

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

---

**TARRANT COUNTY HOUSING ASSISTANCE OFFICE**  
Annual Plan for Fiscal Year 2019



---

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

**Wayne E. Pollard, Jr.**  
Director  
(817) 531-7654  
[wpollard@tarrantcounty.com](mailto:wpollard@tarrantcounty.com)



# **TABLE OF CONTENTS**

## **FY 2019 Annual Plan** **Tarrant County Housing Assistance Office**

<b><u>ITEM</u></b>	<b><u>TAB</u></b>
<b>PHA FY 2019 Annual Plan Completed Template form HUD 50075-HCV Items 1.0 through 5.0.....</b>	<b>1</b>
<b>HUD 50077-ST-HCV-HP.....</b> PHA Certification of Compliance with the PHA Plan and Related Regulations <b>Civil Rights Certification</b>	<b>2</b>
<b>HUD 50077-SL.....</b> Certification by State or Local Official of PHA Plan Consistency with the Consolidated Plan	<b>3</b>
<b>Resident Advisory Board (RAB) comments</b> and Narrative describing their opinion recommendations and TCHAO decisions made on the recommendations.....	<b>4</b>
Challenged Elements (None)	
<b>Additional Information</b>	
Copy of newspaper and other public notices posted including TCHAO newsletter and website..	<b>5</b>

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>
--	---	---

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

**Definitions.**

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

<b>A.</b>	<b>PHA Information.</b>				
A.1	<b>PHA Name:</b> <u>Tarrant County Housing Assistance Office</u> <b>PHA Code:</b> <u>TX431</u> <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2018</u> <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) <b>Number of Housing Choice Vouchers (HCVs)</b> <u>2972</u> <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p>					
<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)					
	<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b>
	Lead HA:  <b>N/A</b>				

<b>B.</b>	<b>Annual Plan.</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input 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><b><u>HOUSING NEEDS AND STRATEGY FOR ADDRESSING HOUSING NEEDS</u></b></p> <ol style="list-style-type: none"> <li><b>We implemented an on-line process to complete annual re-certifications and interim income/family changes.</b></li> <li><b>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></li> </ol>
<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p><b>TCHAO plans to Project Base up to 250 vouchers based on HAP funding. We will follow HUD's 20% budget authority rule for project basing or HUD's latest guideline on the amount of vouchers.</b></p>
<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <p><b>TCHAO had the following 4 observations:</b></p> <ol style="list-style-type: none"> <li><b>Procedures were not adequate to ensure accurate accounts receivable balances.</b></li> <li><b>Comparable units were not always used to determine rent reasonableness.</b></li> <li><b>One payment was made to a participant of the Family Self-Sufficiency Program without adequate documentation.</b></li> <li><b>Duplicate payments were not always resolved in a timely manner.</b></li> </ol>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><a href="#">Form HUD-50077</a>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

<p><b>B.6</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p><b><u>PHA PROGRESS:</u></b></p> <ol style="list-style-type: none"> <li>1. TCHAO continues to improve the marketing plan still under development to attract new landlords.</li> <li>2. TCHAO is already a High Performer, but we continually strive to improve Customer Service.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>6. TCHAO continues to make improvements in the FSS program to enhance our relationships with social service providers and participants.</li> <li>7. Implementing Project Based Vouchers to ensure housing opportunities to program participants.</li> </ol>
<p><b>B.7</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

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

---

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

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

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

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

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

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

**Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

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

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

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

**Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

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

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

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

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

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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

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

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

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

---

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

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

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

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

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

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning **2018-2019**, 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 2018 - 19

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

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

Name of Authorized Official	<b>B. Glen Whitley</b>	Title	<b>Tarrant County Judge</b>
Signature		Date	<b>June 4, 2019</b>

**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	Title
B. GLEN WHITLEY	Tarrant County Judge
Signature	Date
	June 4, 2019



## TARRANT COUNTY

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

Wayne Pollard  
Director

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

March 1, 2019

*You Are Invited*



*to attend the Annual*

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

**Monday, March 18, 2019**

**9:00 AM – 10:30 AM**

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

Members of the Tarrant County Job Club/Family Self-Sufficiency program, will be this year's audience of the Resident Advisory Board (RAB) of the Tarrant County Housing Assistance Office (TCHAO).

