

1.0	PHA Information PHA Name: <u>Housing Authority of the County of Franklin</u> PHA Code: <u>PA26-034</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/01/2015</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>366</u> Number of HCV units: <u>311</u>																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input 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.)																										
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width:35%;">Participating PHAs</th> <th rowspan="2" style="width:5%;">PHA Code</th> <th rowspan="2" style="width:25%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width:20%;">Programs Not in the Consortia</th> <th colspan="2" style="width:15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width:5%;">PH</th> <th style="width:5%;">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:					
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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 Housing Authority of the County of Franklin provides comprehensive, affordable, decent, safe housing services for the community in a cost effective and efficient manner.																										
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. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <ol style="list-style-type: none"> 1. Assist persons living in Franklin County whose earnings are 50% less of the median county income limits as the highest priority. 2. Develop tenant self-sufficiency opportunities to encourage tenant growth and independence. 3. Provide educational and recreational activities for the youth of the housing communities. 4. Maintain the Housing Authority's High Performer status recognized by HUD. 5. The Maintenance Department of the Public Housing developments will continually conduct a comprehensive preventative maintenance program for all units – ongoing. 6. The public housing developments will earn a minimum of 90% on the maintenance inspection of the PHAS evaluation for 2014 inspection round. 7. The Public Housing developments will maintain a yearly average occupancy of 98% to ensure 100% funding of operating subsidy and Capital Fund grant. 8. The Section 8 program will maintain a SEMAP designation of high performer. 9. Section 8 occupancy will be driven by available Housing Assistance Program funds allocated by the U. S. Department of Housing and Urban Development. The program goal is to expend 100 percent of available funds, serving as many families in Franklin County as funding permits. 10. Maintain a smoke-free environment in all FCHA developments. 11. The FCHA will serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking providing them protections under the VAWA Act. 12. FCHA will continue to work with the Public Housing residents to seek out new members and develop a strong Tenant Council Association. 13. Offer a variety of housing options to participants in the Section 8 program; to include allocation of up to 20% of vouchers in the Project Based Voucher program. 14. Ensure organizational sustainability through succession planning. 15. Maximize staff performance in achieving goals and objectives through improved training and development opportunities for all staff members. 16. Further development of leadership and management skills for our staff in leadership positions. 17. Improve Customer Satisfaction. 																										

PHA Plan Update

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

1. Eligibility, Selection and Admission Policies, Including De-concentration and Wait List Procedures:

a. Public Housing Program:

- i. Amend Admissions and Continued Occupancy Policy as needed to comply with regulations.
- ii. Amend Admissions and Continued Occupancy Policy to amend transfer policy to allow households with children 5 years and under and school-age children 6 years and older to transfer to a unit size larger.

2. Financial Resources:

- a. As required under the Quality Housing and Work Responsibility Act of 1998, the Franklin County Housing Authority is submitting a Statement of Financial Resources. The Statement includes projected income and expense for the operation of the public housing and tenant-based assistance programs for the fiscal year beginning 4/1/15 and ending 3/31/16.
- b. The agency uses a governmental fund for budgeting and financial reporting in the public housing program and governmental fund for budgeting and financial reporting in the tenant-based assistance programs.
- c. For the plan year, total income projected for the public housing program is \$2,730,000. This is \$19,000 more than for the previous plan year. Total expenses for the public housing program for the plan year are estimated at \$2,780,000. This is \$18,000 more than for the previous plan year. Net Assets are estimated to decrease by \$50,000.
- d. For the plan year, total income projected for the housing choice voucher program is \$1,425,000. This is \$3,000 less than for the previous plan year. Total expenses for the housing choice voucher program for the plan year are estimated \$1,423,000. This is \$5,000 less than for the previous plan year. Net Assets are estimated to increase by \$2,000.

3. Rent Determination: (See Public Housing Admissions and Continued Occupancy Policy and Section 8 Administrative Plan for full details on current procedures for determining rent.)

