

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
-----------------------------------	---	--

<b>1.0</b>	<b>PHA Information</b> PHA Name: Brown County Housing Authority PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 01/2015 PHA Code: WI186																										
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 0 Number of HCV units: 3380																										
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
	<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) Included in the Consortia</th> <th rowspan="2">Programs Not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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:					
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:																											
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
<b>5.1</b>	<b>Mission.</b> 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: <i>The mission of the Brown County Housing Authority is to ensure that all residents of Brown County have the opportunity for safe, affordable housing.</i>																										
<b>5.2</b>	<b>Goals and Objectives.</b> 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. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <p>Goal: Improve the quality of assisted housing          Objective: Obtain and maintain at least a 95% MTCS reporting rate          Objective: Increase customer satisfaction by implementing at least one procedure or policy change per year aimed at making the program more accessible for service providers, participants and landlords.          Objective: Maintain High Performer status with SEMAP a minimum of 4 out of the next 5 years.</p> <p>Goal: Improve the utilization of the program throughout the entire BCHA jurisdiction.          Objective: Continue our efforts to implement measures aimed at deconcentration.          Objective: Maintain a maximum of 68% of the Brown County HCV assisted units within the census tracts of the City of Green Bay.</p> <p>Goal: Ensure the continuation of the high integrity of the HCV program          Objective: Continue to utilize a private third party investigator to conduct criminal background checks.          Objective: Continue to utilize a private third party investigator to follow up on fraud referrals and subsequent investigations.          Objective: Continue our efforts to recoup money that has been overpaid to participants through repayment agreements, collection agencies and our work with the Green Bay Housing Authority to utilize the Tax Intercept program.</p> <p>Goal: Promote Self Sufficiency of assisted households          Objective: Maintain the number of HCV families who report zero income to 2% or less of all HCV participants.          Objective: Work with other agencies to improve participants employability skills through various workshops and coordination of the Family Self Sufficiency Program Coordinating Committee.</p> <p>Goal: Ensure equal opportunity and affirmatively further fair housing.          Objective: Undertake affirmative action measure to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.          Objective: Undertake affirmative action measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.          Objective: Undertake affirmative action measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.</p> <p>Goal: Increase assisted housing choices          Objective: Continue to expand our HCV Homeownership Program by a minimum of 4 new homebuyers per year.          Objective: Develop and maintain resources available to all landlords to encourage participation on the program through their understanding of federal requirements, PHA policies and processes. These resources include, but are not limited to, a Landlord Guidebook, Landlord Meetings, and increased rental listings.</p>																										

6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The PHA has made the following changes to the Administrative Plan during 2014</p> <p>Chapter 4 – 4 III. D.</p> <ul style="list-style-type: none"> <li>Update in regards to the notification that the family has been selected from the waiting list. Update stated that if the notification letter is returned to the PHA either with a forwarding address or with no forwarding address, the family will be removed from the waiting list.</li> </ul> <p>Chapter 4 – 4 II.F.</p> <ul style="list-style-type: none"> <li>Update in regards to the purging of the waiting list. Update stated that if the notice is returned by the post office either with a forwarding address or with no forwarding address, the applicant will be removed from the waiting list without further notice. This update also removed the paragraph which stated that the returned mail would be forwarded to the clients new address and the client would then be given 15 days to return the necessary documents.</li> </ul> <p>Chapter 8 – 8 I.B.</p> <ul style="list-style-type: none"> <li>Update to require Carbon Monoxide Detectors in accordance with Wisconsin Statute Ann. § 101.647.</li> </ul> <p>Chapter 10 – 10 II.B.</p> <ul style="list-style-type: none"> <li>Update to remove the requirement within the Administrative Plan stating that the Initial PHA will issue the voucher for the maximum 120 days upon request to Port Out of our jurisdiction. PHA now has the ability to adjust the length of the voucher based on what the current situation allows based on whether PHA is currently leasing units, financial constraints, etc.</li> </ul> <p>(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. Copies of the 5-Year and Annual Plan will be available at the following locations: Integrated Community Solutions at 2605 S. Oneida St Ste 106 Green Bay, WI 54304 Green Bay City Hall at 100 N. Jefferson St. Room 608 Green Bay, WI 54301 Available on our website at <a href="http://www.ics-gb.org">www.ics-gb.org</a> Available on the Brown County Housing Authority Website at <a href="http://www.greenbaywi.gov/csa/housing/brown-county-housing-authority">www.greenbaywi.gov/csa/housing/brown-county-housing-authority</a> Available for the Brown County Housing Authority Meeting on August 18, 2014 at 100 N. Jefferson St Room 608; Green Bay, WI 54301 Available for the Tenant Advisory Board Meeting on September 2, 2014 at 2605 S. Oneida St Ste 106; Green Bay, WI 54304</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>Homeownership: The BCHA, through contract with ICS administers the Housing Choice Voucher Homeownership Program. Currently there is not a limit to the number of vouchers that may be utilized for homeownership. In addition to the Homeownership Program, the BCHA offers first time home buyer counseling reimbursement for clients that participate in the Home Buyer Counseling programs through either Neighborworks Green Bay or Catholic Charities.</p> <p>Project Based Vouchers: The BCHA continues to utilize the Project Based voucher program. Currently we have nearly 300 units under Project Based assistance contracts. Currently the BCHA has a Request for Proposals available for Project Based units that would be located in rural areas in an effort to promote the deconcentration of the City of Green Bay. We will continue to utilize the Project Based assistance to project base units in areas that currently experience low utilization of the Housing Choice Voucher Program.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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><b>Capital Fund Program Five-Year Action Plan.</b> 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><b>Capital Fund Financing Program (CFFP).</b> <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.

