

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

TARRANT COUNTY HOUSING ASSISTANCE OFFICE
2020-2025 Five Year and Annual PHA Plan



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Tarrant County Housing Assistance Office

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

Applicability. Form HUD-50075-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.

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|---|--|-----------------|------------------------------------|--|-------------------------------------|
| A. | PHA Information. | | | | |
| A.1 | PHA Name: <u>Tarrant County Housing Assistance Office</u> PHA Code: <u>TX431</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>3037</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission | | | | |
| <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> | | | | | |
| <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below) | | | | | |
| | 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. | Annual Plan. |
| B.1 | <p>Revision of 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"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> De-concentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input 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 checked="" type="checkbox"/> <input 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><u>HOUSING NEEDS AND STRATEGY FOR ADDRESSING HOUSING NEEDS</u></p> <ol style="list-style-type: none"> We implemented an on-line process to complete annual re-certifications and interim income/family changes. Due to Tarrant County Housing Assistance Office (TCHAO) being under Small Area Fair Market Rents (SAFMRs) this has increased our HAP spending, therefore we are being required by HUD to limit voluntary moves to higher rent areas. |
| B.2 | <p>New Activities</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"/></p> <p>TCHAO) will reserve up to 100 newly awarded vouchers for 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> |
| B.3 | <p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> |
| B.4 | <p>Civil Rights Certification</p> <p>Form HUD-50077, <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.5 | <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> |

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| <p>B.6</p> | <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><u>PHA PROGRESS:</u></p> <ol style="list-style-type: none"> 1. TCHAO continues to improve the marketing plan still under development to attract new landlords. 2. TCHAO is already a High Performer, but we continually strive to improve Customer Service. 3. TCHAO is implementing a Landlord Advisory Board to aide in finding additional ways to get other landlords in high opportunity areas to accept Section 8 Vouchers. 4. TCHAO continues our involvement with the Tarrant County Homeless Coalition in order to get more Service Providers involved to allow more assistance for our participants. 5. Due to the improved rental market we are more challenged in getting new landlords to accept Section 8 vouchers. TCHAO is looking for ways to get current landlords more involved including partnering in the development of our marketing plan. 6. TCHAO continues to make improvements in the FSS program to enhance our relationships with social service providers and participants. |
| <p>B.7</p> | <p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> X</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

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\(e\)\(3\)\(4\)](#)).

TCHAO adopted the HUD Housing Choice Voucher (HCV) Temporary Waivers Summary and Alternate Requirements as laid out in PIH Notice 2020-05 and HUD 24 CFR Chapter IX Relief from HUD Public Housing Section 8 Requirements Available During CY 2019 to Public Housing Agencies (PHAs) to Assist With Recovery and Relief Efforts on Behalf of Families Affected by Presidentially Declared Major Disasters (see attached Waivers).

An amendment was made to TCHAO’s preference for Mainstream applicants who are non-elderly disabled and homeless or at risk of homelessness.

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\(r\)\(1\)](#))

PHA PROGRESS:

1. TCHAO continues to improve the marketing plan still under development to attract new landlords.
 2. TCHAO is already a High Performer, but we continually strive to improve Customer Service.
 3. TCHAO is implementing a Landlord Advisory Board to aide in finding additional ways to get other landlords in high opportunity areas to accept Section 8 Vouchers.
 4. TCHAO continues our involvement with the Tarrant County Homeless Coalition in order to get more Service Providers involved to allow more assistance for our participants.
 5. Due to the improved rental market we are more challenged in getting new landlords to accept Section 8 vouchers. TCHAO is looking for ways to get current landlords more involved including partnering in the development of our marketing plan.
 6. TCHAO continues to make improvements in the FSS program to enhance our relationships with social service providers and participants.
- 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](#))

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

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

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

| A. | PHA Information. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|--------------------|----------|-----------------------------|---------------------------------|------------------------------|---------------------------------|------------------------------|-----|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| A.1 | <p> PHA Name: <u>Tarrant County Housing Assistance Office</u> PHA Code: <u>TX 431</u> </p> <p> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/01/2019</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" data-bbox="203 1312 1461 1919"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Participating PHAs | PHA Code | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program | | PH | HCV | Lead PHA: | | | | | | | | | | | | | | | | | | | | | | | |
| Participating PHAs | PHA Code | | | | | Program(s) in the Consortia | Program(s) not in the Consortia | No. of Units in Each Program | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | PH | HCV | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead PHA: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| B. | 5-Year Plan. Required for <u>all</u> PHAs completing this form. | | | | | |
| B.1 | <p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>To efficiently administer the HCV program in order to provide rental assistance to extremely low, very low, and low income families; to promote self-sufficiency, economic independence and first-time home ownership; to remain in total compliance with all applicable laws, rules and regulations, including but not limited to all Fair Housing and Equal Opportunity laws, Section 504, the Americans with Disabilities Act and all rules, regulations and guidance of the United States Department of Housing and Urban Development.</p> | | | | | |
| B.2 | <p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <ul style="list-style-type: none"> I. Expand the Supply of Assisted Housing <ul style="list-style-type: none"> a. Apply, whenever possible, for Additional rental vouchers II. Improve the Quality of Assisted Housing <ul style="list-style-type: none"> a. Improve voucher management (SEMAP score) b. Increase customer satisfaction c. Concentrate on Efforts to Improve Specific Management Functions III. Increase Assisted Housing Choices <ul style="list-style-type: none"> a. Provide Voucher Mobility Counseling b. Conduct Outreach Efforts to Potential Voucher Landlords c. Increase Voucher Payment Standards IV. Improve Community Quality of Life and Economic Vitality (Provide an Improved Living Environment) <ul style="list-style-type: none"> a. Identify rental property in all sections of the county and introduce the Housing Choice Voucher Program to owners and at the same time identify housing needs of low-income families that may need assistance. V. Promote Self-Sufficiency and Asset Development of Families and Individuals <ul style="list-style-type: none"> a. Increase the number and percentage of employed persons in assisted families. b. Provide or attract supportive services to improve assistance recipients' employability. c. Provide or attract supportive services to increase independence for the elderly or families with disabilities. VI. Ensure Equal Opportunity in Housing For All Americans (Affirmatively Further Fair Housing) <ul style="list-style-type: none"> a. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability. b. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability. c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required. | | | | | |

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| B.3 | <p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>PHA PROGRESS:</p> <ol style="list-style-type: none"> 1. TCHAO continues to improve the marketing plan still under development to attract new landlords. 2. TCHAO is already a High Performer, but we continually strive to improve Customer Service. 3. TCHAO is implementing a Landlord Advisory Board to aide in finding additional ways to get other landlords in high opportunity areas to accept Section 8 Vouchers. 4. TCHAO continues our involvement with the Tarrant County Homeless Coalition in order to get more Service Providers involved to allow more assistance for our participants. 5. Due to the improved rental market we are more challenged in getting new landlords to accept Section 8 vouchers. TCHAO is looking for ways to get current landlords more involved including partnering in the development of our marketing plan. 6. TCHAO continues to make improvements in the FSS program to enhance our relationships with social service providers and participants. |
| B.4 | <p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>TCHAO provides VAWA notices to all New Admissions, Other Change of Unit (OCU Moves) and Annual Reexams in accordance with HUD Policies.</p> |
| B.5 | <p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>TCHAO adopted the HUD Housing Choice Voucher (HCV) Temporary Waivers Summary and Alternate Requirements as laid out in PIH Notice 2020-05 and HUD 24 CFR Chapter IX Relief from HUD Public Housing Section 8 Requirements Available During CY 2019 to Public Housing Agencies (PHAs) to Assist with Recovery and Relief Efforts on Behalf of Families Affected by Presidentially Declared Major Disasters.</p> <p>An amendment was made to TCHAO’s preference for Mainstream applicants who are non-elderly disabled and homeless or at risk of homelessness.</p> |
| B.6 | <p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> X</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> |
| B.7 | <p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> |

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

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

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

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

B. 5-Year Plan.

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

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

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

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

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

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Tarrant County Housing Assistance (TCHAO) – Waiver Documentation

HUD Housing Choice Voucher Waivers Summary and Alternative Requirements

(See PIH Notice 2020-05 using the item code for a full description and more detailed information.)

This chart summarizes the waivers authorized under this notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|---|---|---|--|--|-----------------------------|
| PH and HCV-1 PHA 5-Year and Annual Plan | <u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h) <u>Regulatory Authority</u> § 903.5(a)(3), 903.5(b)(3), 903.21 | <ul style="list-style-type: none"> • Alternative dates for submission • Changes to significant amendment process | <ul style="list-style-type: none"> • Varies based on FYE • 7/31/20 | Yes | 4/10/2020 |
| PH and HCV-2 Family income and composition – delayed annual reexaminations | <u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 982.516(a)(1), § 960.257(a) | <ul style="list-style-type: none"> • Permits the PHA to delay the annual reexamination of income and family composition • HCV PHAs must implement HCV-7 for impacted families if they implement this waiver | <ul style="list-style-type: none"> • 12/31/20 | Yes | 4/10/2020 |
| PH and HCV-3 Annual | <u>Regulatory Authority</u> § 5.233(a)(2) | <ul style="list-style-type: none"> • Waives the requirements to use the income | <ul style="list-style-type: none"> • 7/31/20 | Yes | 4/10/2020 |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|---|--|--|---|---|----------------------|
| reexamination Income Verification | <u>Sub-regulatory Guidance</u> PIH Notice 2018-18 | hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification <ul style="list-style-type: none"> • PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later | | | |
| PH and HCV-4 Interim reexaminations | <u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> § 5.233(a)(2), 982.516(c)(2), 960.257(b) and (d) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18 | <ul style="list-style-type: none"> • Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations | <ul style="list-style-type: none"> • 7/31/20 | Yes | 4/10/2020 |
| PH and HCV-5 EIV System Monitoring | <u>Regulatory Authority</u> § 5.233 <u>Sub-regulatory Guidance</u> PIH Notice 2018-18 | <ul style="list-style-type: none"> • Waives the mandatory EIV monitoring requirements. | <ul style="list-style-type: none"> • 7/31/20 | Yes | 4/20/2020 |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|---|---|---|---|---|----------------------|
| PH and HCV-6 FSS Contract of Participation | <u>Regulatory Authority</u> § 984.303(d) | <ul style="list-style-type: none"> Provides for extensions to FSS contact of participation | <ul style="list-style-type: none"> 12/31/20 | Yes | 4/10/2020 |
| PH and HCV-7 Waiting List | <u>Regulatory Authority</u> § 982.206(a)(2) PIH Notice 2012-34 | <ul style="list-style-type: none"> Waives public notice requirements for opening and closing waiting list Requires alternative process | <ul style="list-style-type: none"> 7/31/20 | No | |
| HQS-1 Initial inspection | <u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C) <u>Regulatory Authority</u> § 982.305(a), 982.305(b), 982.405 | <ul style="list-style-type: none"> Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020. | <ul style="list-style-type: none"> 7/31/20 10/31/20 | Yes | 4/10/2020 |
| HQS-2: <u>PBV Pre-HAP Contract Inspections, PHA acceptance of completed units</u> | <u>Statutory Authority:</u> Section 8(o)(8)(A) <u>Regulatory Authority:</u> §§ 983.301(b), 983.156(a)(1) | <ul style="list-style-type: none"> Change inspection requirements allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020. | <ul style="list-style-type: none"> 7/31/20 10/31/20 | Yes | 4/10/2020 |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|---|--|---|---|---|----------------------|
| HQS-3 Non-Life Threatening HQS - Initial Unit Approval | <u>Statutory Authority</u> Section 8(o)(8)(A)(ii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017 | <ul style="list-style-type: none"> Allows for extension of up to 30 days for owner repairs of non-life-threatening conditions | <ul style="list-style-type: none"> 7/31/20 | Yes | 4/10/2020 |
| HQS-4 Initial HQS - Alternative Inspections | <u>Statutory Authority</u> Section 8(o)(8)(A)(iii) <u>Regulatory Authority</u> HOTMA HCV Federal Register Notice January 18, 2017 | <ul style="list-style-type: none"> Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than October 31, 2020 | <ul style="list-style-type: none"> 7/31/20 10/31/20 | Yes | 4/10/2020 |
| HQS-5 Biennial Inspections | <u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d) | <ul style="list-style-type: none"> Allows for delay in biennial inspections All delayed biennial inspections must be completed as soon as reasonably possible but by no later than October 31, 2020 | <ul style="list-style-type: none"> 10/31/20 | Yes | 4/10/2020 |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|---|--|---|---|---|----------------------|
| HQS-6 Interim Inspections | <u>Statutory Authority</u> Section 8(o)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), § 983.103(e) | <ul style="list-style-type: none"> • Waives the requirement for the PHA to conduct interim inspection and requires alternative method • Allows for repairs to be verified by alternative methods | <ul style="list-style-type: none"> • 7/31/20 | Yes | 4/10/2020 |
| HQS-7 PBV Turnover Inspections | <u>Regulatory Authority</u> § 983.103(c) | <ul style="list-style-type: none"> • Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection | <ul style="list-style-type: none"> • 7/31/20 • 10/31/20 | No | |
| HQS-8: <u>PBV HAP Contract – HQS Inspections to Add or Substitute Units</u> | <u>Statutory Authority</u> Section 8(o)(8)(A) <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b) | <ul style="list-style-type: none"> • Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection | <ul style="list-style-type: none"> • 7/31/20 • 10/31/20 | No | |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|--------------------------------|--|---|--|---|----------------------|
| HQS-9 HQS QC Inspections | <u>Regulatory Authority</u> § 982.405(b) | <ul style="list-style-type: none"> Provides for a suspension of the requirement for QC sampling inspections | <ul style="list-style-type: none"> 10/31/20 | Yes | 4/10/2020 |
| HQS--10 HQS Space and Security | <u>Regulatory Authority</u> § 982.401(d) | <ul style="list-style-type: none"> Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons. | Remains in effect one year from lease term or date of notice, whichever is longer. | Yes | 4/10/2020 |
| HQS-11 Homeownership HQS | <u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(y)(3)(B) <u>Regulatory Authority</u> § 982.631(a) | <ul style="list-style-type: none"> Waives the requirement to perform an initial HQS inspection in order to begin making homeownership assistance payments Requires family to obtain independent professional inspection | <ul style="list-style-type: none"> 7/31/20 | Yes | 4/10/2020 |
| HCV-1 Administrative Plan | <u>Regulatory Authority</u> § 982.54 (a) | <ul style="list-style-type: none"> Waives the requirement to adopt revisions to the admin plan | <ul style="list-style-type: none"> 7/31/20 | Yes | 4/10/2020 |
| HCV-2 PHA Oral Briefing | <u>Regulatory Authority</u> § 982.301(a)(3) § 983.252(a) | <ul style="list-style-type: none"> Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing | <ul style="list-style-type: none"> 7/31/20 | Yes | 4/10/2020 |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|--|--|--|--|---|----------------------|
| HCV-3 Term of Voucher - Extensions of Term | <u>Regulatory Authority</u> § 982.303(b)(1) | <ul style="list-style-type: none"> Allows PHAs to provide voucher extensions regardless of current PHA policy | <ul style="list-style-type: none"> 7/31/20 | Yes | 4/10/2020 |
| HCV-4 PHA Approval of Assisted Tenancy | <u>Regulatory Authority</u> § 982.305(c) | <ul style="list-style-type: none"> Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed | <ul style="list-style-type: none"> 7/31/20 | Yes | 4/10/2020 |
| HCV-5 Absence from unit | <u>Regulatory Authority</u> § 982.312 | <ul style="list-style-type: none"> Allows for PHA discretion on absences from units longer than 180 days PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days | <ul style="list-style-type: none"> 12/31/20 | Yes | 4/10/2020 |
| HCV-6 Automatic Termination of the HAP Contract | <u>Regulatory Authority</u> § 982.455 | <ul style="list-style-type: none"> Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically. | <ul style="list-style-type: none"> 12/31/20 | Yes | 4/10/2020 |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|--|--|--|--|---|----------------------|
| HCV-7 Increase in Payment Standard | <u>Regulatory Authority</u> § 982.505(c)(4) | <ul style="list-style-type: none"> Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so. | <ul style="list-style-type: none"> 12/31/20 | Yes | 4/10/2020 |
| HCV-8 Utility Allowance Schedule | <u>Regulatory Authority</u> § 982.517 | <ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule | <ul style="list-style-type: none"> 12/31/20 | Yes | 4/10/2020 |
| HCV-9 Homeownership Counseling | <u>Statutory Authority</u> Section 8(y)(1)(D) <u>Regulatory Authority</u> § 982.630, 982.636(d) | <ul style="list-style-type: none"> Waives the requirement for the family to obtain pre-assistance counseling | <ul style="list-style-type: none"> 7/31/20 | Yes | 4/10/2020 |
| HCV-10 FUP | <u>Statutory Authority</u> Section 8(x)(2) | <ul style="list-style-type: none"> Allows PHAs to increase age to 26 for foster youth initial lease up | <ul style="list-style-type: none"> 12/31/20 | Yes | 4/10/2020 |
| PH-1 Fiscal closeout of Capital Grant Funds | <u>Regulatory Authority</u> § 905.322(b) | <ul style="list-style-type: none"> Extension of deadlines for ADCC and AMCC | Varies by PHA | No | |
| PH-2 Total | <u>Regulatory Authority</u> § 905.314(c) | <ul style="list-style-type: none"> Waives the TDC and HCC limits permitting | Applies to development | No | |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|---------------------------|---|---|--|---|----------------------|
| Development Costs | | approval of amounts in excess of published TDC by 25% to 50% on a case by case basis | proposals submitted to HUD no later than December 31, 2021 | No | |
| PH-3 Cost limitations | <u>Regulatory Authority</u> § 905.314(j) | <ul style="list-style-type: none"> Allows for the use of force account labor for modernization activities in certain circumstances | <ul style="list-style-type: none"> 12/31/20 | No | |
| PH-4 ACOP | <u>Regulatory Authority</u> § 960.202(c)(1) | <ul style="list-style-type: none"> Changes to approval process for ACOP | <ul style="list-style-type: none"> 7/31/20 | No | |
| PH-5 CSSR | <u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> § 960.603(a) and 960.603(b) | <ul style="list-style-type: none"> Temporarily suspends CSSR | <ul style="list-style-type: none"> 3/31/21 | No | |
| PH-6 Energy Audits | <u>Regulatory Authority</u> § 965.302 | <ul style="list-style-type: none"> Allows for delay in due dates of energy audits | One year beyond 2020 audit deadline | No | |
| PH-7 Over-income families | Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490 Notice PIH 2019-11 | <ul style="list-style-type: none"> Changes to timeframes for determination of over-income | <ul style="list-style-type: none"> 12/31/20 | No | |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|------------------------------------|---|---|---|--|-----------------------------|
| PH-8 Resident Council Elections | <u>Regulatory Authority</u> § 964.130(a)(1) | <ul style="list-style-type: none"> Provides for delay in resident council elections | <ul style="list-style-type: none"> 7/31/20 | No | |
| PH-9 Utility Allowance | <u>Regulatory Authority</u> § 965.507 | <ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule | <ul style="list-style-type: none"> 12/31/20 | No | |
| PH-10 Tenant notifications | <u>Regulatory Authority</u> § 966.5 | <ul style="list-style-type: none"> Advance notice not required except for policies related to tenant charges | <ul style="list-style-type: none"> 7/31/20 | No | |
| 11a PHAS | <u>Regulatory Authority</u> 24 CFR Part 902 | <ul style="list-style-type: none"> Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise | HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21 | N/A | N/A |
| 11b SEMAP | <u>Regulatory Authority</u> 24 CFR Part 985 | <ul style="list-style-type: none"> PHA to retain prior year SEMAP score unless requests otherwise | HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21 | N/A | N/A |
| 11c Financial reporting | <u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1) | <ul style="list-style-type: none"> Allows for extensions of financial reporting deadlines | Varies by PHA FYE | Yes | 4/10/2020 |

