

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0 PHA Information
 PHA Name: Phelps County Public Housing Agency PHA Code: MO206
 PHA Type: Small High Performing Standard HCV (Section 8)
 PHA Fiscal Year Beginning: (MM/YYYY): 07/01/2015

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)
 Number of PH units: _____ Number of HCV units: 756

3.0 Submission Type
 5-Year and Annual Plan Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 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:

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote housing as a platform to improve quality of life, economic opportunity and a suitable living environment free from discrimination.

The mission of Meramec Regional Planning Commission is to enhance the quality of life for the residents of the Meramec Region. In pursuit of this mission, MRPC will bring about results in these areas:

- Cleaner, healthier and safer communities
- Greater socio-economic and cultural wealth through community and economic development, and
- A stronger, unified voice in the legislative process.

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years.

#1 HUD Strategic Goal: To provide decent, safe and modest rental housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for Section 8 Housing Choice Voucher participants and to operate the HCV program and FSS program effectively and efficiency within rules and regulations.

Objectives: Recognize residents and landlords as our ultimate customer;

Improve Phelps County PHA management and service delivery efforts through effective and efficient management of housing staff;

Seek problem-solving partnerships with residents, landlords, community and government leadership;

Apply limited Housing Agency resources to the effective and efficient management and operation of Section 8 HCV housing programs;

Apply limited Housing Agency resources to the effective and efficient management and operation of Section 8 HCV Housing programs;

Continue to maximize utilization of Section 8 program funds;

Maintain high performer SEMAP status;

Continue to assess PHA operations, evaluate current policies procedures to ensure the agency is operating at its optimal level; research/streamline/implement change;

Strive for clean audit with no findings.

#2 HUD Strategic Goal: Use housing as a platform to improve quality of life

Objectives: Continue to offer the Family Self-Sufficiency Program and promote self-sufficiency and asset development of assisted households;

Increase the number and percentage of employed persons in assisted families: through the Family Self-Sufficiency program, referral to other agencies and to the homeownership program, help clients move from housing to homeownership;

Provide or attract supportive services to improve assistance recipients' employability: through Family Self-Sufficiency program, referral to other agencies and to the homeownership program;

Provide or attract supportive services to increase independence for the elderly or families with disabilities: families with disabilities participating in the FSS program, referral to other agencies and to the homeownership program;

Continue to offer homeownership program in conjunction with Federal, state and/or local Resources;

#3 HUD Strategic Goal: Meet the need of quality affordable rental housing

Objectives: Increase customer satisfaction: Customer Service, i.e. Quality Customer Survey was placed on website and delivered to owners and clients in January 2014. Customer satisfaction was expressed as excellent on the majority of returned results. This survey will be completed again in 2015.

Apply for additional HCV if made available;

Concentrate on efforts to improve specific management functions: improve voucher unit inspections;

Enhance community support: police organizations, Health Depts. Community Conversations and landlord meetings;

Work with partners in providing services and outreach to low-income families to include 211 site, landlords associations.

Increase assisted housing choices:

- Conduct regular Landlord briefings;
- Present information at local seminars in communities throughout the six county service area
- Make available Landlord Handbook - used for current, prospective landlords of the Section 8 HCV program
- Maintain Phelps County PHA Web Page - providing program information

#4 HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

Ensure equal opportunity and affirmatively further fair housing

Objectives: Continue to maximize utilization of Section 8 program funds;

Maintain high performer SEMAP status;

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: waiting list by date and time.

Ensure Equal Opportunity for Housing by:

- Ensuring equal access to assisted housing regardless of race, color, creed, religion, national origin, sex, marital status, disability, sexual or affectional orientation or reliance on public assistance in the development and administration of HCV programs;
- Providing reasonable accommodations for person with disabilities in the administration of all HCV programs in accordance with the Administrative Plan for the Section 8 HCV Rental Assistance programs.

Apply limited Housing Agency resources to the effective and efficient management and operation of Section 8 HCV Housing programs.

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: rent larger unit and/or increase payment standard to 120% if necessary.

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Housing Needs, the Housing Choice Voucher Administrative Plan has been updated to include language and policy revisions including areas of HUD references, EIV, VAWA, LEP and reasonable accommodation obligation items.