- a. Amend the Admissions and Continued Occupancy Policy to comply with HUD's new flat rent policies that were implemented October 31, 2014 per HUD guidelines.
- b. Amend and update Temporary Addendum Document to extend the temporary compliance provision date to March 31, 2015 of HUD issued PIH notice 2013-03. This temporary provision allows the Public Housing households to self-certify assets of \$5,000 or less and allows the agency a streamlined annual reexamination for elderly families and disabled families on fixed incomes. This streamlined annual reexamination allows the agency to update income on an annual basis for any cost of living adjustments.

4. Operation and Management:

- a. Revisions to the Public Housing Maintenance Charge list will be made in an effort to uniformly charge tenant caused damages. Tenants will be charged the cost and labor that the Housing Authority incurred instead of a set item amount that was previously defined yearly.
- b. Revisions made to the Public Housing Tenant Handbook, adding verbiage to notify and remind tenants to discontinue utilities after they turn in their keys, as if they are discontinued prior, the tenant will incur additional charges to their account after they have left.
- c. Revisions made to the Public Housing Tenant Handbook allowing tenants the use of Housing Authority approved infrared heater to supplement their heat.
- d. Revisions made to the Public Housing Tenant Handbook, changing the 24 hour on call maintenance phone numbers. A new system put into place allows the main office numbers to be used and call forwarding to the phone of the maintenance personnel on call.

5. Grievance Procedures:

- a. The Public Housing grievance procedures were amended. An "Informal Settlement Conference" will replace the "Informal Hearing". The Property Manager will conduct all Informal Settlement Conferences and provide a written response and summary of their decision. A "Grievance Hearing" will replace the "Formal Panel Hearing". A Hearing Officer will conduct the Grievance Hearing and provide a written response that is outlined in the Admissions and Continued Occupancy Policy. All Hearing Officers have been identified in the Public Housing Admissions and Continued Occupancy Policy.

6.0

6. Designated Housing for Elderly and Disabled:

- a. At this time the Housing Authority of the County of Franklin does not plan to designate any additional public housing units in the housing authority inventory for occupancy only by elderly families or families with disabilities.
- b. The Housing Authority of the County of Franklin has designated the developments or portions of developments indicated below for elderly and disabled families.

PA 034 –3
Waynesboro – Village Green 59 units

PA 034 -1
Chambersburg – Meadow Creak I 99 units

7. Community Service and Self-Sufficiency:

Services and Programs:

The ROSS grant, which funds one full time ROSS Coordinator for the elderly and family developments, will be ending in August 2015. The Housing Authority will be resubmitting to renew this grant.

The Community Service Requirements continue to be administered under the Public Housing program in accordance with HUD regulations. Residents living in the family developments who meet the criteria are required to complete community service hours. Residents living in the elderly/disabled developments are not required to complete community service hours. Supportive Services staff has been providing support to residents who are mandated to complete community service and need assistance in identifying and securing opportunities to complete this requirement.

Family Self Sufficiency (FSS) Programs and Participation:

The Housing Authority has received HUD grant funding to cover the cost of one part time position to administer the Family Self-Sufficiency program. With the new changes to the FSS program, the funding can be used to in both the Section 8 and Public Housing programs. The Housing Authority is pursuing grant awards annually, as well as pursuing additional hours to be funded with the grant.

6.0

8. Safety and Crime Prevention:

The Housing Authority continues to monitor crime and safety concerns in and around the Public Housing developments since the last annual plan. The Housing Authority currently contracts with local law enforcement that provides foot patrol and increased overall patrol of the Public Housing developments.

9. Pet Policy:

Per HUD guidance, the Admissions and Continued Occupancy Policy and the Housing Authority Pet Policy has been revised to include a more clear definition of the terms Service Animal and Assistance Animal and how these two animals are regulated.

10. Civil Rights Certification:

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

11. Fiscal Year Audit:

There were no findings during our Fiscal Year Audit.

12. Asset Management:

There are currently four Asset Management Projects, operating on four separate AMP budgets. Each AMP has a Property Manager as well as a Management Aide and maintenance team.