The purpose of this meeting is for TCHAO to present to the RAB attendees, an overview of the 2019 Annual PHA Plan which includes any changes TCHAO has made or proposes to make to our Administrative Plan. Your feedback and comments are encouraged at this meeting on behalf of all TCHAO tenants.

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

Sincerely,

A large, stylized handwritten signature in black ink, appearing to be "Rosalind Williams".

Rosalind Williams  
Assistant Director  
Resident Advisory Board Coordinator/Facilitator



**TARRANT COUNTY**

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

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

**Wayne Pollard**  
Director

**RESIDENT ADVISORY BOARD (RAB)**  
*and*  
**FAMILY SELF-SUFFICIENCY (FSS)**  
**ANNUAL MEETING AGENDA**  
**Monday, March 18, 2019**  
**9:00 AM**



**9:00 AM**      **CALL TO ORDER**  
**OPENING REMARKS.....**

**Wayne E. Pollard, Jr.**  
Director  
Tarrant County Housing Assistance Office

**9:15 AM**      **PRESENTATIONS OF 2019 PHA PLAN.....**  
*(Audience participation and feedback)*

**Wayne Pollard**  
Director  
Tarrant County Housing Assistance Office

**10:30 AM**      **OPEN FORUM (Q & A)**

**11:00 AM**      **ADJOURNMENT**





TARRANT COUNTY HOUSING ASSISTANCE OFFICE

Job Club / FSS Workshop

MANDATORY - RAB Meeting

MONDAY, MARCH 18, 2019 - 9:00AM

TABLE 1

	NAME (PLEASE PRINT)	Phone	Email Address
1	Kellecia Fair	847-208-4876	KelleFair@gmail.com
2	Laesemire Holmes	917-566-3381	Spartan63@gmail.com
3	Kolmesha Russell	(682) 785-2130	Sugar90@gmail.com
4	Rhonda Ogdenche	(817) 333-9745	RhondaOgdenche@gmail.com
5	Santoya Thomas	(817) 298-4451	Santoya.Thomas@yahoo.com
6	Sophia Lee	469)576-1353	denneteios9091@gmail.com
7	WAKEISHA Purifoy	214586-2082	WAKEISHA Purifoy2001@yahoo.com
8	Nina Arrida	817-542-6621	adrianatoyde07@gmail.com
9	TANNIE GOODEN	817-443-7106	Tanniegooden55@gmail.com
10	Sophia Haynes	817-918-0922	Sophiahaynes@gmail.com
11	Tasha MacQuenette	682-250-9326	Ms.MacQuenette@yahoo.com
12	Rosalind Gustfer	817-443-2957	Roz.gustfer@gmail.com
13	Tandra Carey	817-363-0952	tandrac85@gmail.com

**Job Club / FSS Workshop**  
MANDATORY - RAB Meeting  
MONDAY, MARCH 18, 2019 - 9:00AM

**TABLE 1**

	<b>NAME (PLEASE PRINT)</b>	<b>Phone</b>	<b>Email Address</b>
14	Joyce Duffey	214-994-9606	joyce@duboo.com
15	Nicole Watson	504-617-5649	watsonnicole479@gmail.com
16	Christela Ramirez	81899 20071	christela-ramirez1211@yahoo.com
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			