A new Resident Advisory Board Member was appointed as of 10/1/2013 the new member is Brandon Lerma, an FSS participant. The term of the appointment is 12 months. The HAB member may be reappointed. See ATTACHMENT B, Organizational Chart.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The public may review or obtain copies of the 5 Year/Annual PHA Plan and a complete list of PHA Plan Elements (supporting documents) at: Phelps County PHA, #4 Industrial Drive, St. James, MO 65559. The 5-Year and Annual Plan may be seen on the PHA website at www.meramecregion.org

Eligibility, Selection and Admissions Policies (HCV only)

Applicant eligibility for waiting list placement is based on Income Eligibility. Total gross income may not exceed 50% MFI (medium family income). The PHA maintains one consolidated waiting list of applicants, regardless of their residence. Applicants are selected from the waiting list based on the date and time of their application. Final eligibility determination is made at the time of selection from the waiting list.

Applicant will be deny for any of the following reasons:

If family total gross income exceeds 50% MFI;

If the family owes the PHA any amount of if they violated Family obligations as a past participant in the HCV program;

If family owes money to another PHA or violated their program rules;

If family has been evicted from any assisted housing program for illegal drug activity and are not in good standing with the PHA;

If family has been arrested for illegal drug activity in the past three years;

If family has been arrested for violent, criminal activity;

If family has been convicted of manufacturing meth;

If family member is required to register with any state sex offender registration program;

If family refuses to supply verification of social security numbers;

If family does not meet the documentation requirements of citizenship or eligible immigration status;

Applicants who do not respond at the time they are offered assistance are removed from the waiting list.

The PHA strives to reach the targeting requirement for new admissions. (75% new admissions less than 30% MFI)

Financial Resources (HCV only)

CY 2014 Renewal \$2,898,013

CY 2014 Non-renewal \$39,567

CY 2014 Admin Fee \$332,484

Rent Determination

Payment Standards are currently 98%, except the City of Sullivan, which is 100% as of FFR 2015, effective 12-1-14; Board approved September 11, 2014;
Minimum Total Tenant Payment is \$50.00;
PHA uses the EIV system as an additional tool to determine total family income to calculate the rental subsidy;
Annual income is determined per the HUD regulations for the HCV program;
Adjusted income is determined after applying the HUD allowable deductions for elderly and disabled, eligible dependents, eligible medical expense, eligible child care expense, eligible expense for attendant care or auxiliary apparatus for person with disabilities;
Rent determination is recertified annually, at the time of any move and when the family income declines or there is a change in family composition.

Grievance Procedures

Applicants are entitled to an informal review of the decision to deny program eligibility if they appeal the decision within 10 business days of the date of the decision letter;
Participant families are offered the right to an informal hearing if they appeal the PHA decision concerning their HCV assistance within 10 business days of the date of the decision letter.

Civil Rights Certification

The Civil Rights Certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

Fiscal Year Audit

The PHA Audit for the FY ending 6/30/2014 is due to be submitted to HUD and the Audit Clearinghouse by 3/31/2015.

Violence Against Women Act.

Phelps County PHA recognizes the goals, objectives, policies, or programs that will enable the housing agency to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. See ATTACHMENT A.

6.0

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>d) Homeownership Current program size is 13 with a high of 17 homes. The PHA will not limit the number of families participating in the HCV Homeownership program. In addition to HUD's criteria Phelps County PHA will impose the following additional requirements:</p> <ul style="list-style-type: none"> • The family has had no family-caused violations of HUD's HQS within the last 12 month period. • The family has paid any outstanding debt owed to Phelps County PHA or any other Housing agency. • No family member has a present ownership in a residence at the commencement of homeownership assistance. <p>Capacity of the PHA to Administer a Section 8 Homeownership Program. The PHA has demonstrated its capacity to administer the program by: Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards. The PHA may partner with a qualified agency or agencies to administer the program: Meramec Regional Planning Commission/Meramec Community Enhancement Corporation. MCEC is a non-profit 501c (3) with 20 years of experience. MCEC rehabilitates units, access lead abatement guidance, completes Homeownership program to low-income buyers and employs an in-house housing inspector, lead risk assessor, mold assessor and project designer.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Review of the State of Missouri Consolidated Plan FY 2013-2017 identifies the common need to provide additional affordable housing as the need is projected to continue to increase. The Phelps County PHA waiting list identifies the following affordable housing waiting list need. Waiting list is open. Current total: 122

