|  |  |  |
| --- | --- | --- |
| **Annual PHA Plan*****(Standard PHAs and Troubled PHAs)*** | **U.S. Department of Housing and Urban Development****Office of Public and Indian Housing** | **OMB No. 2577-0226****Expires: 02/29/2016**  |

**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-ST is to be completed annuallyby **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**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***- APHA 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 PHAthat 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 or SEMAP assessments.
5. ***Troubled PHA* -** A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
6. ***Qualified* *PHA*** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

|  |  |
| --- | --- |
| **A.**  | **PHA Information.** |
| **A.1** | **PHA Name**: \_Dane County Housing Authority\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PHA Code**: \_\_WI214\_\_\_\_\_\_\_\_\_\_\_\_\_**PHA Type:** [ ]  Standard PHA [x]  Troubled PHA **PHA Plan for Fiscal Year Beginning**: (MM/YYYY): \_\_\_\_01/2021\_\_\_\_\_\_\_\_\_\_ **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) **Number of Public Housing (PH) Units \_86\_\_\_\_\_\_\_\_ Number of Housing Choice Vouchers (HCVs) \_\_\_\_1,368\_\_\_\_\_\_\_Total Combined Units/Vouchers 1,454 (includes 153 Mainstream Vouchers)****PHA Plan Submission Type:** [x]  Annual Submission [ ] Revised Annual Submission **Availability of Information.** PHAs must have the elements listed below in sections B and C 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. 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 website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.The DCHA Annual Plan may be obtained at the offices of the Dane County Housing Authority, which are located at 6000 Gisholt Drive, Suite 203, Monona, WI 53713 or at DCHA’s website, which can be found at: www.dcha.net[ ]  **PHA Consortia**: (Check box if submitting a Joint PHA 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** |
| **PH** | **HCV** |
| Lead PHA:  |  |  |  |  |  |
|   |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **B.** | **Annual Plan Elements** |
| **B.1** | **Revision of PHA Plan Elements.** (a) Have the following PHA Plan elements been revised by the PHA?Y N [ ]  [x]  Statement of Housing Needs and Strategy for Addressing Housing Needs [x]  [ ]  Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. [ ]  [x]  Financial Resources. [ ]  [x]  Rent Determination. [x]  [ ]  Operation and Management. [ ]  [x]  Grievance Procedures. [ ]  [x]  Homeownership Programs. [x]  [ ]  Community Service and Self-Sufficiency Programs. [ ]  [x]  Safety and Crime Prevention. [ ]  [x]  Pet Policy. [x]  [ ]  Asset Management. [ ]  [x]  Substantial Deviation. [ ]  [x]  Significant Amendment/Modification (b) If the PHA answered yes for any element, describe the revisions for each revised element(s):**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.**During 2020, DCHA updated the eligibility chapter of its HCV Admin Plan to reflect several new preferences that were outlined in our successful response to HUD’s NOFA for Mainstream Vouchers. The new preferences that were incorporated into our plan include current homelessness, institutionalization, risk of institutionalization, and those residing in Permanent Supportive Housing (PSH). As required by the Mainstream Voucher rules, households who qualify for these vouchers must be on the PHA’s regular waiting list and are not drawn from a separate waiting list. To comply with the preferences outlined here, DCHA did a limited opening of its waiting list in 2020 targeted specifically to households who met these preferences.**Operation and Management**DCHA restructured the staffing of its accounting/finance function in 2020. At the direction of the Board, when the part time accounting clerk retired in the spring of 2020, DCHA made the decision to hire a full time Controller. The Controller was hired in August 2020 and DCHA has been working to rely less on outside contracted accounting services and manage most of its accounting and finance functions internally.**Community Service and Self-Sufficiency Programs**In 2020 DCHA brought the staffing for our shared FSS program with the Madison CDA in-house with a full time FSS Coordinator joining the DCHA staff for the first time. Previously, this work had contracted to a third party, the Community Action Coalition for South Central Wisconsin (CAC). One of the primary reasons for making the decision to bring this staff into DCHA was the high amount of turnover experienced in the position when it was housed at CAC, which resulted in inconsistent case management for our FSS participants and did not maximize the effectiveness of the program. Our FSS Coordinator was hired in February of 2020, shortly before our office closed to the public due to COVID-19, which has required virtual communications with our FSS participants and increased challenges of growing our program. We have jointly drafted an updated Action Plan in conjunction with the Madison CDA, and our goal for 2021 is to grow the program to at least 30 to 35 participants between both agencies.**Asset Management**In 2020, DCHA began improving asset management practices and oversight of its owned real estate portfolio. The following initiatives are underway and are continuing in 2021.1. Better recordkeeping – a SharePoint site has been established with a master folder for each owned development
2. Better tracking of insurance costs – insurance had not been included as an operating cost on a project level prior to 2021
3. Assessment of physical condition of properties and development of strategies to address and fund deferred maintenance.
4. Pursuit of outside grants to facilitate property improvements, (successful applications include WHEDA Foundation grant to help with roof replacement at Belleville Senior, WI DNR grant for portfolio-wide tree evaluation and replacement)
5. Active monitoring of RE tax assessments and PILOTs – appeal or renegotiate when appropriate.
6. Created a real estate owned schedule that will be updated no less than annually to measure project performance
7. Consider selling assets that are not helping DCHA meet its mission.
8. Complete (at a minimum) the first phase of our Public Housing repositioning, evaluating unit condition and potentially selling some units that may not pass HQS inspections. Assess income qualification of existing public housing tenants as part of this process as well.