**Job Club / FSS Workshop**  
**MANDATORY - RAB Meeting**  
**MONDAY, MARCH 18, 2019 - 9:00AM**

**TABLE 2**

	<b>NAME (PLEASE PRINT)</b>	<b>Phone</b>	<b>Email Address</b>
29	Mechelle McMillan	817-720-5777	ms.melli.murray@gmail.com
30	LaShanta White	817-435-0306	lshanta.white@yahoo.com
31	Latoja Jackson	(912) 217-2296	jackson.latoja816@yahoo.com
32	Demetria Stewart	(682) 597-4188	demetristewart89@gmail.com
33	Allison Tiggs	682-482-2845	allison.tiggs16@gmail.com
34	Melissa Slack	214-797-7456	dg76138@gmail.com
35	Yelicia Mata	817-668-5880	yeliciamatax1@gmail.com
36	Paulette Smith	682-802-9002	Ms.psmith13@gmail.com
37	Catrice Jackson	817-841-5899	Catrice14@gmail.com
38	Danielle Christmas	817-303-1020	dchristmas84@gmail.com
39	Arnold Williams	817-213-3101	Rashid2210@gmail.com
40	Chanel Benton	817-682-6989	Ms.Sjberntone@gmail.com
41	Frank Spakorn	817-986-8162	frankhiggins79@gmail.com
42	Veronica Amasuen	912-748-8210	Rosa.Vras39@gmail.com

**Job Club / FSS Workshop**  
**MANDATORY – RAB Meeting**  
**MONDAY, MARCH 18, 2019 - 9:00AM**

**TABLE 2**

	<b>NAME (PLEASE PRINT)</b>	<b>Phone</b>	<b>Email Address</b>
43	Valerie Sanders	817-344-0812	7545 TRAY RIA1
44	Brandon Robinson	682-219-8990	Simplybleed@gmail.com
45			
46			
47			
48			
49			
50			
51			
52			
53			
54			
55			
56			
57			



**Job Club / FSS Workshop**  
MANDATORY - RAB Meeting  
MONDAY, MARCH 18, 2019 - 9:00AM

**TABLE 3**

	NAME (PLEASE PRINT)	Phone	Email Address
58	Joan Quittie Hollman	688-3099500	quittiehallman@gmail.com
59	TAMIKHA MASON	817-902-3137	Tamika Mason 81@gmail.com
60	Tywanne Cooper	817-986-9558	TywanneCooper13@gmail.com
61	Nicole Rumbus	817-303-3143	nrumbus@yahoo.com
62	Robert Ramos	817-219-8578	robertramos951997@yahoo.com
63	Akalia Davis	817-209-9485	AkaliaDavis27@gmail.com
64	Rebekah Ramos	817-807-0555	rebele1392@yahoo.com
65	EMILY MERLIN	817-344-0095	EM
66	ahmed baraki	682-521-034	ahmed
67	Aussie muddas	817-609-0433	Aussie Muddas
68	MUHAMMAD MUHAMMAD	817-609-0433	
69	Michelle Ewing	817-217-9479	<del>Michelle Ewing</del> michelle5creations54321@gmail.com
70	Taylor Amie	817-830-8864	florpearl3504@gmail.com
71	Seaneil August	682-352-2464	youngst900@gmail.com
72	Tracy D. Jackson	817-905-8268	tracyjackson@gmail.com

**Job Club / FSS Workshop**  
**MANDATORY - RAB Meeting**  
**MONDAY, MARCH 18, 2019 - 9:00AM**

**TABLE 3**

	<b>NAME (PLEASE PRINT)</b>	<b>Phone</b>	<b>Email Address</b>
73	JAMES WANG <small>TCHC / FWPD / Ashington PD / Mansfield PD / Forest Hill PD / Everman PD</small> Basid P13469	817-289-7474	TXDL#1604926 <small>Note Available. Evaluate Takeaways</small>
74	Amber D. Jackson	682-367-8268	amberdeshaejackson@gmail.com
75	Amanda Mitchell	817 350-8161	amandalove2018@yahoo.com
76	Derricka Jackson	682-557-1241	yolanda.j@att.net
77	DARWIN FRANKLIN	817-353-1797	franklindarwin17@yahoo.com
78	JDAWN MASHINGTON	817-806-8655	JDAWN MASHINGTON@gmail.com
79	Nicole Brown	817-768-0267	nikeibunny7@gmail.com
80	Danielle Graves	817 209 8333	Gravesd63@yahoo.com
81	Jayuan Watkins-Edwards	(817) 655-2246	
82	Maria Torres Rolon	(817) 231-9083	Strolon19@gmail.com
83	Maria Rolon Callazo	(682) 241-7393	MariaRolon@gmail.com
84	ANUA PENA	(817) 298-1240	ANUAST691@gmail.com
85			
86			
87			

