

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
-----------------------------------	---	--

1.0	PHA Information PHA Name: <u>PLEASANTVILLE HOUSING AUTHORITY</u> PHA Code: <u>NJ059</u> PHA Type: <input checked="" 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>04/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>207</u> Number of HCV units: <u>245</u>				
3.0	Submission Type Amended 5-Year and Annual Plan, as amended <input checked="" type="checkbox"/> Annual Plan Only <input checked="" 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: The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.				
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 (see section 10.0 for subject report). HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing. PHA Goal: Expand the supply of assisted housing. Objectives: Apply for 100 + additional rental vouchers; reduce public housing vacancies to zero; leverage private or other public funds dollar for dollar to create additional housing opportunities; and acquire or build units or developments. PHA Goal: Improve the quality of assisted housing. Objectives: Improve the PHA's public housing management PHAS score to 100%; improve the PHA's Section 8 management SEMAP score to 100%; increase customer satisfaction to 100%; achieve and maintain a 100% voucher unit inspection level; renovate or modernize 100% of public housing units in need of same; demolish or dispose of obsolete public housing; and provide replacement vouchers, as needed. PHA Goal: Increase assisted housing choices. Objectives: Provide voucher mobility counseling to 100% of participants in need of same; conduct outreach efforts designed to reach 100% of potential voucher landlord market; increase voucher payment standards by market dictated percentage, subject to HUD review and approval; implement Section 8 voucher homeownership program; and implement public housing or other homeownership program. HUD Strategic Goal: Improve community quality of life and economic vitality. PHA Goal: Provide an improved living environment. Objectives: Where necessary, implement measures to deconcentrate poverty levels by up to 100%, by bringing higher income public housing households into lower income developments ; where necessary , implement measure to promote up to 100% income mixing in public housing by assuring access for lower income families into higher income developments; where needed, implement 100% of public housing security improvements; and designate developments or buildings for particular resident groups (elderly, people with disabilities). HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals. PHA Goal: Same as HUD's. Objectives: Assist 100% of the PHA's population that is on public assistance in their efforts to obtain employment; to a degree of 100% ; provide or attract support services to improve assistance recipients' employability; and to a degree of 100%, provide or attract support services to increase independence for the elderly and families with disabilities. HUD Strategic Goal: Ensure equal opportunity in housing for all Americans. PHA Goal: Ensure equal opportunity and affirmatively further fair housing. Objectives: Undertake affirmative measures to ensure 100% accessibility to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability; undertake affirmative measures to provide a suitable living environment for 100% of the families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability; and undertake affirmative measures to ensure 100% accessibility to housing for persons with all varieties of disabilities regardless of unit size required.				

PHA Plan Update

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

The PHA Plan Element concerning **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures** has been revised as follows:

- 1) The PHA amended its Section 8 Administrative Plan to reflect HUD mandated changes in the policies and procedures pertaining to admission of students to the Section 8 Housing Choice Voucher Program.
- 2) The PHA amended its Public Housing Dwelling Lease to provide for the inclusion therein of the HUD-mandated lease provisions pertaining to the Violence Against Women Act.
- 3) The PHA amended its public housing Pet Policy to reflect HUD-mandated changes pertaining to animals used to assist disabled persons residing in public housing .
- 4) The PHA revised its public housing and Section 8 assisted housing screening policies and procedures pertaining to the denial of admission to or continued participation in such programs by persons involved in drug-related criminal activity, any other criminal activity, or drug and alcohol abuse, in order to have such policies and procedures conform to the latest HUD recommended policies and procedures regarding the subject matter.
- 5) The PHA revised its Public Housing Reasonable Accommodations Policy for persons with disabilities in order to bring such policy into conformity with the latest HUD recommended policy pertaining to such subject.
- 6) The PHA has amended its Public Housing Admissions and Continued Occupancy Policy to reflect the inclusion therein of terms and conditions for occupancy of public housing dwelling units by police officers in order to provide on-site resident security.

