

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: Tallahassee Housing Authority _____ PHA Code: FL073 _____ PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2014 _____				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 543 _____ Number of HCV units: 1951 _____				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> 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: To maintain and provide quality affordable housing. THA will facilitate a network of supportive services to enhance the quality of life for our residents. We are committed to quality service and will provide a professional atmosphere to our employees, partners and the greater Tallahassee constituency.				

5.2	<p>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. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The Tallahassee Housing Authority’s Goals and Objectives are:</p> <p>A Expand the current 543 public housing and 1951 housing choice vouchers supply of assisted housing :</p> <ul style="list-style-type: none"> ○ Leverage Replacement Housing Factor program funds with private and other public funds to create additional housing opportunities ○ Develop a revitalization plan for revitalizing the current Public Housing stock and the possibility of adding additional housing to the THA’s portfolio. ○ Expand the service area for the Housing Choice Voucher program to the greater Tallahassee area ○ Apply for affordable housing funding opportunities that may become available to revitalize the current housing stock and/or create new housing. ○ Seek partnerships with public and private service providers to support the development of low-income housing for elderly the homeless population and permanent supportive housing for those individuals with special needs. ○ Continue to consider the feasibility of an application to HUD for the Rental Assistance Demonstration (RAD) program ○ Apply for a Choice Neighborhoods Initiative (CNI) planning grant ○ Work with State and County housing agencies, the City, and other housing finance agencies to target resources towards specific housing needs ○ Participate in local community groups that focus on affordable housing and homelessness ○ Continue to provide a diversity of locations of housing for the HCV clients <p>B Improve the quality of housing:</p> <ul style="list-style-type: none"> ○ Continue to perform timely and thorough annual inspections for the Housing Choice Voucher program ○ Continue to improve Public Housing units to improve marketability and customer satisfaction ○ Complete a physical needs assessment (PNA) for all public housing units upon final guidance from HUD ○ Contact local law enforcement to conduct security assessment of sites. Consider additional physical improvements that are designed to enhance security (i.e. cameras, fencing and neighborhood involvement) ○ Review REAC Inspection indicators quarterly and focus on improvement of findings and deficiencies <p>C Improve the performance of the Public Housing program through PHAS scoring:</p> <ul style="list-style-type: none"> ○ Continue to improve rent collection ○ Continue to maintain a 98% occupancy rate ○ Continue to improve the eviction process <p>D Provide programs and activities:</p> <ul style="list-style-type: none"> ○ Partner with economic development groups and employers to increase economic opportunity for residents ○ Target and apply for available grants for continued development of innovative approaches that aids residents in achieving family self-sufficiency ○ Resident program coordinator will assist with finding community service opportunities ○ Continue to partner with service providers. <p>E Identify resident and staff training for overall professional development:</p> <ul style="list-style-type: none"> ○ Collaborate with the THA community wide partners, i.e., Workforce Plus, Tallahassee Community College, Star Metro and Leon County Schools to provide resident and staff training for professional development ○ Increase Section 3 and local hiring for THA contracts ○ Provide resources to support job training <p>F Revise the Personnel Policy and Employee Performance Evaluation system.</p> <p>G Continue to reduce resident/client file error rate among both programs:</p> <ul style="list-style-type: none"> ○ Design and implement a quality control system for public housing and housing choice voucher program ○ Utilize EIV (Employment Income Verification) system -investigate cases where suspicion of fraud exists by the participant, family members, landlords, owners, and staff ○ Prosecute fraud cases when necessary and continue to demand repayment when appropriate ○ Provide additional staff training of rules and regulations and use of software – ongoing <p>H Provide a safer community for residents:</p> <ul style="list-style-type: none"> ○ Continue security foot patrol at each public housing community ○ Continue to work with local law enforcement Security Liaison officer. Determine the viability of a Police Sub-Station at Orange Avenue and Springfield Complexes with local police departments
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PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

6.1 Eligibility, Selection and Admission Policies, including Deconcentration and waitlist Procedures

The Tallahassee Housing Authority manages a community-wide waiting list located at its main administrative office. The policies governing eligibility, selection and admission policies are based on the current Admission and Continued Occupancy Policy for Public Housing which was revised and approved at the October 2013 Board meeting and the Administrative Plan for Housing Choice Voucher Program. The selection of applicants from the waiting list will be accomplished through a lottery system that will be performed by the Tenmast software program.