| Item | Statutory and regulatory waivers | Summary of alternative requirements | Availability Period Ends | Did PHA implement waiver and alternative requirement? | Date of PHA adoption |
|---|--|---|---|---|----------------------|
| 12a Form HUD 50058 | <u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> PIH Notice 2011-65 | <ul style="list-style-type: none"> • Waives the requirement to submit 50058 within 60 days • Alternative requirement to submit within 90 days of the effective date of action | <ul style="list-style-type: none"> • 12/31/20 | Yes | 4/10/2020 |
| 12b Designated housing plan | <u>Statutory Authority</u> Section 7(e)(1) | <ul style="list-style-type: none"> • Allows for HUD to delay notification about designated housing plan | <ul style="list-style-type: none"> • 7/31/20 | N/A | N/A |
| 12c Deadline for reporting Operating and Capital Fund expenditures | <u>Statutory Authority</u> Section 9(j) <u>Regulatory Authority</u> § 905.306(d)(5) | <ul style="list-style-type: none"> • Provides a one-year extension | One-year extension, however no programmatic expenditure end date shall be extended beyond one month prior to closure of relevant appropriations acc | No | |

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

5.2 GOALS AND OBJECTIVES

All agency plan goals and objectives were met and/or exceeded during the last five (5) year period.

This period of time also brought about a myriad of significant changes in multiple areas of the organization which have a direct bearing on the achievement of goals and objectives. A summary follows with some of the major updates and improvements:

1. Added square office footage to better serve clients and improve staff working conditions and morale.
2. Added necessary staff (per Organizational Chart attached)
-Increased from 6 Housing Counselors to 8 to handle an increased number of vouchers.
3. Upgraded office equipment and software
4. Implemented online Recertification for Annual and Interims Recertifications.
5. Eliminated paper tenant files and created a nearly paperless administration.
6. Expanded office hours to better serve our working participants
7. Increased the number of classes and workshops for all families
8. Implemented Self Certification for HQS Inspections

There are many additional improvements far too numerous to list, but TCHAO is committed to taking advantage of any and all technology, trends and industry updates for the benefit of the clients we serve, the community and our employees.

There continues to be significant attention given to improving the agency in all facets of our programs and operations to make the greatest impact on customer service and agency efficiency. New energy and efficiency have greatly aided in establishing a reputation for excellence within the industry as evidenced by the Director, Wayne E. Pollard, Jr., who served on the following housing boards:

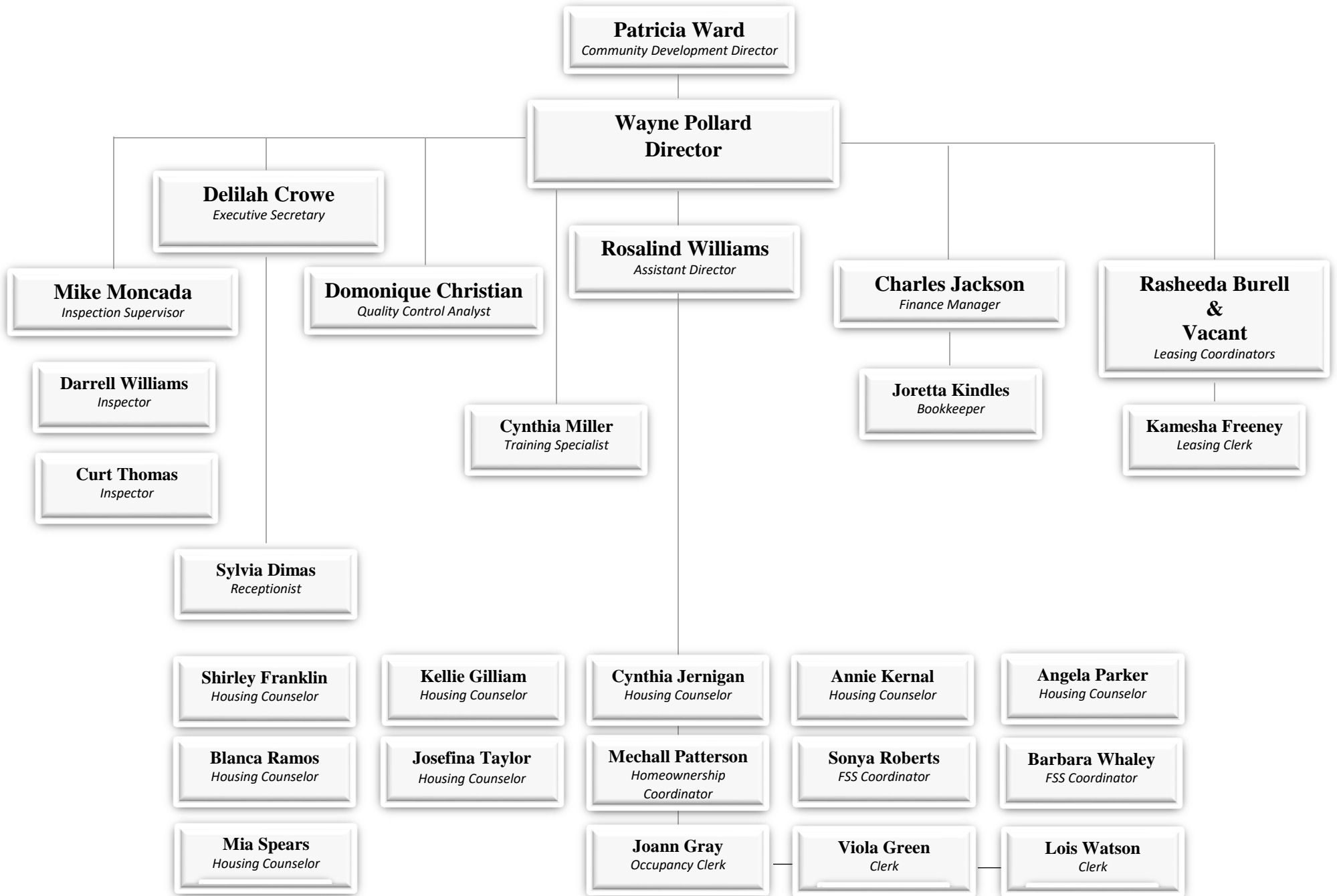
1. Texas NAHRO
2. Southwest NAHRO
3. NAHRO
4. North Texas Housing Association
5. Texas Housing Association

Minimally, all goals and objectives of the past five (5) years will be re-established with an even greater commitment to improve in every area and broaden our goals as opportunities arise. Diligence on the part of managers and staff will help to assure attainment of these goals.

TCHAO's mission for serving the needs of low-income, very low-income, and extremely low-income families; expanding opportunities for affordable housing, promoting self-sufficiency and homeownership within its jurisdiction is stronger than ever.

All activities are carried out within strict compliance with all federal, state, county, local and fair housing laws.

Tarrant County Housing Assistance Office



ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

5.2 Goals and Objectives

I. EXPAND THE SUPPLY OF ASSISTED HOUSING

a. Apply, whenever possible, for additional Rental Vouchers

Progress Statement:

Tarrant County Housing Assistance Office (TCHAO) met its goal to apply, whenever possible, for additional Housing Choice Vouchers.

Over the past five (5) year period Tarrant County Housing Assistance Office has received **466** additional rental vouchers:

| | |
|--|--------------|
| 1. Mainstream | 105 Vouchers |
| 2. Veterans Affairs Supportive Housing | 75 Vouchers |
| 3. Grapevine Housing Authority | 98 Vouchers |
| 4. Corsicana Housing Authority | 188 Vouchers |

TCHAO strives to assist extremely low and low-income families and individuals in meeting the overwhelming demand for affordable housing. This will be done primarily through the utilization of the Housing Choice Voucher Program.

TCHAO is expanding this goal through it's interest in pursuing all appropriate, applicable and eligible avenues to assist in the administration and delivery of affordable housing.

Accordingly, TCHAO shall continue to apply for additional Housing Choice Vouchers whenever eligible NOFA's are published. TCHAO has expressed to HUD a desire to also participate in additional special programs, activities, and funding opportunities, to the maximum and greatest extent feasible.

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

5.2 Goals and Objectives

II. IMPROVE THE QUALITY OF ASSISTED HOUSING

a. Improve Voucher Management (SEMAP Score)

Progress Statement:

Tarrant County Housing Assistance Office (TCHAO) met its goal in improving voucher management by raising their former SEMAP rating of Standard Performer to a consistent High Performer since 2009.

TCHAO established stringent Quality Control, monitoring and self-evaluation systems on a "year-round" basis, rather than just at annual self-certification. Initially, a manual process was used, with originally developed worksheets to meet the SEMAP basic criteria.

In order to enhance the QC process "*Diamond*" software was purchased and installed. This software is designed to thoroughly, efficiently and effectively audit agency files from information downloaded from PIC. This system has provided a comprehensive and streamlined method of quality control. Additionally, it has served to bring balance to the way we conduct audits and assess performance and accuracy of staff processing decisions.

In the area of Quality Control in the inspections department, all inspectors now use iPad with pertinent software to ensure a more expeditious and efficient HQS inspection.

TCHAO continues to operate in a proactive mode, utilizing all available information and technology, and shall continue to implement procedures and systems as necessary to meet or exceed HUD program regulations and improve the delivery of services to applicants and families assisted in the program.

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

5.2 Goals and Objectives

II. IMPROVE THE QUALITY OF ASSISTED HOUSING

b. Increase Customer Satisfaction

Progress Statement:

Tarrant County Housing Assistance Office (TCHAO) periodically conducts surveys among its client and customer base. These surveys are conducted to ensure that customers receive the excellent service they are entitled to and they also provide the kind of feedback that will afford us the opportunity to make changes.

An analysis of the Survey overall, shows extremely positive results and clearly demonstrates that a very high level of customer service is provided by staff and employees.

To increase customer satisfaction TCHAO has:

1. Extended our hours of operation
2. Provided on-going training for staff and participants
3. Expanded opportunities for appeals if a tenant disagrees with a decision we have made
4. Consulted with community partners on administrative and programmatic policies
5. Assistance with homeownership
6. Monthly Landlord Training and Roundtable

Telephone communication systems are ever evolving and TCHAO, within its budget, tries to keep up with the latest in technology to provide better customer service.

TCHAO has installed automated systems during off hours, but has maintained a personal system, notwithstanding the added cost, to better serve the public. Most people dislike talking to a machine, so TCHAO has maintained this level of personal service in order to please the public we serve, and the agency has received positive response and increased customer satisfaction by utilizing this practice.

Telephone calls are always returned promptly. Clients have reported that being able to leave a message is cost effective and time saving as they do not have to make a second call.

TCHAO has implemented an In-house Call Center to improve communication with clients and other stakeholders.

The agency Newsletter and website are additional tools to broaden communication. Both provide immediate access to information and again save time and money for both the customer and the agency. Customer response is overwhelmingly positive.

The TCHAO motto is to "...always give the customer more than is expected!" Training is routinely provided for staff to equip themselves with the tools they need to address all types of issues, circumstances and situations. They are trained to be courteous, sensitive and helpful.