The PHA Plan Element concerning **Financial Resources** has been revised as follows:

The PHA's statement of planned sources and uses of financial resources for FY 2010 is as follows:

SOURCE OF FUNDS	\$ AMOUNT	PLANNED USE OF FUNDS
Federal FY 2009 Grant Funds:		
Public Housing Operating Funds	1,169,843	Public Housing Operations
Public Housing Capital Grant Funds	353,496	PH Capital Improvements
Public Housing ARRA Grant Funds	325,321	PH Capital Improvements
Section 8 Annual Contributions	2,018,848	Section 8 Payments
Public Housing Dwelling Rents	413,916	PH Operations
Other Income:		
Interest	10,000	Sect. 8 Support Services
Portability Fees	68,400	
Non-Federal Funds:		
City Center Development Funds	10,000	Public Housing Operations
TOTAL AMOUNT OF \$ RESOURCES	\$4,369,824	

The following PHA Plan element concerning the **Violence Against Women Act (VAWA)** has been added to the Plan:

The following measures have been taken by the PHA with regard to implementation of the VAWA:

- 1) The PHA has adopted HUD recommended policy provisions regarding the denial of eligibility for admission to, or continued participation in the public housing and Section 8 programs administered by the PHA, of persons who violate the provisions of the VAWA.
- 2) The PHA has amended its public housing dwelling lease to include the HUD recommended language regarding implementation of the VAWA.
- 3) The PHA is requiring Section 8 landlords to utilize the HUD recommended language pertaining to the VAWA in their dwelling leases.
- 4) The PHA has advised its tenants regarding the provisions of the VAWA, and of the availability at the PHA's main office of complaint forms recommend for use in filing complaints pertaining to violations of the VAWA.
- 5) The PHA is actively seeking to partner with Atlantic County agencies that administer support programs designed to assist adult and child victims of domestic violence, sexual assault, or stalking.

Note: In addition to the revisions in specific Plan elements cited above and the other items set forth in this Plan submission, the PHA will make all of the Plan elements listed under the Instruction to form HUD-50075 readily available to the public.

(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 PHA will post its PHA Plans, including updates, at each of the locations that serve its Asset Management Project (AMP) locations, same are as follows:

- Pleasantville Towers, 140 North Main Street, Pleasantville, New Jersey.
- Pleasantville Towers Annex, 156 North Main Street, Pleasantville, New Jersey (main administrative office of PHA).

The PHA will also provide each of its resident councils with a copy of its Five Year Plan and Annual Plan.

6.0

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The PHA received a HOPE VI Revitalization Grant for its Woodland Terrace development, project No. NJ059-2. Activities pursuant to an approved Revitalization Plan, including demolition, disposal and redevelopment, have been completed. The PHA also engaged in and completed mixed-finance development activities.</p> <p>The PHA has completed its New Hope Homeownership Program which was approved on 4/8/06 under Section 8 of the USHA of 1937.</p>																																																																																								
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>																																																																																								
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>Completed Form HUD-50075.1 for CFP FFY's 2009 ARRA, 2009, 2008, 2007, and 2006 are submitted herewith. Note: The PHA's approved RHF grant of \$ 48,640.00, is to be accumulated for five years starting FFY 2008 with a OED date of 12/31/2012. Note: The PHA is not engaged in CFFP financing.</p>																																																																																								
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>Completed Form HUD-50075.2 for CFP FFY's 2010-2014 is submitted herewith.</p>																																																																																								
8.3	<p>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. n/a</p>																																																																																								
9.0	<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.</p> <table border="1" data-bbox="240 974 1479 1486"> <thead> <tr> <th colspan="8">Housing Needs of Families in the Jurisdiction by Family Type</th> </tr> <tr> <th>Family Type</th> <th>Overall</th> <th>Affordability</th> <th>Supply</th> <th>Quality</th> <th>Accessibility</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Income <= 30% of AMI</td> <td>3077</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>4</td> </tr> <tr> <td>Income >30% but <=50% of AMI</td> <td>3034</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>4</td> </tr> <tr> <td>Income >50% but <80% of AMI</td> <td>4744</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>4</td> </tr> <tr> <td>Elderly</td> <td>14,870,689</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>2</td> <td>4</td> </tr> <tr> <td>Families with Disabilities</td> <td>NOT AVAIL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Race/Ethnicity – white</td> <td>171,941</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>4</td> </tr> <tr> <td>Race/Ethnicity – Black (Non-Hispanic)</td> <td>43,895</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>4</td> </tr> <tr> <td>Race/Ethnicity – Hispanic</td> <td>30,610</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>4</td> </tr> <tr> <td>Race/Ethnicity - Native American, Asian & Other</td> <td>215,598</td> <td>5</td> <td>4</td> <td>3</td> <td>4</td> <td>3</td> <td>4</td> </tr> </tbody> </table> <p>Above figures reflect total population within Atlantic County. Specific information regarding the number of renters within each population group was not available.</p>	Housing Needs of Families in the Jurisdiction by Family Type								Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location	Income <= 30% of AMI	3077	5	4	3	4	3	4	Income >30% but <=50% of AMI	3034	5	4	3	4	3	4	Income >50% but <80% of AMI	4744	4	3	3	3	3	4	Elderly	14,870,689	4	3	3	3	2	4	Families with Disabilities	NOT AVAIL							Race/Ethnicity – white	171,941	5	4	3	4	3	4	Race/Ethnicity – Black (Non-Hispanic)	43,895	4	3	3	3	3	4	Race/Ethnicity – Hispanic	30,610	5	4	3	4	3	4	Race/Ethnicity - Native American, Asian & Other	215,598	5	4	3	4	3	4
Housing Needs of Families in the Jurisdiction by Family Type																																																																																									
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location																																																																																		
Income <= 30% of AMI	3077	5	4	3	4	3	4																																																																																		
Income >30% but <=50% of AMI	3034	5	4	3	4	3	4																																																																																		
Income >50% but <80% of AMI	4744	4	3	3	3	3	4																																																																																		
Elderly	14,870,689	4	3	3	3	2	4																																																																																		
Families with Disabilities	NOT AVAIL																																																																																								
Race/Ethnicity – white	171,941	5	4	3	4	3	4																																																																																		
Race/Ethnicity – Black (Non-Hispanic)	43,895	4	3	3	3	3	4																																																																																		
Race/Ethnicity – Hispanic	30,610	5	4	3	4	3	4																																																																																		
Race/Ethnicity - Native American, Asian & Other	215,598	5	4	3	4	3	4																																																																																		