Based on the City of Green Bay's Consolidated/Strategic Plan and the State of Wisconsin, Department of Commerce Consolidated Plan for the State's Housing, Community and Economic Development Needs, the housing needs of families residing in the jurisdiction served by the PHA includes the following areas:

Construction/Rehabilitation:

- Rehabilitation of existing housing stock
- 75% of housing units affordable to ELI, VLI and LI families contain lead-based paint
- Rehabilitation assistance for low-income existing homeowners who experience housing related problems (substandard housing conditions)

9.0

Homeownership:

- Low-Income Homebuyer assistance for homebuyers, especially those with children
- Increase homeownership rate to a level comparable to the State of Wisconsin level

Collaboration:

- Elderly Support Services (meal programs, visiting nurses, counseling, etc.)
- Supportive Housing for clients with special needs (individuals with chronic mental illness, elderly with chronic mental illness, elderly with developmental disabilities, elderly with chronic chemical dependency, elderly woman who are victims of abuse, Alzheimer's victims, non-elderly individuals with disabilities, adults with mental retardation, persons with traumatic head injuries,).

Homelessness:

- Prevention of homelessness for individuals and families
- Emergency Shelter and transitional housing with supportive services for homeless families with children and for chronically homeless.

Other:

- Low-income renters living in units with housing problems (substandard housing conditions, lack of rental units with 4+ bedrooms, cost burden greater than 30% for low and very low income renters).
- Housing problems for large family renters
- Lack of sufficient housing for large families, resulting in overcrowded situations, especially among non-white populations.
- Housing suitable for disabled persons
- Rental assistance to make housing affordable, especially to very low-income households.

**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.**

Construction/Rehabilitation:

- Encourage new construction of affordable rental units with 4+ bedrooms
- Support attempts to convert illegally converted two family structures back to single family structure with a large number of bedrooms
- Increase the supply of quality, affordable housing units, using acquisition and rehabilitation, and a limited amount of new construction
- Include a lead-based paint hazard element to improve the safety of housing stock
- Include energy efficiency elements to lower overall housing costs for rehabilitation and new construction projects for affordable housing
- Continue rental and owner-occupied rehabilitation programs including CDBG and HOME
- Support rehabilitation of existing units and some new construction, especially with universal design features for elderly and special need populations, especially by retrofitting homes with handicap accessibility features, CBRF characteristics, etc.
- Support new construction of affordable, owner occupied housing, especially for households with a disabled family member, or infill lots where blighted housing was removed
- Support housing rehabilitation programs to assist homeowners, especially housing in targeted neighborhoods, to assist in correcting substandard conditions.

Homeownership:

- Encourage homeownership in near downtown neighborhoods
- Encourage homebuyer assistance and opportunity programs
- Expand the supply of assisted housing by leveraging private or public funds to create additional homeownership opportunities for Housing Choice Voucher families.

Collaboration:

- Create or continue supportive services and facilities for special needs clients
- Continue coordination with Continuum of Care agencies, Brown County Homeless and Affordable Housing Coalition and other agencies who serve homeless or at-risk populations, especially for persons returning to the community from mental or physical health institutions or correctional institutions. Work with these agencies to monitor need for transitional housing, outreach/assessment and emergency shelters and services.

Homelessness:

- Support agencies providing programs and/or facilities for homeless

Other:

- Benefit lower-income families and special needs persons by the on-going implementation of rental assistance programs.
- Tailor affordable housing rehabilitation, rental assistance, and other programs to meet the needs of large families, elderly and persons with special needs, including use of universal design features to meet the needs of the persons with disabilities.
- Provide households living in overcrowded conditions the opportunity to find suitable units or to construct/rehabilitate existing units to meet their needs
- Design affordable housing programs in a manner which would minimize the displacement of households.
- Provide improved living environment and housing choice throughout the community by continuing efforts to implement measures aimed at deconcentration from areas of minority and low-income populations.
- Increase housing choice through contacts to potential voucher landlords, and expansion of the HCV Homeownership program.
- Improve the quality of assisted housing through improved management
- Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures to ensure access to assisted housing and to provide a suitable living environment regardless of race, color, religion, national origin, sex, familial status and disability, and to ensure accessible housing to person with all varieties of disabilities regardless of unit size required
- Continue to pursue resources to improve housing conditions of low income households
- Promote self-sufficiency and asset development by increasing the number and percentage of employed persons, and by attracting supportive services to improve assistance recipients' employability.
- Target job creation efforts of Economic Development programs to lowest income households.