6.2 Financial Resources Total funding \$22,395,598,403,823

Financial Resources: Planned Sources and Uses 2014 anticipated Grants

SOURCES	Planned \$	Planned Uses
Federal Grants (FY 2014 grants)		
a) Public Housing Operating Fund	\$2,584,212	Public Housing
b) Public Housing Capital Fund	\$701,635,694,800	Modernization/Development
c) Replacement Housing Factor (RHF)	\$137,173,135,783	Development
d) Annual Contributions for Sec. 8 tenant based assistance	\$17,050,000	HAP & Admin fee
e) Section 8 Mainstream	530,000	HAP & Admin fee

Financial Resources: Sources and Uses prior year Grants

SOURCES	Planned \$	Planned Uses
Federal Grants		
FL29PO073501-12	\$38,427,223	Modernization/Development
FL29PO073501-13	\$701,635	Modernization/Development
FL29PO073501-11 RHF	\$33,605,47	Development
FL29PO073501-12 RHF	\$139,963	Development
FL29PO073501-123 RHF	\$137,173	Development
TBRA	\$350,000	Temporary Assistance

6.3 Rent Determinations

~~Families residing in Public Housing have a choice of "income-based", or "flat" rents. Residents are given these options at the initial eligibility interview or at their annual reexamination. All families will be eligible to claim hardship circumstance to switch from flat rent to income based rent and to be exempt from paying minimum rent based on THA's established guidelines. For income-based rents: Income and Total Tenant Payments (TTP) are calculated in accordance with HUD's federal regulations, notices and the PHA Admission and Continued Occupancy Policy (ACOP). TTP is the greater of 30% of the adjusted monthly income, 10% of the monthly income or THA's established minimum rent of \$50. Families who report zero income are required to complete a zero income/minimum rent certification every 90 days. For flat rents: Flat rents are based on 80% of the Fair Market Rents (FMR) as of June 1st, 2014. THA will initiate the change in resident's rents that fall below the 80% flat rent rate threshold at a rate increase of 35% per annum until the flat rent goal of 80% FMR rate is achieved. Families residing in Public Housing have a choice of income-based or flat rents. Income and Total Tenant Payments (TTP) are calculated in accordance with HUD's federal regulations, notices and the PHA Admission and Continued Occupancy Policy (ACOP). TTP is the greater of 30% of the adjusted monthly income, 10% of the monthly income or THA's established minimum rent of \$50. Families who report zero income are required to complete a zero income/minimum rent certification every 90 days. Flat rents are based on market studies of conventional and assisted comparable properties, HUD FMR application rates, and the THA HCV Payment Standard. Residents are given these options at the initial eligibility interview or at their annual reexamination. All families will be eligible to claim hardship circumstance to switch from flat rent to income based rent and to be exempt from paying minimum rent based on THA's established guidelines.~~

6.4 Operation and Management.

The Tallahassee Housing Authority's resident rules are incorporated in dwelling leases and the Admission and Continued Occupancy Policies and Procedures for public housing and the Administrative Plan for clients of the Housing Choice Voucher Program. Policy changes are presented to the residents and the Resident Organization (Oauta) for review and comment, whereupon the updates are submitted to the THA Board of Commissioners for approval. Operational Rules and Procedures are posted at each AMP Office on a bulletin board in public view with applicable subtitles. This can be supported through the continued provision of notifications to all residents of training, employment and educational opportunities.

The housing authority provides monthly pest control through a licensed contractor. The material used in pest control conforms to Federal, State and local laws. Resident meetings are planned for the education of Bed Bug prevention by certified pest control technicians and THA staff.

Residents are provided Home and Safety Guides and notice of rules and regulations as provided via a newsletter.

6.5 Grievance Procedures.

The Grievance Procedure has been updated and is now a part of the Admissions and Continued Occupancy Plan for Public Housing and the Administrative Plan for the Housing Choice Voucher program. The Grievance Panel for the public housing program consists of members of the community and two THA clients. One member of the committee will be a member of the Resident Organization (Oauta).