**Job Club / FESS Workshop**  
**MANDATORY - RAB Meeting**  
**MONDAY, MARCH 18, 2019 - 9:00AM**

**TABLE 4**

	<b>NAME (PLEASE PRINT)</b>	<b>Phone</b>	<b>Email Address</b>
88	Bridgette Burda	(682) 521-9178	bridgetteburda70@yahoo.com
89	Stephanie Stojlin	(817) 320-3819	stojlin41@gmail.com
90	Samuel Johnson	(817) 486-5873	samueljohnson8@hotmail.com
91	Ullia Harris -Young	(817) 298-1640	uyoung3@yahoo.com
92	Sheksha Washington	(817) 448-4866	shekshalwashington@yahoo.com
93	Jennifer McKnight Phillips	817 726 7072	jmcknightphillips5@gmail.com
94	Shirley Mason	(817) 520-6631	masonshirley41@gmail.com
95	Teshya Johnson	(504) 352-7141	teshya8@gmail.com
96	Jammie Smith	817 231 3474	smithjd45@yahoo.com
97	Destiny Frieda	210-710-2295	destinyfrieda24@gmail.com
98	Pamela Alvarez	(882) 582-7715	alexander543@gmail.com
99	Micquisha Guindry	<del>817</del> 349-5696	Guindry.Micquisha@gmail.com
100	Margretha Vary	817-298 8624	mvarryubsnuw@gmail.com
101	Forche Joseph	817-301-2109	forche.joseph@icloud.com
102	Barbara Murphy	817-333-8218	bismurba3@gmail.com

**Job Club / FSS Workshop**  
**MANDATORY - RAB Meeting**  
**MONDAY, MARCH 18, 2019 - 9:00AM**

**TABLE 4**

	<b>NAME (PLEASE PRINT)</b>	<b>Phone</b>	<b>Email Address</b>
103	Ashley Bushington	817-812-7551	ashleybushington@gmail.com
104	<sup>Paul</sup> Cargo	504-803-1831	<sup>Paul</sup> cargo31@gmail.com
105	Jennifer Cooper	682-557-2778	jennifercooper422@gmail.com
106	Tammmy Wilson	817-404-8558	tammymwilson52@gmail.com
107	Arelis Morales	(787)515-6007	arelismorales28@gmail.com
108			
109			
110			
111			
112			
113			
114			
115			
116			
117			

**Job Club / FSS Workshop**  
**MANDATORY - RAB Meeting**  
**MONDAY, MARCH 18, 2019 - 9:00AM**

TABLE 5

	NAME (PLEASE PRINT)	Phone	Email Address
118	CHRISTY BELL	682-438-4783	Chrissybell88@yahoo.com
119	Shante Eddings	682-221-9016	giddingshante@gmail.com
120	Duashanya Ridge	909-450-4161	womanbody2@yahoo.com
121	Tesha Hampton	813-363-1640	esh4991@gmail.com
122	MICHA MILLER	404-969-4932	laskvalomiller1590@gmail.com
123	Kyla Zenn	214)643-9635	Miss-116119@yahoo.com
124	Sharm Bernard	682-412-5493	sharmbernard19@yahoo.com
125	Jacqueline McFarland	817-724-5193	Jacque Mc 88@gmail.com
126	Mettie Sims	815-671-7059	mettiesims@gmail.com
127	Bridget Greer	817-806-6380	Bgreer50@gmail.com
128	Victoria Clark	940-859-7050	Victoria1497house@gmail.com
129	Tammy Biggers	817-367-0523	8084B Cumberidge Ln
130	Prescilla Chol	817-696-6790	Prescilla.chol@gmail.com
131	Quirea Thomas	682-785-0244	quireat08@gmail.com
132	Crystal Grassley	817)676-4449	emailcrystalgrassley@gmail.com

LAKESHYA HUNTER  
 ERIN BEKTON  
 Kenneth Brown  
 682-561-3163  
 817-501-7732  
 817-323-5955  
 lakeshya.hunter@yaho.com  
 erinbekton@gmail.com

