



## DESIGNATED HOUSING PLAN

This reference sheet is intended to provide an overview to public housing personnel on how to prepare and submit a Designated Housing Plan (DHP) to designate public housing for elderly and/or disabled families.



### DESIGNATED HOUSING PLAN

Section 7 of the U.S. Housing Act of 1937 ([42 U.S.C. 1437e](#)) provides public housing agencies with the option to designate housing for elderly families, disabled families, or elderly and disabled families. The designated housing can consist of part of a building, an entire building, multiple buildings, or a percentage of units in a specific building. The designation may be “elderly only,” “disabled only” or “mixed” (elderly and disabled).

### PREPARING THE DESIGNATED HOUSING PLAN

All Designated Housing Plan (DHP) submissions must include elements outlined by Section 7 of the U.S. Housing Act of 1937 to be considered for approval by the U.S. Department of Housing and Urban Development (HUD). The DHP must include information and/or statements of acknowledgements for the following:

- A. **Justification for Designation.** A PHA must establish that the designation of the project is necessary to achieve the housing goals for the jurisdiction under the Comprehensive Housing Affordability Strategy, part of a jurisdiction’s Consolidated Plan, and to meet the housing needs of the low-income population of the jurisdiction.
- B. **Project Description.** A Plan must include a description of a project (or portion of a project) to be designated, the types of tenants for which the project is to be designated, any supportive services to be provided to tenants of the designated project, and how the design and related facilities of the project accommodate the special environmental needs of the intended occupants.
- C. **Alternative Resources.** A Plan must include a description of any plans to secure additional resources or housing assistance to provide assistance to families that may have been housed if occupancy in the project were not restricted pursuant to the designation.
- D. **No Eviction or Lease Termination Due to Designation.** A PHA must include a statement prohibiting the eviction or termination of the lease of any tenant lawfully residing in a dwelling unit in public housing because of the designation.
- E. **Voluntary Relocation Due to the Designation.** A PHA must provide persons and families who agree to be relocated in connection a new housing designation with a notice of the designation and an explanation of available relocation benefits; access to comparable housing (including appropriate services and design features); and payment of actual, reasonable moving expenses.
- F. **Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970.** Tenants may not be considered to be displaced for purposes of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 because of the designation of any existing project or building, or portion thereof, of public housing.
- G. **Eligibility of Near-Elderly Families.** If the housing agency determines there are insufficient numbers of elderly families to fill all the designated units, the housing agency may provide in the Plan that it will admit near-elderly families to the project (or portion of a project) designated for occupancy by only elderly families. A near-elderly family is a family whose head, spouse, or sole member is between 50 and 61 years old.



## SUBMISSION AND APPROVAL OF THE DESIGNATED HOUSING PLAN

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Completed Designated Housing Plans must be submitted to the U.S. Department of Housing and Urban Development (HUD) Headquarters for review and approval at [PIH.Designatedhousing@hud.gov](mailto:PIH.Designatedhousing@hud.gov). HUD then has sixty (60) calendar days from the date a Plan is received to conduct a review and notify the PHA whether the Plan complies with requirements set forth in 42 U.S.C. 1437e. If HUD Headquarters fails to complete its review and notify the PHA within the 60 days of receipt, the Plan is automatically approved.

## PLAN DURATION, REVISION, AND RENEWAL

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All designations are in effect for five (5) years from the date of HUD's notification of Plan approval. A PHA may amend its Plan before the expiration of the five-year period by submitting a revised Plan to HUD. The plan may be renewed for additional two (2) year increments upon written request to the PHA's respective Field Office and HUD approval.



## FURTHER GUIDANCE

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For further guidance and detail on approval criteria and submission, please see:

- [Designated Housing Plans FAQ](#)
- [Review of Designated Housing Plan Guidebook](#)
- [Notice PIH 2005-2 and Notice PIH 2010-28](#)