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

II. IMPROVE THE QUALITY OF ASSISTED HOUSING

c. Concentrate on Efforts to Improve Specific Management Functions

Progress Statement:

The agency has established minimum annual training requirements for managers and staff. All agency personnel are required to complete job-related classes, workshops or seminars, each year or preferably, one every six-month period. This training may be in-house, on-line, internal or external.

Some of the areas where we have concentrated on and made improvement are in the following:

- a. Fair Housing and Reasonable Accommodations
- b. Housing Choice Voucher Occupancy
- c. Housing Choice Voucher Leasing
- d. Housing Quality Standard Inspections

In addition to staff training, the highest quality and best equipment is acquired, the best technology, software, techniques, industry networking, etc., is utilized at TCHAO. Membership and attendance in industry group organizations is a high priority in order to keep abreast and implement best practices and what is working at other PHAs. Regular staff meetings are conducted to ensure communication with and knowledge of staff.

Quality Control is a high priority and work, files, policies and procedures are constantly and critically monitored and updated, when necessary, to ensure accuracy or make appropriate corrections, if needed.

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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

III. INCREASE ASSISTED HOUSING CHOICES

a. Provide Voucher Mobility Counseling

Progress Statement:

By conducting training at all briefings for tenants, landlords and managers over the past five (5) years, we have been able to achieve this goal.

Additionally, we place informational materials (per the attachment) in every briefing packet. These handouts are also readily accessible at all annual re-examination appointments and to all visitors in our office through our front office receptionist and display areas.

The agency conducts scheduled tenant briefings at least twice monthly (see specific dates noted on our website at housing.tarrantcounty.com). It is approximated that each briefing is conducted among upwards of 45-60 clients per session.

Landlord briefings are conducted on the first Monday of each month (unless it falls on a holiday). Landlord briefings are attended by as many as 20 property owners or managers per briefing.

Participants who express an interest, verbally or in writing, are systematically provided individual guidance as necessary to address their particular circumstances. If necessary, intensive support and information is always available and provided to ensure a quality program.

TCHAO goal is to provide voucher mobility counseling to all program participants who need or request it. We estimate that over the past 5-year period TCHAO has provided voucher mobility counseling services to at least 345 families.

Tarrant County Housing Assistance Office
2100 Circle Drive, Ste. 200
Fort Worth, TX 76119

MOBILITY ASSISTANCE REQUEST

Name of Voucher Holder: _____ Date: _____

Current Address (*Street, City, State, Zip Code*): _____

Telephone Number: _____ Number of family members: _____

Voucher Size: _____ Voucher Expiration Date: _____

Check all that apply to your need for mobility assistance.

- | | |
|---|--|
| <input type="checkbox"/> Proximity to Employment | <input type="checkbox"/> Unsatisfactory Rental Payment History |
| <input type="checkbox"/> Proximity to Child Care Provider | <input type="checkbox"/> Proximity to Service Provider/Social Services |
| <input type="checkbox"/> Proximity to Transportation | <input type="checkbox"/> Proximity to Transportation |
| <input type="checkbox"/> Proximity to Schools | <input type="checkbox"/> Proximity to Employment |
| <input type="checkbox"/> Other: _____ | |

Are special accommodations needed? Yes No

If YES, please explain.

Do you have a location preference: Yes No

Location: _____

Referral

Completed by: _____ Date: _____

Help!



“I Can’t Find an Apartment”

Tarrant County Housing Assistance Office (TCHAO)

may be able to help through our program called

“MOBILITY COUNSELING”

These are the “Mobility Counseling” services we offer. Please check box(es) that apply.

- TCHAO Rental Readiness Class
- “Go Section 8” (a computer based apartment finder)
- List of 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)
- Apartment Locator Handbook
- Individual staff assistance
- I DO NOT require Mobility Counseling

My signature below indicates that I have been provided with and explained the information on this page:

Signature _____ Date _____

If you are on the Tarrant County Housing Choice Voucher program and need any of these services please fill out the form below and turn it in to any Tarrant County Housing staff (you must first take the “TCHAO Rental Readiness” Class before receiving any other service).

NAME _____

ADDRESS _____ CITY _____ TX ZIP CODE _____

HOME PHONE (____) _____ CELL PHONE (____) _____

WORK PHONE (____) _____ EMAIL ADDRESS _____

BEST TIME TO CONTACT YOU _____ M.

DATE MY VOUCHER EXPIRES _____

CHECK THE REASON(S) YOU FEEL YOU CANNOT FIND HOUSING?

- _____ Low credit score
- _____ Past evictions or poor rental history
- _____ Cannot pay security deposit
- _____ Criminal/background history
- _____ Landlords won’t take Housing Choice Vouchers (Section 8)
- _____ Other, please explain: _____

NOTICE



Help in Mobility Assistance is available!

Tarrant County Housing Assistance Office (TCHAO) staff is available to assist all TCHAO participants who express a desire to move, where it is more likely to be an area with more opportunities, such as better schools, better jobs and support networks - giving you a greater chance for a better life and to achieve self-sufficiency!

Your counselor and 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.

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



Wayne E. Pollard, Jr. - Director
2100 Circle Drive, Suite 200 – Fort Worth, TX 76119
www.tarrantcounty.com/ehousing



TARRANT COUNTY HOUSING ASSISTANCE OFFICE

GoSection 8

Available Property Listing

How to Find a Home

TARRANT COUNTY HOUSING ASSISTANCE OFFICE (TCHAO) has partnered with GoSection 8, an online property listing service, to enable voucher holders in their search for a rental unit. At the briefing applicants are given a list of available rental properties on the TCHAO Housing Choice Voucher Program from GoSection8. After the briefing, applicants may access a list of available rental properties at www.Gosection8.com. Click on **Find Rentals**.

You can search for rentals by zip code, bedroom size, price range, unit type and many other categories to find the home that is right for you.

Finding the RIGHT Home

The following websites will assist you in locating the right home for your family. Enter the address of the home you have chosen to get information on various aspects of the surrounding community.

www.opportunitymoves.org is a website to locate housing in High Opportunity Areas and homes in Walkability Areas.

www.ffiec.gov/geocode is a website that tells you the poverty rate of census tracts by address.

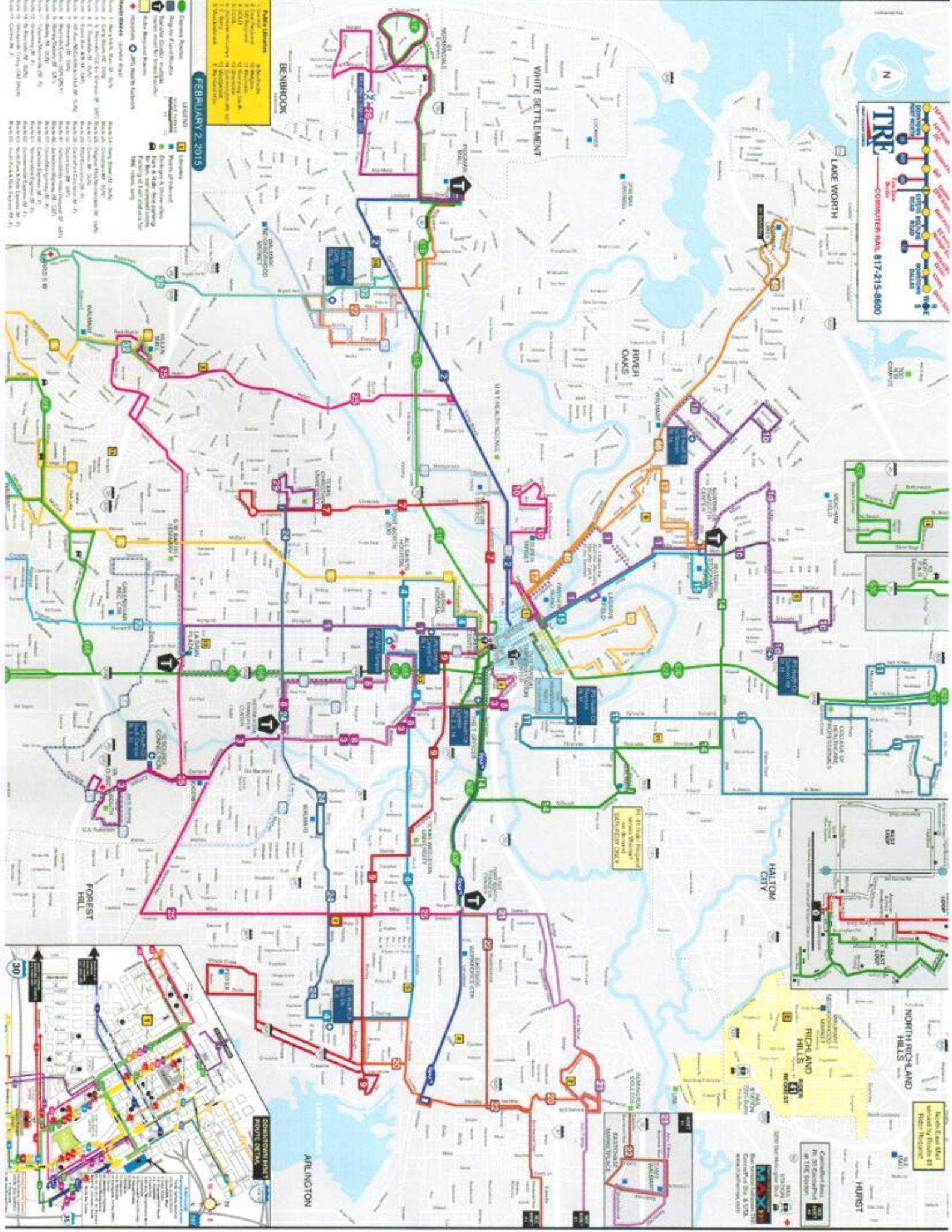
www.fwpd.com is the website for the Fort Worth Police Department; you may look at crime reports by address.

www.tea.state.tx.us is the website of the Texas Education Agency, which gives school rankings by districts and individual schools.



TRE COMMUTER RAIL

817-215-8600



PARKS LISTINGS

- 1. Fort Worth Botanic Garden
- 2. Fort Worth Zoo
- 3. Fort Worth Cultural Center
- 4. Fort Worth Zoo
- 5. Fort Worth Botanic Garden
- 6. Fort Worth Zoo
- 7. Fort Worth Cultural Center
- 8. Fort Worth Zoo
- 9. Fort Worth Botanic Garden
- 10. Fort Worth Zoo
- 11. Fort Worth Cultural Center
- 12. Fort Worth Zoo
- 13. Fort Worth Botanic Garden
- 14. Fort Worth Zoo
- 15. Fort Worth Cultural Center
- 16. Fort Worth Zoo
- 17. Fort Worth Botanic Garden
- 18. Fort Worth Zoo
- 19. Fort Worth Cultural Center
- 20. Fort Worth Zoo
- 21. Fort Worth Botanic Garden
- 22. Fort Worth Zoo
- 23. Fort Worth Cultural Center
- 24. Fort Worth Zoo
- 25. Fort Worth Botanic Garden

FEBRUARY 2, 2015

Legend:

- 1. Green Routes
- 2. Orange Routes
- 3. Yellow Routes
- 4. Red Routes
- 5. Blue Routes
- 6. Purple Routes
- 7. Pink Routes
- 8. Light Blue Routes
- 9. Dark Blue Routes
- 10. Grey Routes
- 11. White Routes
- 12. Black Routes
- 13. Grey Routes
- 14. White Routes
- 15. Black Routes
- 16. Grey Routes
- 17. White Routes
- 18. Black Routes
- 19. Grey Routes
- 20. White Routes
- 21. Black Routes
- 22. Grey Routes
- 23. White Routes
- 24. Black Routes
- 25. Grey Routes

Map of Lake Worth

Map showing bus routes around Lake Worth, including routes 15, 16, and 17.

Map of North Richland Hills

Map showing bus routes around North Richland Hills, including routes 21, 22, and 23.

Map of Hurst

Map showing bus routes around Hurst, including routes 24 and 25.

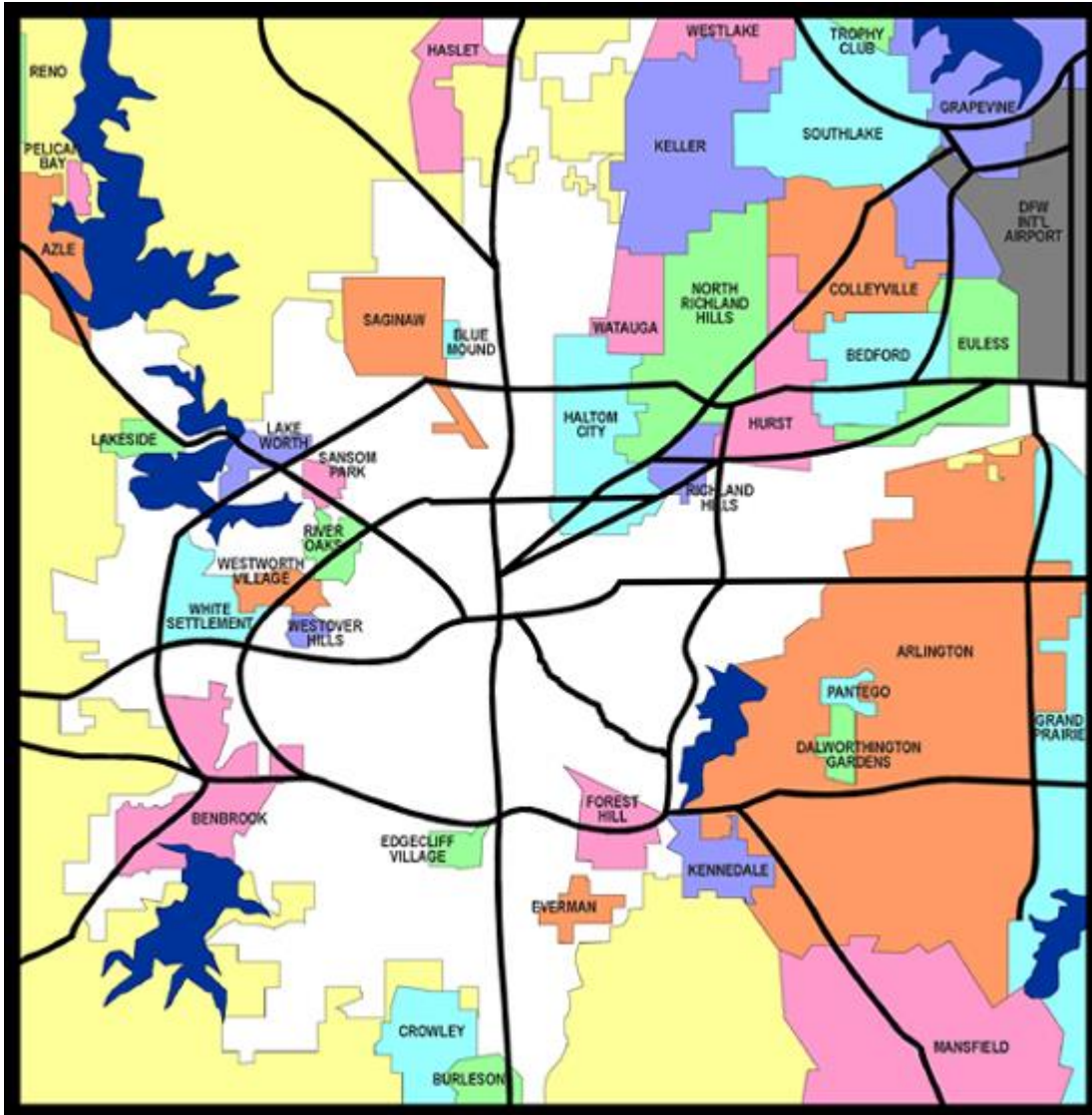
Map of Arlington

Map showing bus routes around Arlington, including routes 26 and 27.