**Job Club / FSS Workshop**  
**MANDATORY - RAB Meeting**  
**MONDAY, MARCH 18, 2019 - 9:00 AM**

**TABLE 6**

	<b>NAME (PLEASE PRINT)</b>	<b>Phone</b>	<b>Email Address</b>
133	David Deus	214 254 5761	Davidbdeusjr@gmail.com
134	Stacey Vallejo	682-582-7749	Oscardnunez64@yahoo.com
135	Oscar nunez	682-582-7749	Oscardnunez64@yahoo.com
136	Sharmene Bryant	817-449-6645	Sharmenebryant@gmail.com
137	Bianka Barnett	817.333.9269	BIANKA@150n527@gmail.com
138	Delmy Jordan	682.408.6628	delmyjordan771@gmail.com
140	Tammi Thomas	817-703-8294	tammithomas2517@gmail.com
141			
142			
143			
144			
145			
146			

**2019 RESIDENT ADVISORY BOARD (RAB) MEETING**  
**Tarrant County Housing Assistance Office**  
**Monday , March 18, 2019**  
**2300 Circle Drive, Auditorium**  
**Fort Worth, TX 76119**

*Chaired by: Wayne Pollard*  
*Director*  
*Tarrant County Housing*

Everyone was asked to sign-in upon entering and the "Sign-In" sheets attached reflect that there were at least **104** program participants in attendance.

The meeting was opened by Mr. Wayne Pollard, promptly at 9:00 AM.

Ms. Pollard welcomed everyone and announced that the purpose of this annual meeting is to allow the Resident Advisory Board (comprised of all zero earned income program participants) an opportunity to provide input, feedback and comments on the 2019 Annual Agency Plan, most particularly, on any changes we have made to the Administrative Plan. We encouraged their involvement, feedback and provided a center isle microphone for their questions/comments to be heard and discussed.

Mr. Pollard 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 2019 PHA Annual Plan.

Mr. Pollard notified everyone of their right to personally review the 5 Year PHA Plan, FY 2019 Annual Agency Plan, Administrative Plan and the procedures for doing so. An explanation was provided of what an Affirmatively Furthering Fair Housing (AFFH) plan is, what a Consolidated Plan is and their relationship to one another and the Annual Plan.

There were eight (5) changes made to the Administrative Plan since the RAB met last year. They are as follows with any comments or questions made by the participants:

### **Change No. 1**

**EXCEPTIONS TO SUBSIDY STANDARDS:** In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health handicap, or relationship of the family members or other personal circumstances. [24 CFR.402 (b) (8)]. Reasons may include, but not limited to:

- A need for an additional bedroom for medical equipment. Requests for Reasonable Accommodations may be renewed and/or verified by TCHAO on a yearly basis or as warranted by TCHAO.
- A need for a separate bedroom for reasons related to a family member's disability, medical or health condition.
- Live-In Aide
- For a single person who is not elderly, disabled or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CRF.402(b) (8)].

*Q. What if my children are of opposite sex, do they share a bedroom?*

*A. We issue bedroom sizes, we never say how participants are suppose to sleep.*

### **Change No. 2**

#### **VOUCHER EXTENSIONS**

**CHANGE:** Any request for an extension must include the reason(s) an extension is necessary and documentation of attempts to find a unit and the reason denied tenancy. The TCHAO may require the family to provide documentation to support the request.

- All requests for extensions to the voucher term must be made in writing and submitted to the **TCHAO 7 calendar days prior** to the expiration date of the voucher (or extended term of the voucher).
- The TCHAO will decide whether to approve or deny an extension request within 7 calendar days of the date the request is received, and will immediately provide the family written notice of its decision.

#### *NO QUESTIONS*

### **Change No. 3**

#### **INSPECTIONS**

##### **Re-Inspections**

##### **TCHAO Policy**

- **The TCHAO will conduct a re-inspection immediately following the end of the corrective period, or any TCHAO approved extension.**
- 

The family and owner will be given a reasonable notice of the reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, the TCHAO will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with TCHAO policies. In cases of a "no show" the TCHAO will reschedule the inspection with ten (10) days before abating the unit. If the TCHAO is unable to gain entry to the unit in order to conduct the scheduled reinspection, the TCHAO will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.