Hearing Officers have been procured to act as third party mediators in accordance with the Grievance Procedure for the Housing Choice Voucher program.

6.6 Designated Housing for Elderly and Disabled Families.

THA has a total of 28 designated handicapped units for elderly and disabled families. Twenty eight (28) are equipped with wheelchair accessible ramps of which twenty (20) are equipped with accessible showers. Six (6) units have accessible stoves and three (3) have smoke detectors for the hearing impaired. Fifteen units at Orange Avenue include: 850 Canton Circle units 48, 49, 15, 50 and 54; 910 Sebring units 10, 11, 19, 24, 2; a single unit at 2537 Brighton; 800 Priscilla Lane units 25, 23, 29, and 30. Five (5) units at Springfield Apartments include: units 157, 158, 166, 167 and 46. Eight (8) units at Pinewood Place include Marks Drive units 600, 602, 604, 606, 608 and 622 and at Steele units 603 and 648. One (1) unit #2 at Hidden Pines.

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6.0	<p>6.7 Community Service and Self-Sufficiency The Orange Avenue United Tenants Association (OAUTA) recently received a ROSS grant award of \$246,000 for three (3) years. OAUTA will have a full-time ROSS Supportive Services Coordinator whose responsibility is to match families with services and activities to achieve economic and housing self-sufficiency. OAUTA will also be responsible for establishing partnerships in the community utilizing private and public resources while working closely with the Program Coordinating Committee. THA Property Managers will be responsible for monitoring and tracking community service hours.</p> <p>6.8 Safety and Crime Prevention. THA has procured a firm to provide security services at each of our Public Housing sites. Surveillance cameras are also located in specific areas. In addition, managers attend monthly Tallahassee Police Department Housing meetings where information is given and exchanged on suspected criminal activities. Tallahassee Police Department conducts routine patrol of THA properties and issues trespassing citations to non-residents at THA's request. Tallahassee Housing Authority will continue to partner with the TPD Gang Unit, Leon County Sheriff Department and the Department of Juvenile Justice in an effort to further reduce crime in THA neighborhoods. Each site also receives the "neighborhood watch" magazine as well as the sexual predator list as identified by law enforcement.</p> <p>6.9 Pets All elderly/disabled residents may own a common domestic household pet, or have one common domestic household pet in addition to birds or fish in the dwelling unit. The full Tallahassee Housing Authority Pet policy is contained in the Admissions and Continued Occupancy Policy and posted on bulletin boards at Site offices. The adopted rules are to support the health and safety of the residents as well as to preserve the physical condition and financial interest of THA's properties.</p> <p>6.10 Civil Rights Certification. Please see attached form HUD-50077-CR – Civil Rights Certification, which certifies that the Tallahassee Housing Authority will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964, The Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.</p> <p>6.11 Fiscal Year Audit. The Annual Fiscal audit for fiscal year ending, June 30, 2013, is not completed.</p> <p>6.12 Asset Management. The housing authority has fully implemented Asset Management in each of its AMPs since its inception in 2008. The Capital Funds Program is an integral part of maintaining and improving the housing stock of the AMPs to address safety, health and marketability of the units.</p> <p>6.13 Violence Against Women Act (VAWA). The housing authority Board of Commissioners approved the implementation of the Violence Against Women Act on September 9, 2006.</p> <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. At the Management Offices of each site, the main off of the THA and at the website www.talha.org</p>
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> <ul style="list-style-type: none"> a. HOPE VI or Mixed Finance Modernization or Development - We will be exploring possibilities of Mixed Finance, the Rental Assistance Demonstration Program, and other forms of Affordable Housing funding opportunities. b. Demolition and/or Disposition - The housing authority's RHF plan is being reviewed and/or revised. Demolition and Disposition will be addressed as funding becomes available for revitalization. c. Conversion of Public Housing - We will continue to explore the viability and availability of the Rental Assistance Demonstration Program. d. Homeownership - The housing authority's homeownership plan is being reviewed and/or revised. e. Project-Based Vouchers - <u>The THA will consider project basing some of its vouchers in new developments, redevelopment projects, rehabilitation or acquisition projects with or without rehabilitation in an effort to increase the affordable housing supply in our communities.</u> The THA has 50 VASH vouchers project based for Veterans housing.
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> <p><u>Capital Fund Program grants FL29P073501 currently open are :</u> <u>2012 = 5.18% of grant funds remaining / 94.82% expended (total 2012 funds 741,016)</u> <u>2013 = 100% of funds remaining (total 2013 funds 701,635)</u> <u>2014 = 100% of funds remaining (total 2014 funds 694,800)</u></p> <p><u>Replacement Housing Factor FL29R073502 grants currently open are:</u> <u>2011 = 21.9% grant funds remaining / 78.10% grant funds expended (total 2011 funds 153,442)</u> <u>2012 = 100% grant funds remaining (total 2012 funds 139,963)</u> <u>2013 = 100% grant funds remaining (2013 total funds 137,173)</u> <u>2014 = 100% grant funds remaining (2013 total funds 135,783)</u></p>