Map of Forest Hill

Map showing bus routes around Forest Hill, including routes 28 and 29.

Appendix C



Tarrant County Jurisdictional Communities:

| | | |
|------------------------|----------------------|-------------------|
| Azle | Fort Worth | Pelican Bay |
| Bedford | Grapevine | Richland Hills |
| Benbrook | Haltom City | River Oaks |
| Blue Mound | Haslet | Saginaw |
| Burleson | Hurst | Sansom Park |
| Colleyville | Keller | Southlake |
| Crowley | Kennedale | Trophy Club |
| Dalworthington Gardens | Lakeside | Watauga |
| Edgecliff Village | Lake Worth | Westlake |
| Eules | Mansfield | Westworth Village |
| Everman | North Richland Hills | White Settlement |
| Forest Hill | Pantego | |

ATTACHMENT TO
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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

III. INCREASE ASSISTED HOUSING CHOICES

b. Conduct Outreach Efforts to Potential Voucher Landlords

Progress Statement:

Despite constant outreach via "Go Section 8"; monthly landlord briefings, networking with landlord associations and managers, we find it to be an uphill battle to expand the number of HCV landlords. Some of the reasons we hear are as follows:

1. More paperwork w/Sec 8
2. Rent may be delayed due to tenants losing their jobs and not timely reporting the change in income, etc.
3. The perception that tenants on Section 8 behave worse than other tenants.
4. Section 8 tenants are alleged to do more damage to a unit; and
5. Section 8 tenants may move without notice, and owing money to the landlord.
6. Rent increases demanded by the landlord may not be affordable for the tenant

Notwithstanding all of the above negatives, Tarrant County Housing Assistance Office, during the past five (5) years, has managed via hard work and tenacity, to increase the number of landlords participating in the program by at least 18.3% within its jurisdiction. There were 760 landlords participating in the program in 2015. Today there are over 1105 landlords on our roster.

The value and importance of property owners in the community is without measure, to the success of the Housing Choice Voucher Program. This is an area that is not under estimated or overlooked.

Agency strategy and goals includes the search, creation and establishment of a deeper and greater exploration of ways to conduct even more expansion of our landlord database as ever-increasing means to increase assisted housing choices for low, very low and extremely low-income families.

TCHAO has been successful in ensuring that all applicants and participants we serve have access to all types and ranges of affordable housing. A critical element in fulfilling this responsibility is marketing to and obtaining landlords and owners of property outside areas of minority and poverty concentration.

These marketing and outreach strategies include monthly meetings, briefings, seminars, direct mail, email, telephone and personal contact by TCHAO staff and personnel, participation in the Tarrant County Apartment Association activities and other community-based organizations comprised of private property and apartment owners and managers. These efforts are monitored for effectiveness and if/when necessary, adjusted accordingly.

TCHAO also implemented a Good Neighbor/Good Tenant class for participants. This class discusses the importance of paying rent timely, caring for unit, and getting along with others.

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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

III. INCREASE ASSISTED HOUSING CHOICES

c. Increase Voucher Payment Standards

Progress Statement:

State and local housing agencies have important new tools to help families with housing vouchers move to high-opportunity neighborhoods with low crime and strong schools, which tend to have higher rents. A November 2016 Department of Housing and Urban Development (HUD) rule expands use of Small Area Fair Market Rents (SAFMRs), which set voucher amounts at the neighborhood rather than metro level — letting vouchers pay more in high-rent neighborhoods and less in low-rent neighborhoods. Under the new policy:

- agencies in 24 metropolitan areas are required to use SAFMRs, beginning no later than April 1, 2018; and
- agencies in all other metro areas have new flexibility to either:
 1. set payment standards based on SAFMRs in some or all higher-rent zip codes they serve without seeking HUD approval; or
 2. request HUD approval to fully adopt SAFMRs in place of metro FMRs.

SAFMRs can expand opportunity for low-income families with Housing Choice Vouchers, but their effectiveness will depend on steps that voucher program administrators and others take at the local level.

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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

IV. IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY (Provide an Improved Living Environment)

a. Identify rental property in all sections of the County and introduce the Housing Choice Voucher Program to owners and at the same time identify housing needs of low-income families that may need assistance.

Progress Statement:

As shown and depicted on the map attached, TCHAO has demonstrated how it has successfully identified rental property in all sections of Tarrant County by introducing the Housing Choice Voucher Program to landlords, property owners and managers county-wide. Special measures are taken to ensure access to affordable units outside the areas of minority and poverty concentration, notwithstanding a family's income or required unit size.

TCHAO continues to strengthen its partnership and working relationship with the Department of Community Development. The agency's staff and employees have established a dialogue and communication that permits a sharing of information and responsibility. The statistical data gathered and shared between the agencies, assembled and analyzed has aided TCHAO tremendously in successfully identifying and serving the housing needs of low-income families that need assistance.

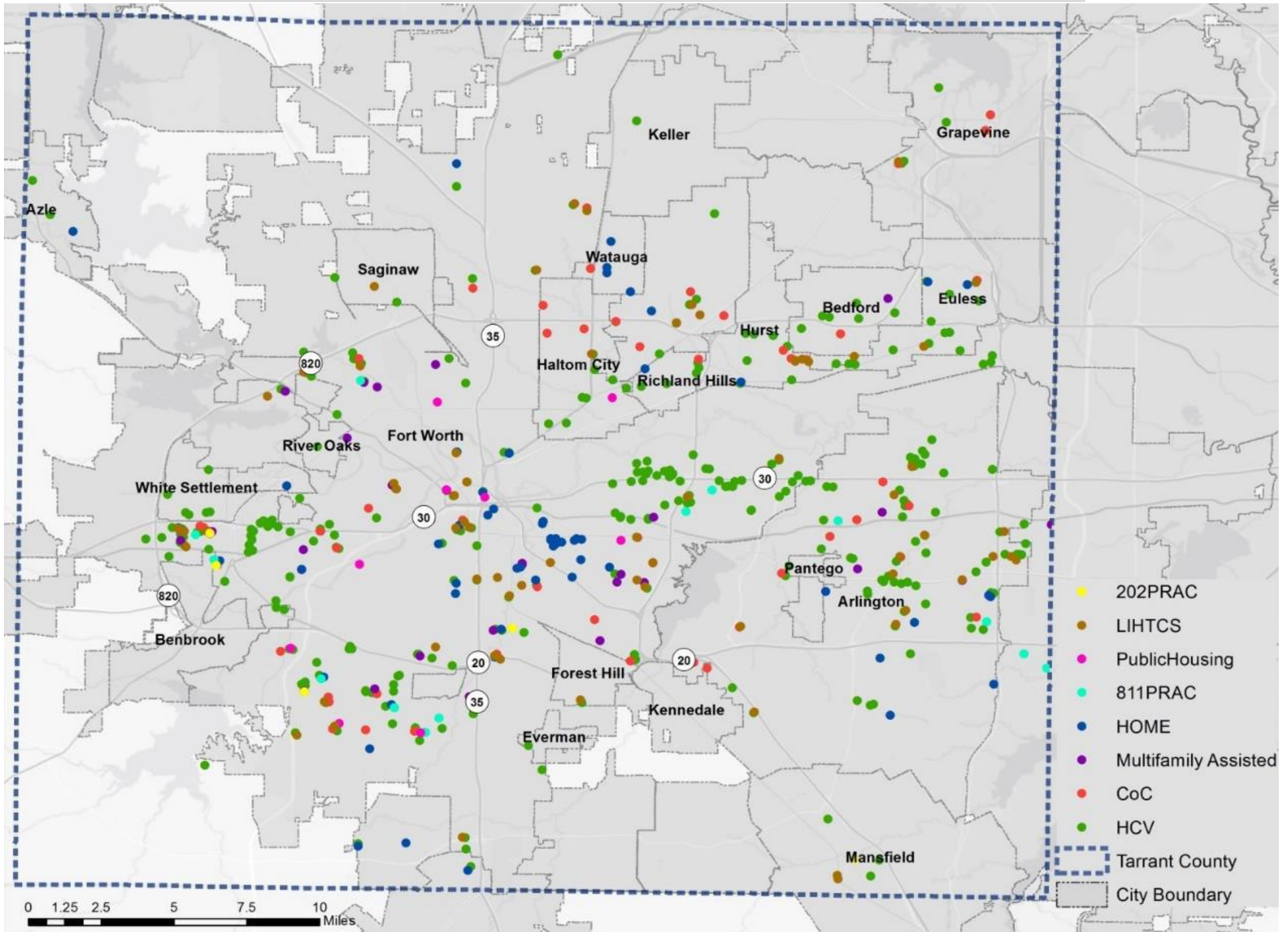
Through this and other enviable partnerships, innovative and quality outcomes have been achieved, data and information are made available, e.g.:

1. Housing Needs of Families in the Jurisdiction by family type;
2. Housing Needs of families on the Waiting List
3. Identification of rental properties in the county

4. Family characteristics
5. Homeless, elderly and disabled data

Specificity regarding housing needs is more fully addressed under Item 9.0 (Tab 18).

AVAILABLE AFFORDABLE HOUSING (HCV PROGRAM)



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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

V. PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS

a. Increase the number and percentage of employed persons in assisted families.

Progress Statement:

TCHAO has a very active and successful Family Self-Sufficiency (FSS) program. At the time the last five (5) year PHA Plan was prepared and submitted, TCHAO had completed it's mandatory slots requirement.

All 175 slots in the program today are voluntary. Of the 188 families in the program, 70% (123 families) are employed. This percentage is up from 63% five (5) years ago.

While the present economy may have a negative short-term effect on the accomplishments and progress made to date, we are confident that a continuation of the expansion of partnerships, referrals, resources, and perseverance on behalf of the TCHAO staff and families in the program will enable us to continue to be successful in this area.

Progress made in this area is contributed to a combination of strong agency leadership, monitoring, mentoring, and follow-up; commitment on the part of the PCC and other partners, program participants and positive attitudes and dedication instilled in agency personnel by management, is largely responsible for the current and future success of the program.

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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

V. PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS

b. Provide or attract supportive services to improve assistance recipients' employability.

Progress Statement:

Employment is the centerfold of the Self-Sufficiency Program. For most people, self-sufficiency cannot be achieved without gainful employment or sustained income streams.

To achieve this goal the firm establishment of priorities was essential. Attainment of success in this area was so crucial and important to TCHAO, that it continued full-time employment of a Family Self-Sufficiency (FSS) Coordinator, even when the agency was not funded under the program several years ago. This was done to maintain stability and consistency in the agency's commitment to improving the quality of life and economic independence of its program participants.

To achieve and maintain improvement in the employability of program participants which directly translates into a higher quality of life, the support and assistance of numerous committed partners has been enlisted. The offices of TCHAO are located on a campus containing branches of a multiplicity of County government agencies. The closely situated County Government offices on this campus, makes it convenient for us and for the participant to take advantage of needed referrals. Participants have a wide variety of resources, not only on this campus, but off-campus as well (see listing attached).

TCHAO further conducts job-related classes, workshops, and seminars and provides additional information on job fairs, job training opportunities, job referrals, and partnering mentors that will inspire and instill hope, self-esteem and confidence. We have found that fear of failure and depression have an overwhelming effect on the confidence of participants in their employment seeking efforts.

FSS coordinators, the Program Coordinating Committee (PCC) members and mentors, all of which have proven to be extremely successful in this area and have helped tremendously in the achievement of this goal.

RESOURCE CONNECTION OF TARRANT COUNTY

1100 Circle Drive

Welcome Center

| | | |
|--|--------------|------------------|
| Campus Administration - Welcome Center | 817-531-7600 | |
| TC Facilities - Building Manager | 817-531-7673 | |
| Autism Treatment Center - Ste 101 | 817-566-1100 | |
| Health Masters - Ste 200 | 817-927-9550 | |
| Northern Trinity Groundwater Conservation District - Ste 300 | 817-249-2062 | Fax 817-249-2918 |

1200 Circle Drive

| | |
|--|--------------|
| Tarrant County Human Services - Ste 200 | 817-531-5620 |
| Tarrant County Veterans Services - Ste 300 | 817-531-5645 |
| Department of Veterans Affairs - Ste 400 | 817-534-3563 |
| MHMRTC - MH Clinic - Ste 401 | 817-569-4750 |

1300 Circle Drive

| | |
|--|----------------|
| MHMRTC - IDD | 817-569-4141 |
| Aging & Disability Resource Center (ADRC) - MHMRTC | 1-888-730-2372 |

1400 Circle Drive

| | |
|--|--------------|
| Workforce Solutions for Tarrant County - Ste 100 | 817-413-4000 |
| JPS Institute/Call Center - Ste 200 | 817-920-7370 |
| Sixty & Better Administration - Ste 300 | 817-413-4949 |

1500 Circle Drive

| | | |
|---|--------------|------------------|
| Community Supervision & Corrections Department - Ste 100 | 817-321-4833 | |
| Tarrant County Sheriff's Office Academy - Ste 200 | 817-531-7634 | |
| TCPH - Nurse Family Partnership - Ste 300 | 817-413-6320 | |
| WIC Clinic/TC Public Health Immunization Outreach - Ste 300 | 817-321-5400 | |
| Tarrant County Public Health - Chronic Disease | 817-413-6309 | Alt 817-413-6315 |

1501 Circle Drive

Health and Human Services State Office Building

| | |
|--|--------------|
| Texas Commission on Fire Protection | 817-321-8634 |
| Health and Human Services Commission | 817-321-8000 |
| Dept. of Family Protective Services (DFPS) | 817-321-8600 |
| Dept. of Aging and Disabilities Services | 817-321-8154 |
| Texas Dept. of Housing & Community Affairs | 817-321-8700 |
| Texas Star Program - MAXIMUS | 800-964-2777 |

1801 Circle Drive

| | |
|---|--------------|
| Tarrant County Master Gardeners Association | 817-884-1296 |
|---|--------------|

2100 Circle Drive

| | |
|---|--------------|
| Tarrant County Juvenile Services - Ste 100 | 817-531-6765 |
| Tarrant County Housing Assistance - Ste 200 | 817-531-7640 |

2200 Circle Drive

| | |
|----------------|--------------|
| Aquatic Center | 817-531-7667 |
|----------------|--------------|

2300 Circle Drive

Conference & Recreation Center

| | | |
|---|------------------|-------------------|
| Maintenance | 817-531-7663 | |
| Re-Entry First Stop - 2301 | 682-703-1600 | |
| TCPH Administrative Agency - Ste 2306 | 817-370-4549 | |
| Guinn Healthcare Technologies, LLC - Ste 2307 | 817-349-8787 Ofc | 817-692-8421 Cell |

2400 Circle Drive

| | |
|---|--------------|
| Auto Crimes Task Force - Ste 100 | 817-560-6560 |
| Texas Workforce Solutions Vocational Rehabilitation Services (DARS) | 817-759-3500 |

2500 Circle Drive

JPS Health Network

| | |
|-------------------------------|--------------|
| South Campus Clinic - Ste 100 | 817-702-7340 |
| Health Promotions - Ste 400 | 817-702-7300 |

5000/5020 Resource Dr.

| | |
|------------------------------|--------------|
| MHMRTC - Property Management | 817-569-5550 |
|------------------------------|--------------|