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

*No questions.*

#### **Change No. 4**

#### **RESTRICTIONS ON MOVING**

The PHA may deny a family permission to move either within or outside the PHA's jurisdiction if the PHA does not have sufficient funding for continued assistance [24 CFR 982.354(e)(1)].

#### TCHAO Policy

- The TCHAO is required by regulation to provide written notification to the local PIH field office within ten (10) business days of the date on which the PHA determines it is necessary to deny family moves due to insufficient funding. Only one notification per calendar year is required.
- The PHA will create a list of families whose moves have been denied due to insufficient funding. When funds become available, the families on this list will take precedence over families on the waiting list. The PHA will notify families with open requests to move when funds become available. A family's request remains open until funds become available.
- The PHA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied

#### **Change No. 5**

#### **REEXAMINATIONS**

#### **CHANGE:**

TCHAO also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.

TCHAO may also have a background check on any/all household members, 18 years and older.

*Question. If my child has been charged with a possession of marijuana charge, can I be terminated?  
Yes.*

We also discussed reporting income timely and repayments to Housing Agency.

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

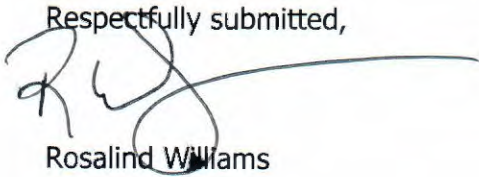
Mr. Pollard promised that all comments would receive consideration.

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

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

The question and answer period rolled into the adjournment of the meeting.

Respectfully submitted,

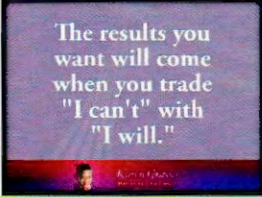
A handwritten signature in black ink, appearing to be 'RW', with a long horizontal line extending to the right.

Rosalind Williams

TARRANT COUNTY HOUSING ASSISTANCE OFFICE

---

The results you want will come when you trade "I can't" with "I will."



TARRANT COUNTY HOUSING ASSISTANCE OFFICE

---

ANNUAL RAB MEETING  
March 18, 2019

**HCV Program**

---

*WHAT'S NEW?*

**SAFMR**

---

SMALL AREA FAIR MARKET RENT

## SAFMR'S - WHAT ARE THEY?

HOW DOES THIS AFFECT MY HOUSING



## MORE CHANGES

### • MOVES AND MONEY

(They GO hand and hand)



## REPORTING INCOME CHANGES TIMELY

- Failure to Report Timely
- Income Discrepancies
- Repayments - One for Life of Housing Assistance



## ASSISTANCE CONNECT

- ALL requests and supporting documents must go through AC Portal - Do NOT email changes or documentation to Counselor
- Check email at least every two weeks (preferably weekly)
- Report Changes Within ten (10) Days





## ADMIN PLAN CHANGE (Chapter 5-11B)

### SUBSIDY STANDARDS AND ALLOWABLE REASONABLE ACCOMMODATIONS

- **5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS**
- In determining family unit size for a particular family, the PHA may grant an exception to its established subsidy standards if the PHA determines that the exception is justified by the age, sex, health, handicap, or relationship of family members or other personal circumstances [24 CFR 982.402(b)(8)]. Reasons may include, but are not limited to:
  - A need for an additional bedroom for medical equipment. Requests for Reasonable Accommodations may be renewed and/or verified by TCHAO on a yearly basis or as warranted by TCHAO.
  - A need for a separate bedroom for reasons related to a family member's disability, medical or health condition.
  - Live-in Aide
  - For a single person who is not elderly, disabled, or a remaining family member, an exception cannot override the regulatory limit of a zero or one bedroom [24 CFR 982.402(b) (8)].

## VOUCHER EXTENSIONS (Chapter 5-11B)

- Any request for an extension must include the reason(s) an extension is necessary and documentation of attempts to find a unit and the reason denied tenancy. The TCHAO may require the family to provide documentation to support the request.
- All requests for extensions to the voucher term must be made in writing and submitted to the TCHAO 7 calendar days prior to the expiration date of the voucher (or extended term of the voucher).
- The TCHAO will decide whether to approve or deny an extension request within 7 calendar days of the date the request is received, and will immediately provide the family written notice of its decision.