(c) The PHA must submit its Deconcentration Policy for Field Office review. Per the DCHA Administrative Plan the Authority will attempt to deconcentate low-income housing through the following strategies:1. Each briefing must provide an explanation of the advantages of moving to areas outside of high-poverty concentrations
2. Briefing packet will include a list of landlords or other parties willing to lease to assisted families or help families find units, especially outside areas of concentrated poverty.
3. DCHA will encourage participation by owners of suitable units located outside areas of concentrated poverty or low incomes.
4. While determining payment standards the DCHA will review the cost and availability of units in areas with low concentrations of poverty.
5. When awarding PBVs, DCHA will prioritize sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities.
 |
| **B.2** | **New Activities*.***(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?  Y N [ ]  [x]  Hope VI or Choice Neighborhoods. [ ]  [x]  Mixed Finance Modernization or Development. [x]  [ ]  Demolition and/or Disposition. [ ]  [x]  Designated Housing for Elderly and/or Disabled Families. [x]  [ ]  Conversion of Public Housing to Tenant-Based Assistance.[ ]  [x]  Conversion of Public Housing to Project-Based Assistance under RAD. [ ]  [x]  Occupancy by Over-Income Families. [ ]  [x]  Occupancy by Police Officers. [ ]  [x]  Non-Smoking Policies. [x]  [ ]  Project-Based Vouchers.[ ]  [x]  Units with Approved Vacancies for Modernization.[ ]  [x]  Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.**Demolition and Disposition and Conversion of Public Housing to Tenant-Based Assistance** – On April 16,2020, HUD’s Special Application Center (SAC) approved DCHA’s application to dispose of 25 buildings containing 40 dwelling units and 5.8 acres of underlying land. This units approved for disposition are located in three communities (Monona, Stoughton, and Sun Prairie), and HUD SAC concurred that disposition of the units is in the best interests of the PHA due to the challenges of maintaining and managing these scattered site units as public housing. The intention is to provide residents with project-based tenant protection vouchers and maintain the units as affordable housing stock. A subsequent application to dispose of the remaining 46 units of public housing owned by DCHA is also part of the public housing repositioning strategy.Due to extensive staff turnover at DCHA during 2020, as well as the challenges posed by COVID-19, DCHA has not yet begun the disposition of its public housing; however, this initiative remains a top priority for DCHA in 2021. An evaluation of the physical condition of the housing stock is planned to determine whether the approved application should be modified to reflect the sale of any units of public housing that are not likely to pass a Housing Quality Standards (HQS) inspection without a substantial capital outlay. This review will ensure that units that are taken through the repositioning process with HUD will be eligible for the project-based tenant protection vouchers and that DCHA will be able to commit to keeping the units affordable for the required 30-year affordability period.Likewise, a review of the occupancy standards and tenant rents will confirm whether there are differences between the public housing and project-based voucher rules and regulations that could impact our current residents.**Project Based Vouchers** – DCHA has been honoring PBV awards that were made from RFP’s held in previous years. There are currently three developments that are under AHAP contracts, two of which will open in 2021, and one of which is expected to come online in 2022. All three developments will contain 8 PBV units. The developments that are slated to open in September 2021, are Valor on Washington developed by Gorman & Company and The Ace Apartments, developed by Movin’ Out and Commonwealth. Both properties are located in the City of Madison. The property that is scheduled to open in 2022 is Limestone Ridge in Fitchburg, developed by JT Klein.One additional development that was awarded 8 PBV’s in a 2018 RFP is Bayview Townhouses. This development is also located in the City of Madison and the AHAP is expected to be executed in March of April of 2021. |
| **B.3** | **Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations,* must be submitted by the PHA as an electronic attachment to the PHA Plan. (Attached) |
| **B.4** | **Most Recent Fiscal Year Audit**. 1. Were there any findings in the most recent FY Audit?