8.2 Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, 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.
Capital funds will be used for modernization of units, site improvements, and updating equipment as necessary, substantiated by need on an AMP by AMP basis. The revitalization of public housing sites is planned and capital funds could be used for new development or substantial rehabilitation of public housing units in the properties as outlined in section 7.0. Replacement Housing Factor and Capital Fund Program grant budgets will be submitted separately, under the new HUD rule for such, starting in 2014 and initiating this change in process in this PHA Plan submission. Replacement Housing Factor grant funds will be used for development and accumulated until additional funding is received for revitalization efforts through either new construction and/or substantial rehabilitation.

8.3 Capital Fund Financing Program (CFFP).
 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.

9.0 A. Housing Needs of Families in the Jurisdiction/s Served by the PHA
 Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Family Type	2014
	Overall
Income <= 30% of AMI	11,168
Income >30% but <=50% of AMI	8,473
Income >50% but <80% of AMI	18,477
Elderly	6,186
Families with Disabilities	N/A
Race 1 /Ethnicity n/a	3
Race 2 /Ethnicity n/a	5
Race 3 /Ethnicity n/a	1
Race 4 /Ethnicity n/a	1
Race n/a /Ethnicity 1	2

Race: 1 White
 2 Black/African-American
 3 American Indian/Alaskan Native
 4 Asian
 5 Native Hawaiian or other Pacific Islands
 6 Multi Racial

Ethnicity: 1 Hispanic/Latino
 2 Non-Hispanic/Latino

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s
 Indicate year: 2010 – City of Tallahassee
 Indicate year: 2009 – Leon County

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data
 Indicate year:

Other housing market study – Shimberg Center for Affordable Housing
 Indicate year: 2013

Other sources: (list and indicate year of information)
 Florida Housing Data Clearinghouse – 2009/2010
 Diversity Data Org – 2000/2010

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

9.0

	2014	2014	2014
	# of families	% of total families	Annual Turnover
PH 929 Section 8 1,615			
Waiting list total	1928		313
Extremely low income <=30% AMI	1854	96	
Very low income (>30% but <=50% AMI)	53	3	
Low income (>50% but <80% AMI)	13	1	
Families with children	1635	85	
Elderly families	145	8	
Families with Disabilities	16	1	
Race #1	116	6	
Race #2	1796	93	
Race #3	1	0	
Race #4	1	0	
Race #5	1	1	
Ethnicity #1	57	3	
Ethnicity #2	1871	97	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	404	21	
2 BR	502	26	
3 BR	598	31	
4 BR	366	19	
5 BR	58	3	
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes PH Opened in January 2014 and closed in February, 2014 <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Section 8 HCV if yes: How long has it been closed (# of months)? Section 8 since 2007 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (PH) Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