## HQS INSPECTIONS

**INSPECTION**  
**Passed**   
**Failed**

## INSPECTIONS (Chapter 8. II-F)

- **Re-Inspections**
- TCHAO Policy
- The TCHAO will conduct a re-inspection immediately following the end of the corrective period, or any TCHAO approved extension.

## INSPECTIONS (CONTINUED)

The family and owner will be given reasonable notice of the reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, the TCHAO will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with TCHAO policies. In cases of a "no show" the TCHAO will reschedule the inspection with ten (10) days before abating the unit. If the TCHAO is unable to gain entry to the unit in order to conduct the scheduled reinspection, the TCHAO will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.

## RESTRICTIONS ON MOVING

(CHAPTER 10 I-B)

The PHA may deny a family permission to move either within or outside the PHA's jurisdiction if the PHA does not have sufficient funding for continued assistance [24 CFR 982.354(e)(1)].

## MORE ON MOVES

### TCHAO Policy

- The TCHAO is required by regulation to provide written notification to the local PIH field office within ten (10) business days of the date on which the PHA determines it is necessary to deny family moves due to insufficient funding. Only one notification per calendar year is required.
- The PHA will create a list of families whose moves have been denied due to insufficient funding. When funds become available, the families on this list will take precedence over families on the waiting list. The PHA will notify families with open requests to move when funds become available. A family's request remains open until funds become available.
- The PHA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied.

## REEXAMINATIONS CHAPTER 11 (2-5)

TCHAO will begin the annual reexamination process 90 days in advance of its scheduled effective date. Generally, TCHAO will schedule annual reexamination effective dates to coincide with the family's anniversary date.

## REEXAMINATIONS (CONTINUED)

- TCHAO also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.
- TCHAO may also have a background check conducted on any/all household members, 18 years of age and older.

## REEXAMINATIONS (CONTINUED)

- **Notification of and Participation in the Annual Reexamination Process**
- The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA. However, PHAs should give tenants who were not previously provided the opportunity to complete Form HUD-92006, the opportunity to do so at this time (Notice PIH 2009-36).
- TCHAO Policy
- **Assistance Connect Reexaminations**
- Families are required to transmit an electronic annual reexamination via "Assistance Connect" (internet).

## MORE ON REEXAMINATIONS

- Tenants are required to keep TCHAO advised of their correct Email address at all times and must check their Email and Junk mail on a weekly basis. Any electronic mail that is not returned to TCHAO is considered received. All *Assistance Connect* participants are so notified upon enrollment.
- If a family fails to respond after three notifications, a notice of termination (see Chapter 12) will be sent to the family's Email address of record, mail, and to any alternate address provided in the family's file.

## UPDATES & ADDITIONAL INFORMATION

- Please check our website for updates and additional information.



[Http://Housing.TarrantCounty.com](http://Housing.TarrantCounty.com)



## QUESTIONS/COMMENTS ??

If you have additional questions or comments  
you may contact:

**Rosalind Williams**

*Assistant Director*

(817) 531-7680

[rosalindwilliams@tarrantcounty.com](mailto:rosalindwilliams@tarrantcounty.com)