5041 Resource Drive

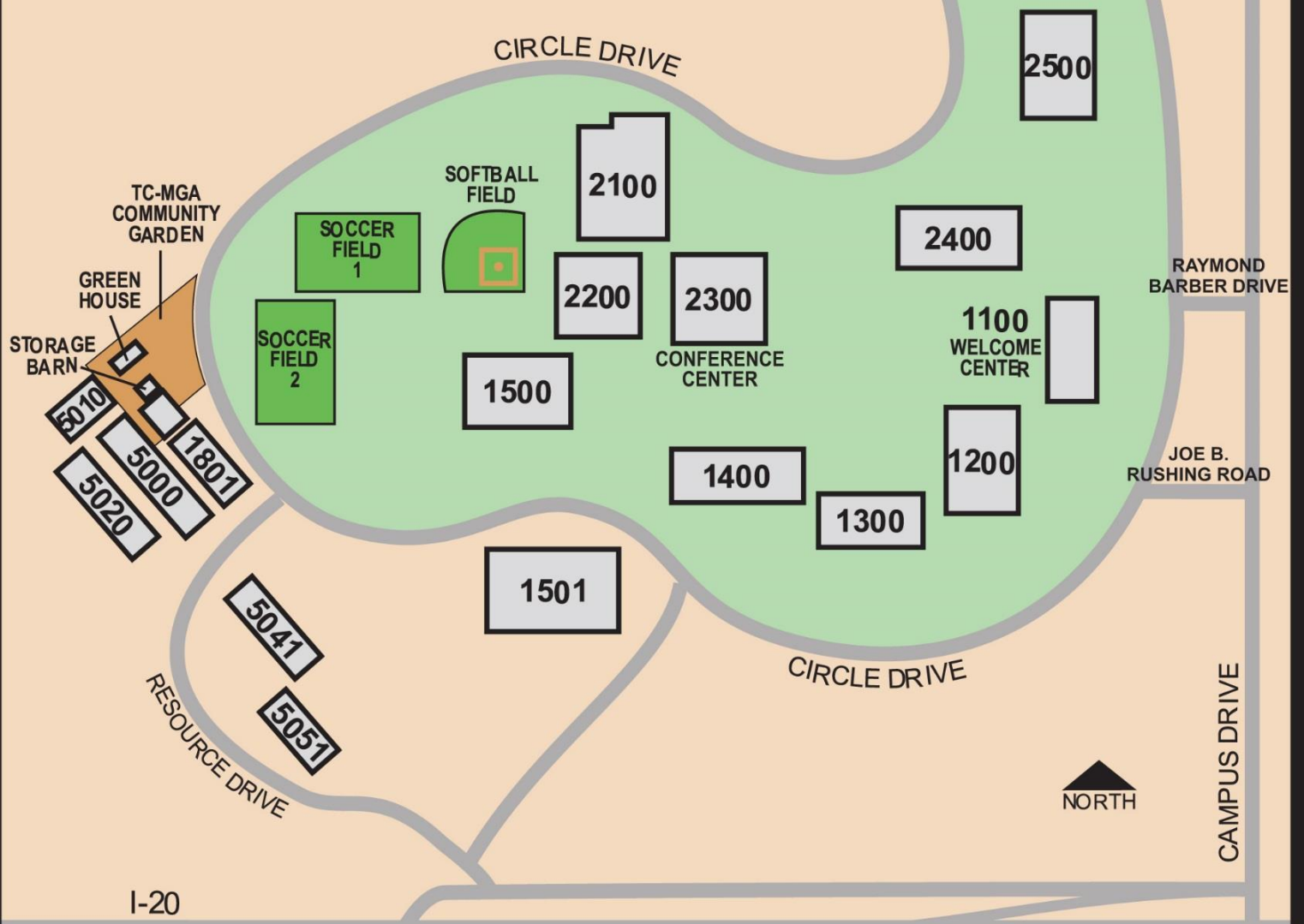
| | |
|---|--------------|
| Tarrant County Sheriff's Office - Laundry | 817-531-7635 |
|---|--------------|

5051 Resource Drive

| | |
|---|--------------|
| Facilities Management Grounds/Maintenance Dept. | 817-531-6796 |
| Sixty & Better - Central Kitchen | 817-536-0777 |
| Tarrant County Sheriff's Department Warehouse | 817-531-7638 |

RESOURCE CONNECTION

OF TARRANT COUNTY



I-20

ATTACHMENT TO
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AND ANNUAL PLAN



Tarrant County Housing Assistance Office

5.2 Goals and Objectives

V. PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS

c. Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Progress Statement:

TCHAO adopted and implemented a "Mail-In" Annual Re-examination packet to provide greater assistance and independence for elderly families and families with disabilities. This Mail-In packet was later "streamlined" to make it even easier for our elderly and families with disabilities to submit their annual re-examination paperwork. We also mail interim Change forms and utilize Assistance Connect (an internet-based system for submitting requests, annuals and interims). TCHAO provides Assistance Connect training and in-house computers for those who have a need.

The website of the Tarrant County Housing Assistance Office (TCHAO) (housing.tarrantcounty.com), among other things, has been essential in getting the word out, not only in attracting supportive services, but also to the elderly community and families with disabilities.

TCHAO continues to use a computer-based communication system for participants with disabilities. This gives us greater confidence in the ability to have open communication with these participants, but it does not get a lot of usage. The system "NexTalk" replaced the obsolete TTD/TTY teletype machine. The NexTalk system permits the elderly and persons with hearing disabilities to more readily communicate with us. This system is useful and practical and we are hopeful that it will be of benefit in aiding us in achieving this goal.

TCHAO, also contracts with Hired Hands to provide interpretation services for many of our families who are hearing impaired during our scheduled meetings.

We are constantly in touch with various support groups, advocacy groups, and partners, and we work hard to develop new partnerships that will assist us with ways to enhance and increase independence for the elderly and families with disabilities.

ATTACHMENT TO
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Tarrant County Housing Assistance Office

5.2 Goals and Objectives

VI. ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS (Affirmatively Furthering Fair Housing)

a. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability.

Progress Statement:

TCHAO certifies that it carries out all programs and activities of the agency in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act of 1968, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and Affirmatively furthers Fair Housing.

TCHAO recruit's applicants, participants and landlords without regard to race, color, religion, sex, age, national origin, familiar status, disability, or language. Non-discriminatory practices are ensured along with fair and equal housing opportunities for all. In an ongoing effort to provide services and activities on a nondiscriminatory basis and to affirmatively further fair housing, TCHAO certifies that it vigorously implements, enforces and is in compliance with all applicable fair housing and other federal, state and local laws for all programs, applicants and participants in search of housing.

Tarrant County Housing Assistance Office will take reasonable specific steps to affirmatively further fair housing in all its programs and operations. These steps include, but are not limited to the following:

TCHAO ensures that all employees, program applicants, participants and landlords are properly trained or briefed and provided essential information and guidance on fair housing laws, rights and responsibilities.

As appropriate and when funds are available, TCHAO ensures the broadest communication possible of fair housing rights, laws and responsibilities. We further ensure that whenever vouchers are available, information is mailed and advertised to the general population.

**ADDENDUM TO THE
TARRANT COUNTY HOUSING ASSISTANCE OFFICE
ADMINISTRATIVE PLAN**



**REASONABLE STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING
IN THE HOUSING CHOICE VOUCHER PROGRAM**

Wayne Pollard, Director



FAIR HOUSING AND EQUAL OPPORTUNITY

SPECIFIC STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING

I. OVERVIEW

It is the mission of the Tarrant County Housing Assistance Office (TCHAO) to promote non-discrimination and ensure fair and equal housing opportunities for all. In an ongoing effort to provide services and activities on a nondiscriminatory manner and to affirmatively further fair housing, TCHAO is obligated by law to implement and enforce all applicable fair housing and other federal, state and local laws for all program applicants and participants in search of housing.

TCHAO Policy

TCHAO has a strong commitment to affirmatively furthering fair housing as one of its guiding principles. It is a requirement for all staff and those doing business with the agency, not only to be aware of these principles but to vigorously implement and enforce them at all times.

II. SPECIFIC STEPS TO AFFIRMATIVELY FURTHER FAIR HOUSING

Tarrant County Housing Assistance Office will take reasonable specific steps to affirmatively further fair housing in all of its programs and operations, and most particularly the Family Unification Program (FUP and Housing Choice Voucher Family Self-Sufficiency (FSS) Program Coordinators. These steps include, but are not limited to the following:

A. Education.

TCHAO ensures that all employees, program applicants, participants and landlords are properly trained or briefed and provided essential information and guidance on fair housing laws, rights and responsibilities.

B. Advertising and Marketing

As appropriate and when funds are available, TCHAO ensures the broadest communication possible of fair housing rights, laws and responsibilities. We further ensure that whenever vouchers are available, information is mailed and advertised to the general population.

C. Ensuring that communications and service delivery is accessible to persons with disabilities.

TCHAO recruits applicants, participants and landlords without regard to race, color, religion, sex, age, national origin, familiar status, disability, or language. To facilitate equal access, TCHAO has implemented the Limited English Proficiency rules to ensure equal access for persons with Limited English Proficiency. Additionally, TCHAO provides alternate means of communication via employing Spanish Speaking persons, implementing a computer communication system for persons who are deaf or hard of hearing, large print materials, and when necessary sign language interpretation upon request and/or when necessary.

D. Promote racially, ethnically and socio-economically diverse communities, fair and equal housing rights and fair housing choices.

TCHAO promotes racially, ethnically and socio-economically diverse communities, fair and equal housing rights and fair housing choices. Further, TCHAO promotes housing-related opportunities that overcome the effects of past discrimination because of race, color, national origin, religion, sex, disability, and familiar status and helps to overcome any impediments to fair housing choices related to the assisted program or activity by promoting fair housing in every aspect of our business operations, in, but not limited to, the following ways:

- 1). The TCHAO website features an entire section on Fair Housing rights, laws and detailed information on how to file complaints.
- 2). Participants and landlords are briefed and provided handouts and other printed materials on their rights, responsibilities and fair housing laws.
- 3). Fair Housing posters and appropriate information is conspicuously placed in our main entrance in English and Spanish.
- 4). All TCHAO materials and letterhead have been updated and/or are being updated to include the fair housing logo.
- 5). Articles about fair housing are featured, when available, in newsletters for program participants.
- 6). TCHAO partners with accessibility advocacy groups and provides referrals to fair housing agencies, when appropriate.
- 7). TCHAO provides and/or registers staff in periodic Fair Housing training and includes fair housing components in all briefings and training for program participants, landlords and all partners with which we do business.

Using the above methods, at a minimum, TCHAO works to prevent, discourage and remedy racial and ethnic discrimination and promote fair housing as well as fair housing choices in socio-economically diverse communities.

E. Furthering Fair Housing in Home Ownership

TCHAO has worked with FSS families and participants to promote homeownership through educational programs and partnerships with local housing counseling agencies, mortgage lenders and real estate professionals. Such education includes a component explaining fair housing in real estate transactions, including fair lending practices and disclosures. TCHAO is considering expansion of its homeownership initiative through utilization of HCVs.

III. IDENTIFYING AND ENSURING CERTIFICATION OF FUP ELIGIBLE FAMILIES AND YOUTH

The TCHAO will determine if any families with children, or youths age 18 through 21 on it's HCV waiting list are living in temporary shelters or on the street that may be on the TCHAO waiting list and ensuring that the family or youth maintain their original position on the waiting list after certification.

IV. APPROPRIATELY PLACING ALL FUP ELIGIBLE FAMILIES AND YOUTH REFERRALS

Any FUP eligible family or youth certified by the PCWA (CPS) as eligible and not on the HCV waiting list will be appropriately placed on the waiting list in accordance with TCHAO preference(s) and the date and time their fully completed application is received by TCHAO.

V. INFORMING APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT

The following information is posted and provided to all program applicants, participants, and landlords.

HOW TO FILE A HOUSING DISCRIMINATION COMPLAINT

Housing discrimination based on your race, color, national origin, religion, sex, family status, or disability is illegal by federal law. If you have been trying to buy or rent a home or apartment and you believe your rights have been violated, you can file a fair housing complaint. There are several ways to file a complaint:

- A. You may call HUD in Washington, DC **toll-free 1 (800) 669-9777**
- B. You may file electronically or print out a complaint form at www.hud.gov and navigate to or search: Fair Housing Office/Complaint Form.

If you print out the form, you may mail it to:
 U.S. Department of Housing & Urban Development
 Office of Fair Housing and Equal Opportunity
 801 North Cherry Street - 28th Floor
 Fort Worth, TX 76102

- C. You may call the Fort Worth Office of HUD, Fair Housing Division at:
 (817) 978-5900
 1- (888) 560-8913
 Fax (817) 978-5878
 TTY (817) 978-5595
 eMail: Complaints_office_07@hud.gov
 (or)

You may file in person or write the local HUD Office at:
 U.S. Department of Housing & Urban Development
 Office of Fair Housing and Equal Opportunity
 801 North Cherry Street - 28th Floor
 Fort Worth, TX 76102

- D. You may call, write or come into our office, Monday through Friday from 8:00 AM to 4:00 PM to file a complaint at:
 2100 Circle Drive
 Fort Worth, TX 76119
 (817) 531-7640

If you write, please include:

- Your full name and address (including city, state and zip code)
- The name and address of the person or company your complaint is about.
- The address of the house or apartment you were trying to rent or buy.
- The date when the incident occurred.
- A brief description of what happened.

VI. COMPLIANCE WITH 24 CFR Sec 903.7.

TCHAO will comply with the affirmatively furthering fair housing requirements of 24 CFR Section 903.7(o) by doing the following:

- Examining our programs and proposed programs to ensure compliance with applicable fair housing laws.
- Identifying any impediments to fair housing choice within these programs, if any.
- Addressing those impediments in a reasonable fashion in view of the resources available.
- Working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require TCHAO's involvement.
- Maintaining records reflecting any and all appropriate analyses and actions.

VII. PROACTIVE STEPS IN ADDRESSING ACCESSIBILITY FOR PERSONS WITH DISABILITIES

Where requested by an individual or individual's representative, TCHAO will assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program.

VIII. PUBLIC AND PRIVATE FUNDING SOURCES

Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alterations and other accessibility features that are needed as accommodations for their disabilities.

IX. NON-DENIAL OF PARTICIPATION

TCHAO ensures that no person who qualified for a HCV under this program, FUP or any other housing opportunity under its jurisdiction, is otherwise restricted or denied access to TCHAO programs. All eligible applicants who choose not to participate are assured equal access.

X. HOUSING SEARCH ASSISTANCE

TCHAO provides housing search assistance as necessary and/or when requested, based upon available staff resources. At the very least, lists of various vacancies are provided in addition to technical assistance.

XI. RENT REASONABLENESS

In accordance with rent reasonableness requirements, TCHAO approves higher rents, as appropriate and consistent with HUD regulations and TCHAO Administrative Plan, to owners that provide accessible units with structural modifications for persons with disabilities.

XII. TECHNICAL ASSISTANCE

TCHAO provides technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or units accessible to persons with disabilities.

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

5.2 Goals and Objectives

VI. ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS (Affirmatively Furthering Fair Housing)

b. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability.

Progress Statement:

TCHAO recruit's applicants, participants and landlords without regard to race, color, religion, sex, age, national origin, familiar status, disability, or language.

To facilitate equal access, TCHAO has also implemented the Limited English Proficiency rules to ensure equal access for persons with Limited English Proficiency. Additionally, TCHAO provides alternate means of communication via employing Spanish Speaking persons, implementing a computer communication system for persons who are deaf or hard of hearing, large print materials, and when necessary sign language interpretation upon request and/or when necessary.