9.1

**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.

*Goal: Expand Supply of Assisted Housing*

*Objective: Leverage private or other public funds to create additional housing opportunities: We intend to use other funding sources to create more homeownership possibilities for our HCV families.*

*Progress: Since 2010, we have continued to utilize a network of local agencies in order to promote homeownership within the community. We have developed strong partnerships with these agencies to ensure the process for homeownership is as accommodating and fluid as possible.*

*Goal: Improve the quality of assisted housing*

*Objective: Improve voucher management (SEMAP Score): A. Achieve and maintain high performer status. B. Obtain and maintain at least an 85% MTCS reporting rate.*

*Progress: In 2013 we earned the High Performer designation for the third consecutive year; since 2007 we have earned the High Performer designation six out of the seven years.*

*Objective: Increase Customer Satisfaction: we will continue to work with our tenant advisory board to make the program more user friendly, whenever possible.*

*Progress: The Tenant Advisory Board meets twice annually to share updates and solicit feedback. We continue to make changes and evaluate our processes based on the constructive feedback that is received during these meetings. Additionally, we continue to pursue additional opportunities to get tenants involved with this board.*

*Goal: Increase Assisted Housing Choices*

*Objective: Implement voucher homeownership program: we plan to continue to expand our HCV homeownership program.*

*Progress: Unfortunately, the HCV Homeownership program has not been as successful as originally had been anticipated due in part to the difficult housing market. From January 2010 to June 2014 we have enrolled 9 participants to the Homeownership program. The total families enrolled in the HCV Homeownership program as of June 2014 is 63.*

*Goal: Provide an improved living environment*

*Objective: Other: We will continue in our efforts aimed at de-concentration.*

10.0

*Progress: In the 5 year plan established in 2010; the goal was set at a maximum of 70% of the Brown County HCV assisted units residing within the census tracts of the City of Green Bay; throughout the course of the 5 year plan we have maintained roughly 68%. We have continually strived to meet this goal through the use of the dual payment standards and working with landlords to encourage the utilization of units outside the City of Green Bay.*

*Goal: Promote self-sufficiency and asset development of assisted households.*

*Objective: Increase the number and percentage of employed persons in assisted families.*

*Progress: As of June 2014, 40% of all active HCV families have some form of earned income in the household. In comparison, in July 2012 only 27% of all active HCV families met that description.*

*Objective: Provide or attract supportive services to improve assistance recipients employability*

*Progress: ICS continues to own a local staffing agency, Personnel Connection, that we continually make referrals to for employment services. Additionally, the Family Self Sufficiency Program Coordinating Committee continues to partner with numerous agencies that may offer employment opportunities, job skills or continuing education opportunities. Some of the partners that we have been working closely with over the past 5 years are: University of Wisconsin Extension, Catholic Charities, Salvation Army, St. Vincent DePaul, Associated Bank, First Merit Bank, Green Bay School District, Northeast Wisconsin Technical College, Forward Services, Wisconsin Public Service, etc.*

*Goal: Ensure equal opportunity and affirmatively further fair housing*

*Objective: Undertake affirmative measure to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.*

*Progress: We continue to work with the Fair Housing Center of Northeast Wisconsin as well as employing bilingual and bicultural staff. We continue to attend trainings and seminars that provide information to better work with different populations of individuals to ensure equal access for all participants.*

*Objective: Undertake affirmative measure to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.*

*Progress: We continue to work with local agencies to promote available programs that can assist clients in this.*

*Objective: Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.*

*Progress: We continue to work with and develop partnerships with other agencies to assist with the execution of this goal. These agencies include (but are not limited to): Aging and Disability Resource Center of Brown County, Options for Independent Living, etc.*

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

*The BCHA defines a significant amendment and substantial deviation/modification as any change in policy which significantly and substantially alters the Authority's stated mission and the persons the Authority serves. This would include admission preferences. Discretionary or administrative amendments consistent with the Authority's stated overall mission and basic objectives will not be considered substantial deviations or significant modifications.*

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"><li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li><li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li><li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li><li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li><li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li><li>(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.</li><li>(g) Challenged Elements</li><li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li><li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li></ul>
-------------	---

DRAFT

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](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.