# **PUBLIC NOTICE**

**to all**

**Program Participants and the General Public**

**Tarrant County Housing Assistance Office**  
has available for your review and inspection the

## **2019 ANNUAL PLAN**

A Public Hearing will be held on

**May 28, 2019**

**10:00 AM**

**Commissioners Court**

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

**Interested Parties may attend.**

**PLEASE SEE THE RECEPTIONIST**

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

*Wayne E. Pollard, Jr.*  
*Director*

*Posted April 1, 2019*



# **Aviso Público**

**para todos**

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

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

## **EL PLAN ANUAL DEL 2019**

**Habrà una audiencia pública el día**

# **28 DE MAYO DE 2019**

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

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

*Wayne E. Pollard, Jr., Director*

*Posted 01 de April del 2019*

Tarrant County Housing Assistance Office (TCHAO) has developed the Annual Agency Plan in compliance with the Quality Housing and Work Responsibility Act of 1998. It is always available for review at TCHAO located at 2100 Circle Drive, Suite 200, Fort Worth, TX 76119, between the hours of 8:30am and 4:00pm. A Public Hearing will be held on May 28, 2019 at 10:00am during TARRANT COUNTY COMMISSIONERS COURT, 100 E. Weatherford St., Room 506, Fort Worth, TX 76196. If you have any questions, please contact our office at (817) 531-7640. All interested parties are invited to attend. **Publish Dates:** 4/14/2019 -4/28/2019

# Star-Telegram MEDIA

Arlington Citizen-Journal | The Keller Citizen | La Estrella  
Mansfield News Mirror | Star-Telegram Northeast | Weatherford Star-Telegram  
star-telegram.com | 808 Throckmorton St. | Ft Worth, Tx. 76102-6315

## AFFIDAVIT OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Depth
603475	0004141525	Tarrant County Housing Assistance Office (TCHAO)		\$358.80	1	18.00 Li

**Attention:** DELILAH LOPEZ

TARRANT COUNTY HOUSING FINANCE CORP  
100 E WEATHERFORD ST # 501  
FORT WORTH, TX 761960206

Tarrant County Housing Assistance Office (TCHAO) has developed the Annual Agency Plan in compliance with the Quality Housing and Work Responsibility Act of 1998. It is always available for review at TCHAO located at 2100 Circle Drive, Suite 200, Fort Worth, TX 76119, between the hours of 8:30am and 4:00pm. A Public Hearing will be held on May 28, 2019 at 10:00am during TARRANT COUNTY COMMISSIONERS COURT, 100 E. Weatherford St., Room 506, Fort Worth, TX 76196. If you have any questions, please contact our office at (817) 531-7640. All interested parties are invited to attend.

Tarrant County Housing Assistance Office (TCHAO) has developed the Annual Agency Plan in compliance with the Quality Housing and Work Responsibility Act of 1998. It is always available for review at TCHAO located at 2100 Circle Drive, Suite 200, Fort Worth, TX 76119, between the hours of 8:30am and 4:00pm. A Public Hearing will be held on May 28, 2019 at 10:00am during TARRANT COUNTY COMMISSIONERS COURT, 100 E. Weatherford St., Room 506, Fort Worth, TX 76196. If you have any questions, please contact our office at (817) 531-7640. All interested parties are invited to attend.


### THE STATE OF TEXAS

#### County of Tarrant

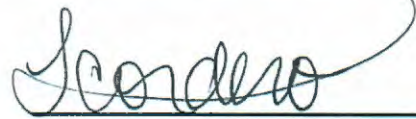
Before me, a Notary Public in and for said County and State, this day personally appeared VICTORIA RODELA, Bid and Legal Coordinator for the Star-Telegram, published by the Star-Telegram, Inc. at Fort Worth, in Tarrant County, Texas; and who, after being duly sworn, did depose and say that the attached clipping of an advertisement was published in the above named paper on the listed dates:

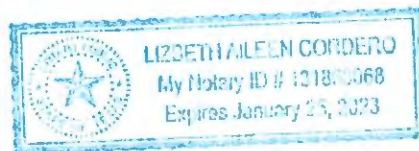
1 Insertion(s)

Published On:  
April 14, 2019

  
\_\_\_\_\_  
(Principal Clerk)

SUBSCRIBED AND SWORN TO  
BEFORE ME, THIS 15th day of  
April in the year of 2019

  
\_\_\_\_\_  
Notary Public -



Extra charge for lost or duplicate affidavits.  
Legal document please do not destroy!

## **FY 2019 Annual PHA Plan**

On Tuesday, May 28, 2019, a Public Hearing will be held in Commissioner's Court, 100 East Weatherford, Fort Worth, TX, at 10:00 AM, on the 2019 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 2019 Annual PHA 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.

Wayne E. Pollard, Jr.  
Director

*R Williams  
2019PHAPlanWebsite  
01 April, 2019*