13. Violence Against Women Act:

Updated all relevant policies to include the VAWA Act of 2013 regulations that adds "sexual assault" as covered under the Act.

(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 Housing Authority of the County of Franklin's 5-Year and Annual Plan are available for public review at the Authority's following offices: 436 W. Washington Street, Chambersburg, PA 17201 and 202 Elder Avenue, Waynesboro, PA 17268. The Plan can also be reviewed and is available on the Authority's website at www.fcha.net.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*

8.0 Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

1. See HUD Form 50075.1 approved by HUD on 05/13/2014.

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.

2. See HUD Form 50075.2 approved by HUD on 05/13/2014.

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 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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2465	5	5	4	5	5	N/A
Income >30% but <=50% of AMI	3065	4	4	3	5	4	N/A
Income >50% but <80% of AMI	3595	2	2	2	5	2	N/A
Elderly	3148	4	3	2	5	3	N/A
Families with Disabilities	Unknown	3	5	5	5	5	N/A
Black Households	1544	4	4	4	5	4	N/A
Hispanic Households	831	5	5	4	5	5	N/A
Race/Ethnicity							
Race/Ethnicity							

9.1	<p>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.</p> <ol style="list-style-type: none"> 1. Maximize the number of affordable units available to the PHA within its current resources by employing effective management policies to minimize the number of public housing units off line, reducing turnover time for vacated public housing units, reducing the time to renovate public housing units and participating in the Consolidated Plan development process to ensure coordination with broader community strategies. 2. Increase the number of affordable housing units by applying for additional Section 8 units should they become available and pursuing housing resources other than public housing or Section 8 tenant-based assistance. 3. Target available assistance to families at or below 30% of AMI by continuing rent policies to support and encourage work. 4. Target available assistance to families at or below 50% of AMI by employing admissions preference aimed at families who are working and continuing rent policies to support and encourage work. 5. Target available assistance to the elderly by applying for special-purpose vouchers targeted to the elderly, should they become available. 6. Target available assistance to families with disabilities by applying for special-purpose vouchers targeted to families with disabilities, should they become available. 7. Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively marketing to races/ethnicities shown to have disproportionate housing needs. 8. Conduct activities to affirmatively further fair housing by counseling Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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.</p> <p>Goals from the 2011-2015 Five Year Plan Progress Report:</p> <ol style="list-style-type: none"> 1) Reduced public housing vacancies – occupancy rates have been 98% or more for the past 5 years. Unit Turnaround time had been reduced significantly as it has been a main focus of property management. 2) Improve the Quality of Assisted Housing by: Improve PHAS score – FCHA achieved high performer status in 2012 and 2013; Received SEMAP designation as High Performer – FCHA achieved this goal for 2011, 2012 & 2013. 3) Promote self-sufficiency and Asset Development by: Partnering with local agencies to bring prevention and education programs to developments – FCHA achieved through cooperative activities with the Boys & Girls Club, Waynesboro Communities That Care, and other community organization; Develop Resident Councils in both family developments – Over a 5 year period the Valley View Development has held elections for Resident Councils three times. Sustainability of the elected council continues to be a challenge. Meadow Creek Development has held elections for Resident Councils and sustained the Council. This council manages their Resident Participation Funding. 4) Public Housing REAC scores in 2014 were all over 90% for each AMP. <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" –</p> <p>The Housing Authority of the County of Franklin will consider the following as substantial deviations from the 5 Year Plan: A major discretionary change that affects the mission, goals or objectives of the Housing Authority that require board resolution.</p> <p>The Housing Authority of the County of Franklin will consider the following as significant amendments or modifications of the Annual Plan as follows: Changes in policies that affect the admissions criteria, waiting list organization, local preferences and rent. Changes with regard to demolition or disposition, designation, homeownership programs or conversion. Proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed finance proposals.</p> <p>An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments.</p>

11.0	<p>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.</p> <ul style="list-style-type: none"> (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) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) 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. (e) Flat Rent Significant Amendment
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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/pih/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).

- (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.

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*