TCHAO promotes fair housing in every aspect of our business operations:

- 1). The TCHAO website features an entire section on Fair Housing rights, laws and detailed information on how to file complaints.
- 2). Participants and landlords are briefed and provided handouts and other printed materials on their rights, responsibilities and fair housing laws.
- 3). Fair Housing posters and appropriate information is conspicuously placed in our main entrance in English and Spanish.

- 4). We are updating all TCHAO materials and letterhead to include the fair housing logo.
- 5). Articles about fair housing are featured, when available, in newsletters for program participants.
- 6). TCHAO partners with accessibility advocacy groups and provides referrals to fair housing agencies, when appropriate.

Using the above methods, at a minimum, TCHAO works to prevent, discourage and remedy discrimination and promote fair housing as well as fair housing choices.

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

5.2 Goals and Objectives

VI. ENSURE EQUAL OPPORTUNITY IN HOUSING FOR ALL AMERICANS (Affirmatively Furthering Fair Housing)

c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

Progress Statement:

Affirmative measures taken to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required includes successfully promoting educational programs and partnerships with local housing counseling agencies, mortgage lenders and real estate professionals. Such education includes a component explaining fair housing in real estate transactions, including fair lending practices and disclosures. TCHAO has expanded its homeownership initiative through utilization of Housing Choice Vouchers.

Additional measures include the following:

- Examining our programs and proposed programs to ensure compliance with applicable fair housing laws.
- Identifying any impediments to fair housing choice within these programs, if any.
- Addressing those impediments in a reasonable fashion in view of the resources available.
- Working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require TCHAO's involvement.
- Maintaining records reflecting any and all appropriate analyses and actions.

Where requested by an individual or individual's representative, TCHAO will assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program.

Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alterations and other accessibility features that are needed as accommodations for their disabilities.

TCHAO ensure that no person who qualifies for a HCV under this program, FUP or any other housing opportunity under its jurisdiction, is otherwise restricted or denied access to TCHAO programs. All eligible applicants who choose not to participate are assured equal access.

TCHAO provides housing search assistance as necessary and/or when requested, based upon available staff resources. At the very least, lists of various vacancies are provided in addition to technical assistance.

In accordance with rent reasonableness requirements, TCHAO approves higher rents, as appropriate and consistent with HUD regulations and TCHAO Administrative Plan, to owners that provide accessible units with structural modifications for persons with disabilities.

TCHAO provides technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or units accessible to persons with disabilities.

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

6.0 PHA PLAN UPDATE

In addition to the Plan template, the instructions require that PHAs must:

(a) **Identify all PHA Plan elements that have been revised by TCHAO since its last Annual Plan Submission (2019);** and

(b) Identify where the Plan may be obtained by the public. TCHAO certifies that Notice (in English and Spanish) is conspicuously posted in the Main Entrance to it's one and only office at:

2100 Circle Drive – Suite 200
Fort Worth, TX 76119-8130

stating that it's:

-Administrative Plan and
-2020 – 2025 Five Year and Annual PHA Plan

are available for review by the public:

-Monday through Friday
-during regular business hours (8:30AM – 4:00 PM).

Additionally, Public Notice regarding the TCHAO Annual Plan is posted on the TCHAO website at housing.tarrantcounty.com

6. (a) Tarrant County Housing Assistance Office (TCHAO) certifies that the following PHA Plan Elements, as indicated, have been revised and approved by the Commissioner's Court since the submission of the last (2019) PHA Plan, the details and specifics of which are found in the Revised TCHAO Administrative Plan submitted to HUD in November, 2019.

PHA Plan Elements (24 CFR 903.7)

The PHA Plan Template provided by HUD contains 17 elements:

PHA Plan Element No. 1-I.F. - The TCHAO Notification Policy

Update language to reflect first class mail, or Email only

PHA Plan Element No. 2-II.E. - Approval/Denial Of A Requested Accommodation

Update the language of the Reasonable Accommodation Policy

PHA Plan Element No. 3-II.A. - Income Eligibility and Targeting Using Income Limits for Targeting

Add Mainstream to list of special voucher programs

PHA Plan Element No. 3-III.D. Screening for Eligibility, Eligible for Assistance

Remove verbiage “Through local law enforcement” and update language to include “request for an informal review.”

PHA Plan Element No. 4-I.B. - Homeless Preference:

TCHAO will give preference to homeless applicants. Each fiscal year TCHAO will set aside a preference to no more than 15 Vouchers to individuals or families meeting all of the required criteria as noted in detail in the TCHAO Administrative Plan.

Applying For Assistance:

Updated TCHAO Policy for applying for assistance process

4-I.C. Accessibility of the Application Process

Homeless Preference

Limited English Proficiency

Updated TCHAO Policy per HUD guidance

Eligible for Placement on the Waiting List

Updated TCHAO Policy per HUD guidance

4-II.F. – Updating the Waiting List – Purging the Waiting List

Updated language regarding Alternate Contact

PHA Plan Elements (Continued)

4-III.B. Selection and HCV Funding Sources

Targeted Funding

Updated language to reflect changes made to THCAO Policy; Added verbiage regarding special voucher programs

4-III.C. Selection Method – Local Preferences; Order of Selection

Updated TCHAO Policy to include Homeless Veterans

PHA Plan Element No. 5-I.B.

Additional Items to be Included in the Briefing Packet

Updated TCHAO Policy per HUD guidance

5-II.B. – Determining Family Unit (Voucher Size)

Added verbiage pertaining to Reasonable Accommodations

5-II.E. – Voucher Term, Extensions and Suspensions

Updated TCHAO Policy – Changed number of calendar days the participant can request an extension from 14 to 7.

PHA Plan Element No. 6-I.E. - Earned Income Disallowance for Persons with Disabilities; Lifetime Limitation;

Updated TCHAO Policy per HUD guidance

6-I.F. - Types of Assets

Updated TCHAO Policy per HUD guidance

PHA Plan Element No. 7-I.B.

Overview of Verification Requirements; EIV Discrepancy Reports

Updated language regarding Assets; Updated TCHAO Policy per HUD guidance

PHA Plan Element No. 8-I.B. - Clarifications of HUD Requirements

8-I.C. – Life Threatening Conditions

Updated TCHAO Policy per HUD guidance

PHA Plan Elements (Continued)

PART II: THE INSPECTION PROGRAM

8-II.A. – Notice and Scheduling; Owner and Family Inspection Attendance;

8-II.B. – Timing of Initial Inspections; Utilities; Scheduling the Inspection;

8-II.F. – Inspection Results and Re-Inspections For Units Under HAP

Contract; Notification of Corrective Actions; Extensions; Re-Inspections; HAP Abatement; Owner initiated Rent Determinations;

Updated TCHAO Policy per HUD guidance

8-III.D. – How Market Data is Collected

Updated TCHAO Policy per HUD guidance

PHA Plan Element No. 9-I.B.

Requesting Tenancy Approval; Term of Assisted Tenancy; Review of Lease; Tenancy Approval

9-I.G. – HAP Contract Execution

Updated TCHAO Policy per HUD guidance

PHA Plan Element No. 10-I.A.

Allowable Moves

Updated TCHAO Policy per HUD guidance

10-I.B – Restrictions On Moves

Denial of Moves

Updated TCHAO Policy per HUD guidance

Insufficient Funding

Updated TCHAO Policy per HUD guidance

10-I.C.

Voucher Issuance and Briefing; Housing Assistance Payments

10-II.B.

Allowable Moves Under Portability

10-II.C.

Voucher Issuance and Term; Voucher Extensions and Expiration; Initial Billing Deadline; Voucher Term

Updated TCHAO Policy per HUD guidance

Updated per HUD Notice PIH 2016-09, PIH 2012-42

PHA Plan Elements (Continued)

PHA Plan Element No. 11-I.B. – Scheduling Annual Re-Examinations

Updated language made to reflect changes made to TCHAO Policy including name change for on-line software

11-I.C. – Conducting Annual Re-Examinations

Assistance Connect Re-Exams

11-I.F.

Effective Dates

11-II.B.

Changes in Family and Household Composition; New Family Members Not Requiring Approval

11-II.D. – Changes Affecting Income Or Expenses

Updated TCHAO Policy regarding PHC-initiated Interim Re-examination

11 – 11.E. – Processing The Interim Re-Examination

Method of Reporting

Updated TCHAO Policy per HUD guidance

PHA Plan Element No. 12-I.E. – Other Authorized Reasons for Termination of Assistance

Repayment of Family Debts; Use of Illegal Drugs and Alcohol Abuse; Family Absence from the Unit; Insufficient Funding

Updated language to reflect changes made to TCHAO Policy

12 – 12.C. – Eviction

Updated TCHAO Policy per HUD guidance

EXHIBIT 12-1 STATEMENT OF FAMILY OBLIGATIONS

Updated to show revised Statement of Family Obligations

PHA Plan Element No. 13 Part I. – Owners in the HCV Program

13-I.C. - Owner Responsibilities

Updated per HUD guidance

13-II.F. – Change in Ownership/Assignment of the HAP Contract [HUD-52641]

Updated TCHAO Policy per HUD guidance

PHA Plan Elements (Continued)

PHA Plan Element No. 14 – I.C. – Investigating Errors and Program Abuse

Updated language to reflect changes made to TCHAO Policy

PHA Plan Element No. 15 – VIII.B. – Shelter Plus Care - Overview

Additional language added to TCHAO Policy

PHA Plan Element No. 16 - II.B. – Payment Standards

Unit-by-Unit Exceptions

Updated per HUD Regulations

16-III.B. – Informal Reviews

Decisions Subject to Informal Review; Scheduling an Informal Review

Updated TCHAO Policy per HUD guidance

16-III.C. – Informal Hearings for Participants

Scheduling an Informal Hearing; Pre-Hearing Right to Discovery; Participant’s Right to Bring Counsel; Informal Hearing Officer; Attendance at the Informal Hearing

Corrected verbiage on TCHAO Policy

Updated verbiage regarding TCHAO’s Informal Hearing Process

PHA Notice of Final Decision

Updated TCHAO Policy per HUD guidance

16-IV.B. – Repayment Policy

Family Debts to the PHA; Down Payment Requirement; Payment Thresholds; Execution of the Agreement; No Offer of Repayment Agreement

Updated language to reflect changes made to TCHAO Policy

16-VII.B. – Reporting Requirement

Updated TCHAO Policy per HUD guidance

16-VIII.A. – OVERVIEW

Determination of Insufficient Funding

Additional language added pertaining to TCHAO Policy and Procedures regarding Insufficient Funding

PHA Plan Elements (Continued)

PHA Plan Element No. 16 – EXHIBIT 16-3 – VAWA Policy and Emergency Transfer Plan

Additional language added regarding VAWA Policy and Emergency Transfer Plan to TCHAO Policy

PHA Plan Element No. 17 – Project-Based Vouchers

Introduced HUD Regulations and PHA policies for the Project Based Voucher Program in 9 Parts

TCHAO Response:

Not applicable. Tarrant County is a section 8 only PHA.

10. Civil Rights Certification.

A PHA will be considered in compliance with the Civil Rights and 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.

TCHAO Response to PHA Plan Element No. 10:

The documentation required under this element for TCHAO to be considered in compliance with the Civil Rights and Affirmatively Furthering Fair Housing (AFFH) is found under Tab 15 of this Plan. The FY 2020 – 2025 Five Year and Annual PHA Plan is consistent with the Consolidated Plan for this jurisdiction and the Certification is found under Tab 2.

11. Fiscal Year Audit.

The results of the most recent fiscal year audit for the PHA.

TCHAO Response:

A team of internal and external auditors conducted a single audit of all activities and finances which did not result in any major findings. Only minor observations were noted and immediately corrected by TCHAO.

Attached is a list of all revisions to the Administrative Plan over the past 5 years.

2016 ADMIN PLAN REVISION TOPICS

| No. | CHAP/ PAGE(S) | TOPIC | BRIEF DESCRIPTION OF CHANGE | Mandatory | | Optional | # of Pgs |
|----------|--|---|--|-----------|--|----------|-----------|
| | | | | | | | |
| | TOC | | | | | | |
| A | Chap 1 p. 3 | Family Self Sufficiency (FSS) identified as a program of TCHAO | Add FSS Action Plan as an Addendum | | | | 1 |
| B | Chap 2 pp. 3-4, 18, 20-21 | Application of Fair Housing Standards in the use of Criminal Records | New language consistent with HUD's Affirmatively Furthering Fair Housing (AFFH) Final Rule published in the F.R. July 16, 2015 | | | | 5 |
| C | Chap 3 pp. 11-12, 15 | Definition of extremely low-income families | Updated per HUD guidance. Update language consistent with Notice PIH 2016-5 regarding verification of Social Security number. | | | | 3 |
| D | Chap 4 p. 3 | Request for approval for TCHAO to participant in the HUD FUP/FSS demonstration program. | | | | | 1 |
| E | Chap 5 pp. 10, 12 | Revision of Subsidy Standards – two persons per room (exception 2 person household and 2 nd person age 5+); Revision of Voucher Extensions | Updated verbiage to reflect changes made to TCHAO policy | | | | 2 |
| F | Chap 6 pp. 7-8, 18, 27-28, 39-40, 45 | Earned Income Disregard (EID), Family declaration of assets under \$5,000, Utility Reimbursements, and Exception Payment Standards for providing Reasonable Accommodations; Student Finances – exclusion of mandatory education fees from income. | Updated verbiage per HUD Notice PIH 2016-05; Update verbiage to reflect changes made to TCHAO policy | | | | 8 |
| G | Chap 7 p. 11-12 | Social Security number verification | Updated language consistent with Notice PIH 2016-5 | | | | 2 |
| H | Chap 8 p. 8, 11-30 | Biennial Inspections and use of alternative inspection methods; HQS re-inspection fee | Updated verbiage per HUD Notice PIH 2016-05 | | | | 20 |
| I | Chap 9 p. 10 | Policy on Signing of Contracts. Board of Commissioners prior approval of selected TC staff to sign contracts; Change in landlords must sign a new HAP Contract | Added additional verbiage; Updated verbiage to reflect changes made to TCHAO policy | | | | 1 |
| J | Chap 11 p. 3 | Name change of Annual Re-examination packets from "Streamlined" packet to "Compact" packet to avoid confusion with HUD's Streamline re-examinations | Update verbiage to reflect changes made to TCHAO policy. | | | | 1 |

(Subject to Change)

2016 ADMIN PLAN REVISION TOPICS

| No. | CHAP/ PAGE(s) | TOPIC | BRIEF DESCRIPTION OF CHANGE | Mandatory Optional | | # of Pgs |
|----------|--------------------------|---------------------|--|--------------------|--|----------|
| | | | | | | |
| | TOC | | | | | |
| A | Chap 4 pp. 4-6 | Homeless Preference | Add verbiage to reflect changes made to TCHAO policy | | | 1 |

(Subject to Change)