9.1

- **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.** Leverage Replacement Housing Factor (RHF) Program funds with private and other public funds to create additional housing opportunities
- Accumulate remaining years of RHF to be used as gap financing for revitalization of the current housing stock and/or creation of additional housing.
- Expand the service area for the Housing Choice Voucher program to the greater Tallahassee area
- Apply for additional housing opportunities that may become available to create additional housing for low income families
- Partner with public and private service providers to support the development of affordable housing for the homeless population and permanent supportive housing for those individuals with special needs
- Continue to look at the feasibility of developing and submitting an application to HUD for the Rental Assistance Demonstration program
- Work with State housing agencies, the City, and other housing finance agencies and partners to target resources towards specific housing needs that can benefit the THA's client base.
- Continue to increase the number of applicants served from the Housing Choice Voucher waiting list
- Participate in local community groups that focus on affordable housing and homelessness
- Continue to provide a diversity of housing locations for the HCV clients.

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 following items were completed or initiated during the past year:

A Expand the current 543 public housing and 1951 housing choice vouchers supply of assisted housing :

- o Development partners were procured to begin the process for the revitalization of the current housing stock and the creation of new housing opportunities.
- o Funding applications were submitted to State and local governments for funding opportunities as they became available

B Improve the quality of housing:

- o Continued to perform timely and thorough Housing Quality Standard inspections for all public housing units. Perform quarterly REAC inspections at each site.
- o Continued to modernize units to increase marketability and resident satisfaction.
- o Implemented an electronic file to show work order history for each public housing unit.
- o Improved the quality of repairs and reduced repetitive maintenance calls through training and preventative maintenance methods. This included mandatory unit checks while on routine maintenance calls. The timely repair of annual inspection work orders and the systematic updating of the exterior and interior of the site buildings including appliances, flooring, and painting of the units. – on going
- o Added more handicapped accessible units through the addition of ramps and accessible showers and stoves.

C Increase assisted housing choices by providing clients with a wider selection of housing:

- o Purged and updated Section 8 Housing Choice Voucher program landlord/homeowner list.
- o Prepared an outreach plan to expand the pool of participating landlords/homeowners for the Section 8 Housing Choice Voucher Program.
- o Continued to provide information to clients seeking to move to areas of opportunity outside the THA jurisdiction.
- o Updated tenant briefing packet.

D Promote family self sufficiency for both Public Housing and Section 8 Housing Choice Voucher Programs:

- o Posted training and employment opportunities on the THA website.
- o Continued to provide training and employment opportunities to residents with the assistance of Resident Opportunities and Self Sufficiency Program (ROSS) – on going
- o Held public meetings with residents for the purpose of increasing Family Self Sufficiency participation. The meetings focused on providing support services.
- o Invited Public Housing and Section 8 Housing Choice Voucher programs residents to participate in Family Self Sufficiency programs at annual recertification. Updated annual certification in information packet.
- o Provided information to update the THA website monthly calendar to keep residents informed about support programs, trainings, and meetings.

E Educated residents and community at large on the HUD changes under the Rental Assistance Demonstration (RAD) program.

- o Prepared a report on the RAD program.

F Educated Board and Residents and community at large on the Development options for the THA

- o Held a board retreat which was noticed and open to the public to discuss the future opportunities for the revitalization of the THA's current housing stock.

G Identify resident and staff training for overall professional development:

- o Updated partnerships with the THA community wide partners, i.e., Workforce Plus, Tallahassee Community College, Star Metro and Leon County Schools for resident training opportunities.

H Reduction of resident/client file error rate among both programs:

- o Increased the quality control review of public housing and the Section 8 housing choice voucher files – on going

I Provide a safer community for residents:

- o Met with residents at each public housing site regarding establishing neighborhood watch programs..
- o Developed and promoted wellness programs that encourage family outdoor activities in an effort to reclaim their communities.

J Reviewed all policies and procedures of the housing authority to determine if they need to be modified and/or revised.

- o The following policies the housing authority has established or revised this past fiscal year: Admissions and Continuing Occupancy Policy. - Attachment f1073i01

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

- Any changes to our Mission Statement, which will modify the goals and objectives of the Housing Authority
- The reduction of staff or housing subsidy funds used to house eligible families. This would also include any budget authority that has been significantly changed by the funding source (HUD).
- Demolition or disposition not currently planned
- Work items not currently included in the CFP/five year plan and RHF grants.

10.0

- 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.
 - (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.