for a hearing.**



## REMINDER

(Chapter 16, pp. 25-28-1)



### RE-PAYMENT AGREEMENTS

- Tenants are only allowed ONE (1) Repayment Agreement over the life of their participation in the program.
- Amounts owed to TCHAO in excess of \$5,000 must be paid prior to entering into a Repayment Agreement.
- Before executing a repayment agreement a 20% down payment is required unless the PHA determines this would impose an undue hardship. In such cases the tenant may be allowed up to 120 days to make the down payment.
- TCHAO maintains the right to refer any unpaid debt to the OIG at any time, however if the family owes \$10,000 or more the matter will be automatically referred to OIG and rental assistance may be terminated.



## VAWA

- If you are the victim of domestic violence, dating violence, or stalking, you cannot be terminated from the Section 8 program or evicted based on acts or threats of violence committed against you. Seek safety and contact your Housing Counselor or FSS Coordinator.
- Also, criminal acts directly related to the domestic violence, dating violence, or stalking that are caused by a member of your household or a guest can't be the reason for evicting you or terminating your rental assistance if you were the victim of the abuse.

## ANOTHER REMINDER

If the Head of Household should die, and there is no eligible adult household member who qualifies for HCV, HUD has mandated that the landlord is only entitled to rent for the last month the HOH was alive.



## Civil Rights Certification

### AFFIRMATIVELY FURTHERING FAIR HOUSING (AFFH)

- The documentation required under this element for TCHAO to be considered in compliance with the Civil Rights and Affirmatively Furthering Fair Housing (AFFH) is presented under Tab 6 of the Plan.
- The FY 2016 Annual Plan is consistent with the Consolidated Plan for this jurisdiction and the Certification is also found under Tab 6.

## AFFH -Mobility Counseling Notice

*Call For an Appointment*

Tarrant County Housing Assistance Office may be able to help through our program called "MOBILITY COUNSELING"

Check out the "Mobility Counseling" services we offer. Please check boxes that apply.

**Residential Relocation Class** (in our office, 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday of 9AM and 6PM)

**Web Session** (a computer based apartment finder)

List of vacant apartments (pick up in our office at any time)

Computer usage (in our office -staff assistance by appointment only -1 hour limit per visit)

Telephone usage (proof of no phone required -5 call limit per visit)

Appointment time also Handbook

Staff Assistance (call for an appointment @ 817-531-7640)

**I DO NOT REQUIRE ANY MOBILITY COUNSELING SERVICES**

If you qualify for Tarrant County Housing Relocation program and need any of these services, please fill out the form below and turn it in to **ROSALIND WILLIAMS** or any Tarrant County Housing staff (you must first call for an appointment and take the appointment). Thank you.

My selection number that I have been provided with and explained the information on this page:

\_\_\_\_\_  
 Date: \_\_\_\_\_

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 TARRANT COUNTY HOUSING OFFICE

**CHECK ONE OR MORE OF THE FOLLOWING FOR HOUSING:**

I am unable to pay

Find residential area rental history

Limited ability to search or view other areas

Transportation

Financial (Rent, Apartment, Money)

Landlord(s) won't take housing issues (see below Section 2)

Other: \_\_\_\_\_

\_\_\_\_\_  
 Date: \_\_\_\_\_

## AFFH -Mobility Counseling Notice

### Searching for your new home? Feeling lost?

Tarrant County Housing staff is available to assist all participants who express a desire to move to low poverty census tracts where it is more likely to be an area with opportunities, such as better schools, better job opportunities and support networks – giving you a greater chance for a better life and to achieve self-sufficiency.

Your supervisor or other members of our staff is available (by appointment only) to assist you in your search for **affordable** housing in low poverty census tracts, if that is your choice and you make your wishes known to us.

Please call 817-531-7640 to make an appointment.

### Your new home is waiting! Come find it!

## QUESTIONS/COMMENTS ??

If you have questions or comments you may contact:

Rosalind Williams  
 Assistant Director  
 (817) 531-7680  
[rosalindwilliams@tarrantcounty.com](mailto:rosalindwilliams@tarrantcounty.com)

YOU'RE THE BEST.....

Thanks for your cooperation  
and support!

**Thanks**







# **PUBLIC NOTICE**

**to all**

**Program Participants and the General Public**

**Tarrant County Housing Assistance Office**

**has available for your review and inspection the**

**2017 ANNUAL PLAN**

**A Public Hearing will be held on**

**MAY 16, 2017**

**10:00 AM**

**Commissioners Court**

**100 East Weatherford St., Fort Worth, TX**

**Interested Parties may attend.**

**PLEASE SEE THE RECEPTIONIST**

***if you have any questions or wish to inspect the plan.***

*Wayne E. Pollard, Jr.  
Director*

*Posted April 1, 2017*



# **Aviso Público**

**para todos**

**los Participantes del Programa de Vivienda y el Público en general**

**La Oficina de Ayuda de la Vivienda del Condado Tarrant  
le ofrece a usted a repasar y examinar**

## **EL PLAN ANUAL DEL 2017**

**Habrà una audiencia pública el día**

# **16 DE MAYO DE 2017**

**a las 10:00 de la Corte del Comisionado  
para todas las personas interesadas**

**Para repasar o examinar el plan  
POR FAVOR CONSULTE A LA RECEPCIONISTA**

*Wayne E. Pollard, Jr., Director*

*Posted 01 de April del 2017*

## Tarrant County Housing Assistance Office

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Tarrant County Housing Assistance Office (TCHAO) has developed the Annual Agency Plan in compliance with the Quality Housing and Work Responsibility Act of 1998. It is always available for review at TCHAO located at 2100 Circle Drive, Suite 200, Fort Worth, TX 76119, between the hours of 8:30am and 4:00pm. A Public Hearing will be held on May 16, 2017 at 10:00am during TARRANT COUNTY COMMISSIONERS COURT, 100 E. Weatherford St., Room 506, Fort Worth, TX 76196. If you have any questions, please contact our office at (817) 531-7640. All interested parties are invited to attend.

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**Publish Dates:** 4/2/2017 1-4/16/2017