Admin Plan Revision03/2016
01 March, 2016

| No. | CHAP/ PAGE(S) | TOPIC | BRIEF DESCRIPTION OF CHANGE | Mandatory | | Optional | # of Pgs |
|----------|--|---|---|-----------|--|----------|----------|
| | | | | | | | |
| K | Chap 11 pp. 2-4, 10-11, 13- 14, 16 | Scheduling Annual Re-Exams; Conducting Annual Re-Exams – AssistanceCheck Re-Exams; Effective Dates; Changes in Family and Household Composition; New Family and Household Members Requiring Approval; Changes Affecting Income or Expenses; Processing the Interim Re-Exams-Method of Reporting | Updated TCHAO Policy per HUD guidance | | | | 8 |
| L | Chap 12 pp. 7, 19 | Other Authorized Reasons for Termination of Assistance – Family Absence from the Unit; Eviction | Updated TCHAO Policy per HUD guidance | | | | 2 |
| M | Chap 13 pp. 5, 15 | Owners in the HCV Program-Owner Responsibility; Change in Ownership/Assignment of the HAP Contract | Updated per HUD Regulations; Updated TCHAO Policy per HUD guidance | | | | 2 |
| N | Chap 16 pp. 5, 8-9, 12, 17, 22- 24, 33 | Payment Standards-Unit by Unit Exceptions; Decisions Subject to Informal Review, Scheduling an Informal Review; Schedule an Informal Hearing; PHA Notice of Final Decision; Repayment Policy – Family Debt to the PHA, Down Payment Requirements, Payment Thresholds, Execution of the Agreement, No Offer of Repayment Agreement; Reporting Requirement | Updated per HUD Regulations; Updated TCHAO Policy per HUD guidance | | | | 8 |
| O | Chap 17 pp. 1- | Project-Based Vouchers. This new chapter describes HUD regulations and PHA policies related to the project-based voucher (PBV) program including Part I: General Requirements, Part II: PBV Owner Proposals, Part III: Dwelling Units, Part IV: Rehabilitated and New Constructed Units, Part V: Housing Assistance Payment Contract, Part VI: Selection of PBV Program Participants, Part VII: Occupancy, Part VIII: Determining Rent to Owner, and Part IX: Payment to Owner | Addition of New Chapter to Admin Plan | | | | |

(Subject to Change)

04 - 2017 ADMIN PLAN REVISION TOPICS

| No. | CHAP/ PAGE(S) | TOPIC | BRIEF DESCRIPTION OF CHANGE | Mandatory Optional | | # of Pgs |
|----------|--|--|---|--------------------|----------|-----------|
| | | | | | | |
| | TOC | Added Chapter 17 | Project Based Voucher Program | | | 5 |
| A | Chap 1 p. 4 | TCHAO Notification Policy | Updated language to reflect first class mail, or Email only. | | | 1 |
| B | Chap 2 p.9 | Approval/Denial of a Requested Accommodation | Updated verbiage of Reasonable Accommodation Policy | | X | 1 |
| C | Chap 3 pp. 23, 26 | Screening for Eligibility, Eligible for Assistance | Remove verbiage “through local law enforcement” Updated language to include “request for an informal review.” | | X | 2 |
| D | Chap 4 pp. 2, 4, 7, 11, 14, 15 | Applying for Assistance; Limited English Proficiency; Eligible for Placement on the Waiting List; Purging the Waiting List; Local Preferences; Order of Selection | Updated TCHAO Policy for Applying for Assistance process. Updated TCHAO website address. Updated TCHAO Policy per HUD guidance Updated language regarding Alternate Contact Updated TCHAO Policy to include Homeless Veterans | X | | 6 |
| E | Chap 5 p. 5 | Additional Items to be Included in the Briefing Packet | Updatde TCHAO Policy per HUD guidance | X | | 1 |
| F | Chap 6 pp. 12, 13, 19 | Earned Income Disallowance for Persons with Disabilities; Lifetime Limitation. Types of Assets | Updated TCHAO Policy per HUD guidance | X | | 3 |
| G | Chap 7 pp. 3, 6 | Overview of Verification Requirements; EIV Discrepancy Reports | Updated language regarding Assets; Updated TCHAO Policy per HUD guidance | | X | 2 |
| H | Chap 8 pp. 4, 6, 8-10, 15-17, 19, 21, 22 | Clarifications of HUD Requirements; Life Threatening Conditions; Notice and Scheduling; Owner and Family Inspection Attendance; Timing of Initial Inspections; Utilities; Scheduling the Inspection; Notification of Corrective Actions; Reinspections; HAP Abatement; Owner-initiated Rent Determinations; How Market Data is Collected | Updated TCHAO Policies per HUD guidance | X | | 11 |
| I | Chap 9 pp. 3, 6, 8-10 | Requesting Tenancy Approval; Term of Assisted Tenancy; PHA Review of Lease; Tenancy Approval ; HAP Contract Execution | Updated TCHAO Policy per HUD guidance | | X | 5 |
| J | Chap 10 pp. 2-7, 10-12, 16 | Allowable Moves; Insufficient Funding; Voucher Issuance and Briefing; Housing Assistance Payments; Allowable Moves under Portability; Voucher Issuance and Term; Voucher Extensions and Expiration; Initial Contact with Receiving PHA; Sending Documentation to the Receiving PHA; Initial Billing Deadline; Voucher Term; | Updated TCHAO Policy per HUD guidance Updated per HUD Notice PIH 2016-09, PIH 2012-42 | X | | 10 |

| No. | CHAP/ PAGE(S) | TOPIC | BRIEF DESCRIPTION OF CHANGE | Mandatory Optional | | # of Pgs |
|----------|--|--|---|--------------------|----------|-----------|
| | | | | | | |
| K | Chap 11 pp. 2-4, 10-11, 13- 14, 16 | Scheduling Annual Re-Examinations; Conducting Annual Re-Examinations - AssistanceCheck Re-Exams; Effective Dates; Changes In Family and Household Composition; New Family and Household Members Requiring Approval; Changes Affecting Income or Expenses; Processing the Interim Re- Exams-Method of Reporting; | Updated TCHAO Policies per HUD guidance | | X | 8 |
| L | Chap 12 pp. 7, 19, | Other Authorized Reasons for Termination of Assistance – Family Absence from the Unit; Eviction | Updated TCHAO Policy per HUD guidance | | X | 2 |
| M | Chap 13 pp. 5, 15 | Owners in the HCV Program – Owner Responsibilities; Change in Ownership/Assignment of the HAP Contract | Updated per HUD Regulations Updated TCHAO Policy per HUD guidance | | X | 2 |
| N | Chap 16 pp. 5, 8-9, 12, 17, 22- 24, 33 | Payment Standards – Unit-by-Unit Exceptions; Decisions Subject to Informal Review; Scheduling an Informal Review; Scheduling an Informal Hearing; PHA Notice of Final Decision; Repayment Policy – Family Debt to the PHA, Down Payment Requirement, Payment Thresholds, Execution of the Agreement, No Offer of Repayment Agreement; Reporting Requirement; | Updated per HUD Regulations Updated TCHAO Policy per HUD guidance | | X | 9 |
| O | Chap 17 pp. 1-40 | Project-Based Voucher Program | Introduced HUD Regulations and PHA policies for the Project Based Voucher Program in 9 Parts. | | | 40 |

(Subject to Change)

2019 ADMIN PLAN REVISION TOPICS

| No. | CHAP/ PAGE(S) | TOPIC | BRIEF DESCRIPTION OF CHANGE | Mandatory | | Optional | # of Pgs |
|----------|-------------------------------------|---|--|-----------|--|----------|-----------|
| | | | | | | | |
| | TOC | | | | | | |
| A | Chap 3 p. 12 | Using Income Limits for Targeting TCHAO Policy | Add Mainstream to list of special voucher programs. | | | | 1 |
| B | Chap 4 pp. 5, 13-15 | 4-IC. Accessibility of the Application Process – Homeless Preference; Selection and HCV Funding Sources Targeted Funding | Updated verbiage to reflect changes made to TCHAO policy; Added verbiage regarding special voucher programs. | | | | 4 |
| C | Chap 5 pp. 10, 12 | 5-II.B Determining Family Unit (Voucher Size) TCHAO Policy; 5-II.E. Voucher Term, Extensions to Suspensions - Extensions of Voucher Term-TCHAO Policy | Added verbiage pertaining to Reasonable Accommodations; Changed number of calendar days the participant can request an extension from 14 to 7. | | | | 2 |
| D | Chap 8 p. 17 | 8.II.F. Inspections Results and Re-Inspections for Units Under HAP Contract – Extensions: TCHAO Policy | Update verbiage to reflect changes made to TCHAO policy | | | | 1 |
| E | Chap 10 pp. 2-3 | 10.I.A. Allowable Moves – TCHAO Policy; Denial of Moves – TCHAO Policy | Update verbiage to reflect changes made to TCHAO policy | | | | 2 |
| F | Chap 11 pp. 2-5, 14 | 11.I.B Scheduling Annual Re-Examinations – TCHAO Policy; 11.II.D. Changes Affecting Income or Expenses – TCHAO Policy | Update verbiage to reflect changes made to TCHAO policy including name change for on-line software; Updated TCHAO Policy re PHA-Initiated Interim Reexamination | | | | 5 |
| G | Chap 13 p. 15 | 13.II.F. Change in Ownership/Assignment of the HAP Contract – TCHAO Policy | Added additional verbiage | | | | 1 |
| H | Chap 14 p. 4 | 14.I.C. Investigating Errors and Program Abuse – TCHAO Policy | Update verbiage to reflect changes made to TCHAO policy | | | | 1 |
| I | Chap 15 p. 30 | 15.VIII.A Overview – TCHAO | Added additional verbiage | | | | 1 |
| J | Chap 16 pp. 22, 25, 47-55 | 16.IV.B. Repayment Policy – Family Debts to the PHA; No Offer of Repayment Agreement; Revised VAWA Policy and Emergency Transfer Plan | Update verbiage to reflect changes made to TCHAO policy. Added verbiage regarding VAWA Policy and Emergency Transfer Plan | | | | 11 |

(Subject to Change)

2019 ADMIN PLAN REVISION TOPICS

| No. | CHAP/ PAGE(s) | TOPIC | BRIEF DESCRIPTION OF CHANGE | Mandatory | | Optional | # of Pgs |
|----------|---|---|--|-----------|--|----------|----------|
| | | | | | | | |
| | TOC | | | | | | |
| A | Chap 12 pp. 5, 21-24 | Repayment of Family Debts, Use of Illegal Drugs and Alcohol Abuse, Insufficient Funding; Exhibit 12-1: Statement of Family Obligations | Updated verbiage to reflect changes made to TCHAO policy; Update revision of TCHAO's Statement of Family Obligations | | | | 5 |
| B | Chap 16 pp. 13-14, 23-24, 35-36 | Pre-Hearing Right to Discovery, Participant's right to Bring Counsel; Informal Hearing Officer – Attendance at the Informal Hearing; Family Debts to the PHA – Payment Thresholds; 16-VIII.A Overview-Determination of Insufficient Funding | Corrected verbiage to TCHAO Policy, Updated verbiage regarding TCHAO's Informal Hearing Process, added verbiage pertaining to TCHAO Policy and Procedures regarding Insufficient Funding | | | | 6 |

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office (TCHAO)

9.0 HOUSING NEEDS

Based on information provided by the U. S. Census, applicable Consolidated Plan, information provided by HUD, and other generally available data, Tarrant County Housing Assistance Office (TCHAO) has made a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by TCHAO, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the Housing Choice Voucher (HCV) tenant-based assistance waiting list.

As required, we have identified the housing needs addressed specified issues of affordability, supply, quality, accessibility, size of units, and location.

Based upon the allocation of vouchers received by TCHAO (3,037), we have been successful in meeting the housing needs of as many individuals and families as our resources permit with a consistent Lease-Up Rate of 98% or higher.

The Consolidated Plan of Tarrant County supports the PHA Plan of TCHAO with the following actions and commitments:

- Housing rehabilitation to preserve affordable housing for low-income homeowners.
- Housing acquisition and rehabilitation to preserve and increase the supply decent, safe, and affordable rental housing, particularly for seniors and single-parent families.
- Tenant-based rental assistance for special needs populations.

- Acquisition, rehabilitation, and new construction for special needs populations.

TCHAO has consulted with the Office of Community Development regarding The Consolidated Plan of Tarrant County, Texas, during the development of this 2020 – 2025 Five (5) Year and Annual PHA Plan. The agency ensures that the Housing Needs of families in the jurisdiction are the needs expressed in The Consolidated Plan. TCHAO further ensures that all activities to be undertaken in the coming five (5) years will be consistent with the initiatives contained in The Consolidated Plan, e.g.:

- Expand the Housing Voucher Program
- Increase the number and percentage of employed persons in assisted families
- Maintain or increase Housing Choice Voucher lease-up rates by marketing the program to owners, particularly those outside areas of minority and poverty concentration.
- Expand more affordable units

The latest table of the U.S. Census Bureau estimates that there are 1,983,675 Tarrant County residents, 17.4 percent of the population, lived below the poverty line. Of this number, 6.6% of persons over the age of 65 had incomes below the poverty level. 76,861 children under the age of 18 also lived in poverty.

The most vulnerable of all families are those headed by females. In 2017, 23,933 families headed by single mothers lived in poverty. Eleven (11%) percent of all families and 16.9% of families with children had incomes below the poverty level.

Fair Market Rents for more than one-bedroom apartments has increased due to the demand in the rental market for affordable housing.

Tarrant County has an approximate total of 911,000 housing units, nearly 7% of which are vacant. Of the total housing units, 68% are single unit structures, 3% townhomes and duplexes and 26% are multi-unit, multifamily structures, and 3% are mobile homes.

The following charts focus on the approximate number of families with housing needs with the Tarrant County jurisdiction and are broken down by various income, ethnic and other characteristics. By comparison with the previous plan, it is easy to see that the need is as great as it has always been despite the vast inroads that have been made in increasing availability largely due to the tremendous population growth.

Housing Needs of Families in the Jurisdiction
Served by Tarrant County Housing Assistance Office

Based upon the information contained in The Consolidated Plan and other available data, we have provided the estimated number of renter families that have housing needs within our jurisdiction.

In columns 3 to 8 we have rated, on a scale of 1 to 5 (5 being severe and 1 being none) the impact of each factor on the housing needs for each family type.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|----------------------|----------------------------------|---------------------|----------------------|----------------------------------|-------------------|-----------------------------|
| 1 Family Type | 2 Overall | 3 Afford- ability | 4 Supply | 5 Quality | 6 Access- ibility | 7 Size | 8 Loca- tion |
| Income < 30% of AMI | 18,389 | 5 | 5 | 5 | 5 | 5 | 5 |
| Income > 30% but < 50% of AMI | 16,332 | 5 | 5 | 5 | 5 | 5 | 5 |
| Income > 50% but < 80% of AMI | 32,287 | 4 | 4 | 4 | 4 | 4 | 4 |
| Elderly | 13,764 | 5 | 5 | 5 | 5 | 5 | 5 |
| Families with Disabilities | 3,411 | 5 | 5 | 5 | 5 | 5 | 5 |
| White (Non-Hispanic) | 18,217 | 3 | 3 | 3 | 3 | 3 | 3 |
| Black (Non Hispanic) | 25,548 | 5 | 5 | 5 | 5 | 5 | 5 |
| Hispanic | 48,859 | 5 | 5 | 5 | 5 | 5 | 5 |

**Housing Needs of Families on the
Housing Choice Voucher Waiting List**

The Tarrant County Housing Assistance Office Waiting List has been closed since 2017. Based upon the number still remaining to be served, we do not anticipate that it will open again until late 2025 for Regular HCV applicants.

TCHAO may open its wait list based on HUD awarding additional vouchers for Special Programs.