Y N [x]  [ ]  1. If yes, please describe: DCHA’s audit contained two findings.

The first finding related to internal control over financial reporting and stems from the Authority’s decision to contract with the auditors to assist with some year-end audit entries. As a result of this policy, the Authority’s financial statements were not free from material misstatements prior to adjustments proposed by the auditor. No costs were questioned, and the material misstatements were limited to adjusting the net pension liability and recording related party notes receivable and related forgivable loans for which the Authority owned a minority interest in the relevant entity. The second finding related to segregation of duties in the accounting and record keeping functions.as it relates to controls over payroll. No costs were questioned by the auditor, and the Authority will continue to evaluate processes and perform an internal control review. |
| **B.5** | **Progress Report.** Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.DCHA’s stated mission is to is to promote safe, decent and affordable housing for our those who participate in our programs, as well as to support efforts to expand the supply of affordable housing in Dane County. DCHA’s goals for the years 2021-2025 include the following:1. Support efforts to expand the supply of affordable housing in Dane County
* Seek to expand DCHA’s HCV program through additional vouchers/funding (i.e. Mainstream)
* Place Project-Based vouchers where appropriate
* Partner with housing developers to help create more units
* Partner with Dane County on Affordable Housing Development Fund
1. Promote self-sufficiency and economic opportunity
* Expand FSS program and bring staff in-house
1. Improve the quality of housing owned by DCHA
2. Implement best practices for asset management of DCHA portfolio
3. Complete the Conversion of Public Housing Tenant-Based Assistance or a RAD/Tenant Based Assistance model and exit the Public Housing program

**Mainstream Voucher Initiative**DCHA has been awarded a total of 153 Mainstream Vouchers in three separate funding increments. An initial award of 60 vouchers, for which the increment began on 1/1/2020, an additional 18 voucher award, for which the increment began on 10/1/2020, and a third increment of 75 vouchers, for which the increment will begin on 4/1/2021. These vouchers, which are intended to serve households containing an adult family member with a disability, are currently being issued to households on DCHA’s waiting list who meet this baseline qualification as well as preferences chosen by DCHA in our original NOFA response. The preferences include households who are currently homeless, institutionalized, or in danger of institutionalization. To facilitate this process, DCHA updated its HCV Admin plan and did a limited opening of its HCV waiting list. DCHA is working with the local Continuum of Care office, as well as The Salvation Army, The Road Home, Movin’Out, and the Corporation of Supportive Housing to ensure that voucher holders are successful in obtaining housing and that the services that we agreed to provide in the NOFA are available. Issuing and leasing of these vouchers is a major initiative for DCHA in 2021. This resource expands access to available housing for some to the lowest income people in our community and also has been valuable as a tool to help us build stronger relationships with the Continuum of Care office and several local nonprofit groups. We are also doing landlord outreach as a part of this initiative to identify and expand available units for our voucher holders shopping for housing. The Madison CDA and DCHA reached an agreement that Mainstream voucher holders may lease. We have added a landlord information section to our website and will continue to work to expand communication and marketing to landlords for Mainstream and our general HCV program.**Project Based Vouchers**DCHA has extensively used PBV’s to ensure that very low-income households have access to units in new affordable housing that is being constructed in Dane County. In 2020, three new developments, each containing 8 PBV units, entered into HAP contracts with DCHA and three new developments, each with 8 PBV units, entered in to AHAP contracts with DCHA. All of these developments had been awarded PBV’s in past RFP’s issued by DCHA. The new projects that executed HAP contracts in 2020 and leased 8 new units apiece, included 1141 Main Street in Sun Prairie, WI (which was jointly developed by Gorman & Company and DCHA) Point Place In addition, three new developments executed AHAP contracts with DCHA in 2020. All three developments will each contain 8 PBV units. These developments are: Valor on Washington developed by Gorman & Company, The Ace Apartments, developed by Movin’ Out and the Commonwealth Companies, and Limestone Ridge, developed by JT Klein. The first two properties are located in Madison and Limestone Ridge is located in Fitchburg.**Other Development Partnerships**In 2020, DCHA entered into two transactions with for-profit developers to sponsor AHP grant applications to the Federal Home Loan Bank of Chicago in order to facilitate more housing development in Dane County. The first property is Westgate Senior Apartments, which is an 83-unit senior development located in Madison, developed by JT Klein. The second application is known as The Waterford, which is a 49-unit senior development located in McFarland, WI, developed by Northpointe Development.Both AHP applications were successful, however the ability of both developments to move ahead hinges on the success of applications for 4% State LIHTC resources that are currently pending with WHEDA. Results of this application process should be available in the spring of 2021.**Partnership with Dane County on Affordable Housing Development Fund**In 2015, DCHA executed an MOU with Dane County in which DCHA would be the lender of record for a new loan fund to facilitate the development of affordable housing that the County planned to create. These loans are structured as soft, subordinate loans in larger affordable housing developments that are typically using LIHTC’s. Two loans closed into this fund prior to 2020, and two new loans (for The Ace Apartments and for Limestone Ridge) closed into the fund during 2020. Approximately five or six new loans are expected to close into the fund during 2021, as the County has allocated more resources toward this initiative.DCHA is involved in closing and funding these loans, as well as in ongoing monitoring along with Dane County. A change in accounting treatment beginning with DCHA’s 2019 audit reflects these loans on the PHA’s balance sheet.**Addressing Deferred Maintenance in DCHA Portfolio**In order to best serve our residents, DCHA is committed to evaluating the physical condition of our portfolio and reinvesting in the real estate to create and maintain quality housing. In 2020, we were hampered from truly assessing all capital needs due to COVID-19 limitations on physical inspections of individual units. However, the following progress was made:1. Public Housing – new roof and elevator installed in multi-unit building in Stoughton, numerous A/C replacements in duplex units in Stoughton and Sun Prairie, furnace repairs and replacements in Monona and Mazomanie, removal of dead trees in Monona
2. School Street Apartments – replacement of deteriorated wooden walkways, replacement of flooring in numerous units to improve condition and marketability of the units.
3. Belleville Senior Housing – Successful application for roof replacement grant from WHEDA’s Foundation that will cover half the cost of a new roof at this property. Will be done in 2021.
4. Entire DCHA portfolio – Successful application for tree evaluation and replacement funded by WI DNR – Will be done in 2021.