9.0

Extremely low income <=30% AMI	108
Very low income (>30% but <=50% AMI)	14
Low income (>50% but <80% AMI)	0
Families with children	88
Elderly families	5
Families with Disabilities	29
Race/ethnicity/Black	.01%
Race/ethnicity/White	.95%
Race/ethnicity/Mixed	.03%
Race/ethnicity/Indian/Alaskan	.01%

Strategy for Addressing Housing Needs. Provide a brief 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

9.1

- The Phelps County PHA will assist extremely low, very low and low-income families throughout the six county region to obtain safe, decent and modest housing by maintaining the waiting list for its tenant-based assistance programs. It will continue to issue vouchers for tenant-based assistance in an efficient and effective manner in order to maximize use of all Federal resources.
- The Phelps County PHA may apply for additional Section 8 Housing Choice Vouchers if, after evaluating the rental market in our six county jurisdiction a determination is made that the market can absorb additional HCV’s
- The PHA will assist in the VASH program if chosen to do so
- Continue to develop marketing strategies that promote landlord participation in the HCV program

Additional Information. Describe the following, as well as any additional information HUD has requested.

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

The Phelps County PHA continues to carry out its mission of assisting low income families to obtain suitable affordable housing and to become more economically self-sufficient. Phelps County PHA provides, when fully leased, 756 individuals and families with rental assistance. Successful program design and implementation has resulted in efficient use of resources and effective collaborations among social service agencies. Phelps County PHA has maintained a high performer SEMAP score since 2004, except for the year 2007, due to leasing difficulties.

Phelps County PHA has implemented a number of strategies that include: providing competitive payment standards, increase landlord participation and seeking problem solving partnerships with residents, landlords, community and government leadership. Many strategies have been cost saving to the PHA and ensure positive leadership within the assisted housing program.

The PHA received a clean audit in 2014 with no findings and no management recommendations.

10.
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Phelps County PHA continues to take steps to maintain and improve the quality of assisted housing by creating a supportive environment for the PHA staff, program participants and landlords to discuss and resolve issues of mutual concern. Through the ongoing work of the PHA inspectors, assisted units are regularly inspected and necessary repairs communicated to landlords in order to maintain safe and suitable housing for program participants. Self-sufficiency of its program participants is encouraged through several programs administered by Phelps County PHA. The Family Self-Sufficiency Program is available to all HCV participants and includes the opportunity to establish a savings account that escrows the increased earning capacity of families as they become more economically self-sufficient. Section 8 Homeownership is a homeownership program available for participants meeting the selection criteria. The PHA strives to improved customer relations, personally assisting residents in finding units, continue to resolve issues with residents and landlords, applied resources to effectively increase lease-up rate. The PHA survey customers annually on customer satisfaction.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification".

Phelps County Public Housing Agency considers a "substantial deviation" or a "significant amendment or modification" as a discretionary change in the plan or the policy of the housing agency that fundamentally alters the mission, goals, objectives or plans of the agency and which will require the formal approval of the Board of Commissioners. This would include admissions preferences. Discretionary or administrative amendments consistent with the Agency's stated overall mission and basic objectives will not be considered substantial deviations or significant modifications.

- 11.0** **Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.
- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
 - (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
 - (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
 - (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
 - (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
 - (f) **Resident Advisory Board (RAB) comments.** Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
Phelps County PHA's RAB meeting was held on February 27, 2015, 11am-1pm. Counties that represented the RAB: Gasconade, Crawford, Phelps and the City of Sullivan. The RAB board consisted of 9 FSS participants and was chaired by Linda Hollandsworth, Housing Programs Manager. The RAB reviewed the PHA Plan and discussed HUD's strategic goals, VAWA, PHA update, FSS, Homeownership, funding, housing needs (and all plan elements). There were no comments from the RAB.
 - (g) Challenged Elements
 - (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
 - (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

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

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained 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 its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.
2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.
9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See

guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>
- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant

amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.