

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: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

A.	PHA Information.
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A.1 PHA Name: Winooski Housing Authority PHA Code: VT 006

PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2025
 The Five-Year Period of the Plan (i.e. 2019-2023): 2025 - 2030
 PHA Plan Submission Type: 5-Year Plan Submission Revised 5-Year Plan Submission

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.

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.	Plan Elements. 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>The Winooski Housing Authority mission is to provide safe, affordable, quality housing to low and moderate income individuals and families while offering supportive services through partnerships with the community that will assist in improving the social and economic well-being of our residents.</p>

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.

1. Use available vouchers and resources to secure housing for families in our programs when possible. This includes:
 - a. Building additional housing on land owned by the agency, focusing on three plus (3+) bedroom apartments where possible.
 - b. Issuing Project Based Vouchers where possible to secure housing for families needing three or more bedrooms.
2. Prevent homelessness among the population who we house, hold vouchers, or attend school in our city by using unrestricted net reserves to secure housing for families by
 - a. Helping families at risk of eviction with security deposits or back rents when we have indication that stable housing would be available with this help and where other sources are not available.
 - b. Helping landlords renovate apartments to bring them up to code or to repair damage by tenants on our program.
 - c. Hiring or contracting with retention specialists to work with families in danger of losing housing due to non-compliance with the rules.
3. Create a plan to rent all apartments quicker and focus on a strategy to fill studio apartments.
4. Update and continually improve communication with our participants including strategies around language, hard-of hearing, and visually impaired participants, our waitlist participants, and our voucher holders.
5. Invest in creating and sustaining a capital plan that keeps all buildings updated, in good repair, and compliant with all regulations.
6. Move the fiscal year to either December 31 or June 30, depending on availability.
7. Investigate special HUD vouchers to augment the current use only the Housing Choice Voucher program. Specifically look at the needs in the community for Veterans Affairs Supportive Housing (VASH), Family Unification Program (FUP), and/or Mainstream Vouchers.
8. Continue to update policies, including implementing HOTMA and NSPIRE changes.
9. Create a plan to replace Executive Director with anticipated retirement.

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.

1. Create a budget model that can look out five years and allow for a robust capital and development plan to address maintenance, accessibility, and investment in new assets.

STATUS: Changes in the economic situation based in the post-pandemic shifting patterns have created more uncertainty in this goal, making a five (5) year plan unrealistic. Due to four retirements in leadership and the need to train new staff with former staff still present, WHA had a two-year budget.

This is a realistic approach to budgeting given that wage requirements needed to retain a workforce remain uncertain.

Planning for wages will be completed in two-year cycles. After a budget is passed, any changes in staffing or pay will be modeled to the next year.

This no longer needs to be a goal but can become practice.

2. Examine the organizational structure to assure expertise exists in critical functions of finance, HR, and policy development, and accounting.

STATUS: The structure has shifted given that expertise in the Housing Choice Voucher program are difficult to recruit, leaving WHA with the need to recruit and train new staff for the needed expertise.

Training is underway, and the structure of the positions, while always somewhat in flux, are reasonable steady and will need to be tweaked rather than radically redesigned.

This is now complete and will fall under normal operations where changes are made within a small parameter as needed.

3. Review and improve systems for communicating with clients with limited English proficiency and those who do not read in English.

STATUS: This remains a challenge though we have made some progress. We have recorded standard robo-calls for two of our most common languages for standard messages that do not change. We have translated material to hand out when time permits. We have hired a staff member who speaks one of the most common languages. We continue to recruit among the communities we serve.

4. Reestablish relationships with private developers, housing providers, and city staff to understand current needs and opportunities and be in a position to help solve the affordable housing shortfall problem.

STATUS: WHA is working with several partners on projects in the City of Winooski – in particular two parcels that will be coming available. We need a partner to assist with developing our own housing. This remains elusive.

This will remain a priority for the next five years.

5. Use project-based vouchers to partner with developers to increase affordable housing availability.

STATUS: We have awarded and are in the process of issuing our first fifteen project-based vouchers. We will evaluate how many additional vouchers are available and release an additional Request for Proposal in the summer.

This will continue to be part of a new goal that will focus on housing retention, which is becoming significantly more critical to preventing homelessness.

6. Identify a succession plan for critical positions and begin training and mentoring current staff to fill those positions where possible.

STATUS: This is complete.

Succession plans will be continually part of managing the agency and will become our regular operating mode rather than a strategic goal.

7. Review and, where necessary, rewrite policies and procedures while implementing needed training and systems to assure compliance.

STATUS: we are making significant progress documenting procedures and updating policies, particularly in Property Management. This is ongoing operational work, and will remain a strategic priority until the Personnel Plan, the Property Management system, the financial management system, and the HCV adoption of HOTMA is complete.

8. Work with SASH and property management staff to identify and assist individuals who may be a danger to themselves in their current living situation to support moving to a safer environment when necessary.

STATUS: Complete

9. Update systems that allow remote work and move to a paperless system.

STATUS: WHA is well into having the systems needed to manage our office remotely. There are several tools that we are not yet using effectively.

This will remain a strategic goal until we have the ability to work remotely during an emergency.

10. Update building systems to provide Wi-Fi access, allow staff mobility between buildings, and upgrade alarm and security systems.

STATUS: CARES Act funding was used to achieve this objective. Systems like these will always need to be updated. This will now become an operating practice rather than a strategic goal.

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>WHA continues to train staff to recognize domestic violence and partner with the local agencies that serves victims of abuse to be certain they receive services including and beyond housing support. Local data suggests that a person reports abuse multiple times prior to taking action, and professional support is critical to ongoing recovery.</p>
C. Other Document and/or Certification Requirements.	
C.1	<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>
C.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> X Clarification was requested,</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>
C.3	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Required Submission for HUD FO Review.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
D. Affirmatively Furthering Fair Housing (AFFH).	

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

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

A. **PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **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. Plan Elements.

- 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))
- 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)).

C. Other Document and/or Certification Requirements.

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have 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(b), 24 CFR § 903.19)

C.3 Certification by State or Local Officials.

Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) ... Strategies and actions must affirmatively further fair housing" Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 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 1.64 hours per year per response or 8.2 hours per response every five years, 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.