Special Program Vouchers - Family Unification Program, eligible youth and families are permitted to be served; due to VASH vouchers, homeless veterans are being served; NED vouchers, Non-Elderly Disabled persons are being served and Mainstream - Non-Elderly Disabled persons in the household and homeless/risk of homelessness.

| <u>Housing Needs of Families on the Waiting List</u> | | | |
|---|-----------------------------|-----------------------------------|---|
| <i>(as of 8/1/20)</i> | | | |
| | <u># of Families</u> | <u>% of Total Families</u> | <u>Approximate Annual Turnover</u> |
| Waiting List Total | 12,816 | | 2235 |
| Extremely Low Income <30% AMI | 9139 | 72% | |
| Very low income (.30% but <50% AMI) | 3386 | 27% | |
| Low income (.50% but <80% AMI) | 0 | 0 | |
| Families with children | 8630 | 67% | |
| Elderly Families | 1011 | 8% | |
| Families with Disabilities | 2204 | 17% | |
| White (Non-Hispanic) | 1984 | 16% | |
| Black (Non Hispanic) | 9128 | 71% | |
| White (Hispanic) | 1624 | 13% | |
| Asian | 75 | 0.5% | |

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office

10. ADDITIONAL INFORMATION

a. Progress in Meeting Mission and Goals. Provide a brief statement of TCHAO's progress in meeting the mission and goals described in the 5 Year Plan.

A very detailed and specific description of all 5 Year Plan and Annual Plan goals and accomplishments is fully set forth in this submission under Tab number 5.2, Tabs 3 through 17.

In summary, however, all goals and objectives were met, yet TCHAO continually strives to improve and works diligently to exceed all goals and objectives on an on-going basis.

A few more significant accomplishments include, but are not limited to:

1. An increase in Housing Choice Vouchers in Special Program Areas of:
 - a. Non-Elderly Disabled (NED)
 - b. Veterans Affairs Supportive Housing (VASH)
 - c. Mainstream
2. Changed agency to a near "Paperless" office for efficiency and conservation of human and financial resources.
3. Updated HQS inspections onto iPads for efficiency of operation.
4. Replaced obsolete equipment and technology.
5. Replaced obsolete agency vehicles.
6. Established Assistance Connect (an internet-based system which allows Tenants, Landlords and Applicants to do business with TCHAO electronically, eliminating the necessity of physically coming into the TCHAO office.
7. Increased FSS staff and program; increased the number of housing counselors and inspectors for better customer service and program viability.

**b. Significant Amendment and Substantia Deviation/Modification.
Provided below is TCHAO's definition of "significant amendment" and "substantial deviation/modification."**

1. Substantial Deviation from the 5 Year Plan:

- Any change to the Mission Statement
- 50% deletion from or addition to the goals and objectives as a whole; and
- 50% or more decrease in the quantifiable measurement of any individual goal or objective.

2. Significant Amendment or Modification to the Annual Plan:

- Any increase or decrease over 50% in funds or Financial Resources;
- Any change in a policy or procedure that requires a regulatory 30 day posting;
- Any submission to HUD that requires a separate notification to residents, such as HOPE VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan, in the discretion of the Director of TCHAO.

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office (TCHAO)

11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW

In addition to the PHA Plan Template (form HUD-50075), we are required to submit, and we attach the following documents electronically with scanned signatures, as preferred:

- (a) Form HUD-50077-ST-HCV-HP
Certifications of Compliance with PHA Plans and Related Regulations**

- (b) Form HUD-50077-SL
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan**

- (c) Form HUD-50077-CR
Civil Rights Certification**

**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 X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning _____, 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).

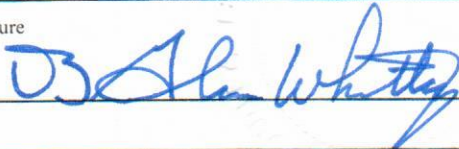
Tarrant County Housing Assistance Office
 PHA Name

TX 431
 PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2020

5-Year PHA Plan for Fiscal Years 2020 - 2025

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 B. Glen Whitley | Title Tarrant County Judge |
| Signature  | Date October 6, 2020 |

**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 address, analyzed and
assessed at least annually in order to ensure that both departments are pursuing similar goals 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

B. GLEN WHITLEY

Title

Tarrant County Judge

Signature

Date

October 6, 2020

Civil Rights Certification
(Qualified PHAs)

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

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working 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.

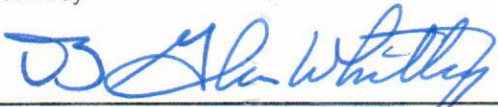
Tarrant County Housing Assistance Office

PHA Name

TX 431

PHA Number/HA Code

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 B. Glen Whitley | Title Tarrant County Judge |
| Signature  | Date October 6, 2020 |

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office (TCHAO)

11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW

In addition to the PHA Plan Template (form HUD-50075), we are required to submit, and we attach the following documents electronically with scanned signatures, as preferred:

- (b) Resident Advisory Board (RAB) Meeting and Public Hearing Notes and/or comments.**



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

Wayne Pollard
Director

March 3, 2020

You Are Invited



to attend the Annual

RESIDENT ADVISORY BOARD (RAB) MEETING

Saturday, March 28, 2020

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 2020 Annual PHA Plan and 5-Year Agency Plan which includes any changes TCHAO has made or proposes to make to its 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.

Early graduates of the program will be acknowledged 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, Monday, March 16, 2020** to:

Barbara Whaley, at (817) 531-7653 or bwhaley@tarrantcounty.com;

Sonya Roberts at (817) 531-7650 or scroberts@tarrantcounty.com; (or)

Mechall Patterson, at (817) 531-7643 or 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 FSS participants **must attend**.

Sincerely,

Rosalind Williams
Assistant Director
Resident Advisory Board Coordinator/Facilitator



TARRANT COUNTY

Wayne Pollard
Director

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

Telephone: 817- 531-7640
Fax: 817- 212-3055
TDD/TTY: 888- 444-2122
housing.tarrantcounty.com

<<Today's Date>>

<<Tenant First Name>> <<Tenant Last Name>>

<<Tenant Address 1>>

<<Tenant CSZ>>

Dear <<Tenant Salutation>>:

You have been invited to attend the yearly RAB Meeting for Tarrant County Housing on Saturday, March 28th at 10:00AM. Because this is a HUD required meeting that must be done yearly and in light of the precautions we are taking against COVID-19 this year's the RAB meeting will be conducted via Conference Call.

Please use the following information and be prepared to call in by 9:50AM so we can take roll and start the meeting on time:

Call: (515) 604-9099 and enter
Access Code: 499-958-888#

At the end of the meeting you will receive an email with a Certification verifying your attendance. Please complete the requested information and return immediately.

Your attendance is very important, and we value your feedback.

Thank you for your cooperation and attendance.

<<User Full Name>>

<<User Title>>



TARRANT COUNTY

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

**Telephone: (817) 531-7640
Fax: (817) 212-3052
TDD/TTY: (817) 531-7686
tarrantcounty.com/ehousing**

Wayne Pollard
Director

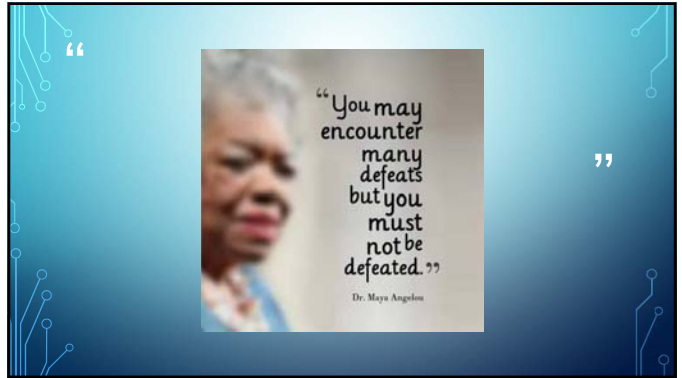
**RESIDENT ADVISORY BOARD (RAB)
and
FAMILY SELF-SUFFICIENCY (FSS)
VIRTUAL ANNUAL MEETING AGENDA
Saturday, March 28, 2020
10:00 AM**



- | | | |
|-----------------|---|---|
| 10:00 AM | CALL TO ORDER OPENING REMARKS/Roll Call..... | <i>Rosalind Williams</i> <i>Assistant Director Tarrant County Housing Assistance Office</i> |
| 10:20 AM | PRESENTATIONS OF 2020 PHA PLAN/ADMIN PLAN COVID-19 RELATED CHANGES (Audience participation and feedback) | <i>Rosalind Williams</i> <i>Assistant Director Tarrant County Housing Assistance Office</i> |
| 11:30 AM | OPEN FORUM (Q & A) | |
| 12:00 PM | ADJOURNMENT | |

TARRANT COUNTY HOUSING ASSISTANCE OFFICE

ANNUAL BUDGET TEAM MEETING
MARCH 26, 2020



HCV PROGRAM

UPDATE 3/26/20



- ## COVID-19 CORONAVIRUS
- Changes at TCHAO
- Office Closed to public
 - All non-essential personnel will remain home for the next two weeks at least
 - We will continue to pay landlords/owners
 - We will process ALL decreases in income immediately.
 - report via Assistance Connect.
 - If not on Assistance Connect, please leave a message and we will get you the necessary forms.
 - report via email to your FSS Coordinator or Housing Counselor
 - We will return EMERGENCY CALL ONLY
 - We will continue EMERGENCY Inspections ONLY (Fire, VAWA, Homeless).
 - ALL current Voucher Holders (moving or new to program) will be granted a 30 day extension to locate a new unit.

COVID-19 CORONAVIRUS

STAY SAFE

CALL CENTER

- What is the Call Center?
- The Call Center was implemented on March 1st.
- It's designed to better assist our clients by giving consistent answers to your most frequently asked questions.



CALL CENTER FREQUENTLY ASKED QUESTIONS!

- How Does it affect you and your housing assistance?
- Will you still have a FSS Coordinator working with you?
- FSS vs Regular HCV Participants

MAINSTREAM VOUCHERS

VASH VOUCHERS

FUP VOUCHERS

QUESTIONS/COMMENTS

Tarrant County Housing Assistance Office
Saturday, March 28, 2020
2100 Circle Drive, via virtual GoToMeeting
Fort Worth, TX 76119

Chaired by: Rosalind Williams
Assistant Director
Tarrant County Housing

Due to COVID-19 this meeting was held virtually by Go To Meeting app. Everyone was asked to state their name for attendance. There at least 68 program participants in attendance.

The meeting was opened by Ms. Rosalind Williams, promptly at 9:00 AM.

Ms. Williams welcomed everyone and announced that the purpose of this annual meeting is to allow the Resident Advisory Board (comprised of all FSS participants) an opportunity to provide input, feedback and comments on the 2020 Annual Agency Plan, most particularly, on any changes we have made to the Administrative Plan. We encouraged their involvement, feedback and provided a question/comment period at the end of the presentation.

Ms. Williams provided a PowerPoint presentation to the participants explaining what a PHA Plan is and the resident's 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 feel free to ask questions, make comments and suggestions, and to provide any ideas they might have relative to the 2020 PHA Annual Plan.

Ms. Williams notified every one of their right to personally review the 5 Year PHA Plan, FY 2020 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.

Ms. Williams informed the group about current vouchers received from HUD, i.e., Mainstream, FUP and VASH and explained each one in detail.

During this meeting, we discussed COVID-19 and how it affects housing participants and office changes. There were no major changes to the 2020 Admin/Agency Plan.

COVID Change No. 1

OFFICE CLOSED TO PUBLIC: Office is currently closed to the public. All non-essential personnel will remain home for at least the next two weeks.

- Essential personnel will work from home.

Q. Will I be able to speak to my FSS Coordinator?

A. No, but you will be able to speak with someone. You must leave a message and someone will return your call.

COVID Change No. 2

DECREASES IN INCOME: We will process ALL decreases in income immediately. If it's COVID related, we will mail you a certification form to complete, sign and mail back to our office or place in the drop box.

Q. What about changes that are not COVID related?

A. Continue to report ALL other changes within 10 days of the change via Assistance Connect or by emailing your case worker.

COVID Change No. 3

EMERGENCIES: We will return All emergency calls within 24 hours. Leave a message on the main voicemail.

No questions.

COVID Change No. 4

INSPECTIONS: We have suspended ALL inspection except cases of FIRE, VAWA (Violence Against Women's Act) and Homeless).

Q. Will my annual inspection be conducted?

A. No, not at this time but will be rescheduled later this year.

COVID Change No. 5

Extensions on current Vouchers: All current voucher holders (moving or new to program) will be granted a 30 extension to locate a new unit.

No questions.

We also discussed the Call Center and how calls will be handled during the pandemic. We discussed that things are changing each day depending on federal, state and local laws. We reiterated that all income changes would be processed in a timely manner.

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

One (1) early graduate was introduced. Some volunteered to make comments about how helpful the FSS program was to her and her family.

We took roll again for anyone that may have missed the initial roll call period.

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 meeting adjourned with the end of the Q and A session and everyone was thanked for attending.

Respectfully submitted,

Rosalind Williams
Assisted Director
Tarrant County Housing Assistance Office

ATTACHMENT TO
2020 - 2025 FIVE (5) YEAR
AND ANNUAL PLAN



Tarrant County Housing Assistance Office (TCHAO)

11.0 REQUIRED SUBMISSION FOR HUD FIELD OFFICE REVIEW

In addition to the PHA Plan Template (form HUD-50075), we are required to submit, and we attach the following documents electronically:

- (c) Copy of publication of newspaper public Notice and other Notices posted in Front Office of TCHAO.**

Additionally, appropriate certifications with original signatures have been hand delivered to the local Fort Worth, TX HUD Office of Public Housing.

TARRANT COUNTY HOUSING ASSISTANCE OFFICE
HAS DEVELOPED the Annual Agency Plan in compliance
with the Quality Housing and Work Responsibility Act of
1998. Due to COVID-19 TCHAO is not open to the public,
however, the Annual Agency Plan can be viewed on our
website at housing.tarrantcounty.com. A Public Hearing will
be held on Sept. 29, 2020 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.
Publish Dates: 8/30/2020 -9/13/2020



PUBLIC NOTICE

to all

Program Participants and the General Public

Tarrant County Housing Assistance Office

has available for your review and inspection the

2020 FIVE YEAR & ANNUAL PLAN

A Public Hearing will be held on

Sept. 29, 2020

10:00 AM

Commissioners Court

100 East Weatherford St., Fort Worth, TX

PLEASE VISIT OUR WEBSITE

if you wish to inspect the plan.

Wayne E. Pollard, Jr.
Director

Posted April 1, 2020



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 CINCO AÑOS è ANUAL DEL 2020

Habrà una audiencia pública el día

29 DE SEPT. DE 2020

**a las 10:00 AM Tribunal de Comisionados
100 East Weatherford St., Fort Worth, TX**

POR FAVOR VISITE NUESTRO SITIO WEB

Si desea inspeccionar el plan.

*Wayne E. Pollard, Jr.
Director*

Posted 01 de April del 2020

FY 2020 – 2025 5 Year Annual Agency Plan

On Tuesday, September 29, 2020, a Public Hearing will be held in Commissioner's Court, 100 East Weatherford, Fort Worth, TX, at 10:00 AM, on the 2020 PHA Plan. Any interested parties may attend.

The purpose of the meeting is to provide an opportunity for the public to voice any comments and ask any questions they may have regarding the content of the 2020 – 2025 5 Year Annual Agency Plan.

The Tarrant County Housing Assistance Office Administrative Plan and Annual PHA Plan are always available for public review and inspection by request, at the TCHAO, 2100 Circle Drive, Fort Worth, TX, Monday through Friday, from 9AM to 4PM or on our website at housing.tarrantcounty.com.

Wayne E. Pollard, Jr.
Director

*R Williams
2020PHAPlanWebsite
09/01/2020*