**Violence Against Women Act (VAWA) Compliance**DCHA continues to follow VAWA protections and provisions, including notifying applicants and program participants of their rights under VAWA, as well as including VAWA language in DCHA’s Section 8 Housing Assistance Payment Contract and DCHA’s leases for Public Housing. DCHA’s HCV program offers a preference to families that include victims of domestic violence, dating violence, sexual assault, or stalking who are seeking an emergency transfer under from the PHA’s public housing program or other covered housing program operated by the PHA. DCHA is also planning to add a description of VAWA to its website as part of a broader effort to provide more information and resources to our residents and the larger community. |
| **B.6** | **Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) provide comments to the PHA Plan? Y N [ ]  [x]  1. 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.
2. No comments to the plan were provided at the RAB meeting.
 |
| **B.7** | **Certification by State or Local Officials.** [Form HUD 50077-SL](http://www.hud.gov/offices/adm/hudclips/forms/files/50077sl.doc), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. – Attached. |  |
| **B.8** | **Troubled PHA.** (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?Y N N/A [x]  [ ]  [ ]  (b) If yes, please describe:DCHA has a Shortfall Improvement Plan that was approved by HUD on 1/21/2021, which relates to additional funds allocated to DCHA due to a shortfall in public housing reserves.DCHA has a pending Recovery Action Plan that relates to HUD’s review of DCHA’s 2018 financials and public housing condition.In addition, HUD issued a Draft Financial Assessment on 12/20/2019 as a result of their analysis of the DCHA 2018 financials with the outline of a plan to remedy HUD’s determination of DCHA’s Troubled and Insolvent status. The main path forward for DCHA to resolve the Troubled and Insolvent Status issues is to proceed with repositioning DCHA’s public housing and exit that HUD program. As mentioned elsewhere in the plan, the first phase of the repositioning plan was approved on 4/16/2020. DCHA still fully intends to move ahead with repositioning, but a full evaluation of the condition of the housing stock is needed to make the best decisions on this process, and that inspection has been due to the effects of COVID-19 over the past 11 months.DCHA did restructure staffing in the HCV program in 2020 as a result of HUD’s 2019 financial review and has operated that program more efficiently in 2020 and early 2021.Continuing to investigate repositioning opportunities and improving cash flow for the Public Housing properties are also primary components of the Shortfall Improvement Plan that was approved in January of 2021. |
| **C.**  | **Statement of Capital Improvements**. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).  |
| **C.1** | See HUD Form- 50075.2 approved by HUD on 8/24/2020.  |