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.**

STRATEGIES –

Need: Shortage of affordable housing for all eligible populations.

Strategy # 1 Maximize the number of affordable housing units available to the PH within its current resources by:

- Employing effective maintenance and management policies to minimize the number of public housing units off-line.
- Reduce turnover time for vacated public housing units.
- Reduce time to renovate public housing units.
- Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources.
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
- Participate in Consolidated Plan development process to ensure coordination with broader community strategies.

Strategy # 2 Increase the number of affordable housing units by:

- Applying for additional Section 8 units, should they become available.

Need: Specific Family Types: Families at or below 30% of median.

Strategy # 1 Target available assistance to families at or below 30% of AMI by:

- Employing admission preferences aimed at families with economic hardships.
- Adopting rent policies to support and encourage work.

9.1

Need: Specific Family Type: Families at or below 50% of median.

Strategy #1 Target available assistance to families at or below 50% of AMI by:

- Employing admission preferences to families that are working.
- Adopting rent policies to support and encourage work.

Need: Specific Family Types: The elderly.

Strategy #1 Target available assistance to the elderly by:

- Seek designation of public housing for the elderly.
- Applying for special-purpose vouchers targeted for the elderly, should they become available.

Need: Specific Family Types: Families with disabilities.

Strategy # 1 Target available assistance to families with disabilities by:

- Carrying out the modifications needed in public housing based on the Section 504 Needs Assessment for public housing.
- Affirmatively marketing to local non-profit agencies that assist families with disabilities.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs.

Strategy # 1 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.

Strategy # 2 Conduct activities to affirmatively further fair housing:

- Counsel Section 8 tenants as to location of units outside areas of poverty or minority concentration and assist them in locating those units.
- Market Section 8 program to owners outside areas of poverty and minority concentrations.

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 PHA continues to promote, on an on-going basis, adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination for all low-income, very low-income, and extremely low-income families in its jurisdiction. The PHA's progress in meeting this mission and the related goals set forth in its 5-Year Plan are evidenced by: 1) a notable reduction in the PHA's public housing unit vacancies; 2) a marked decrease in public housing vacant unit turnover time; 3) timely completion of public housing modernization improvements under the PHA's CFP; 4) the positive results of employing improved management and maintenance policies; 5) improvement in the inspections level under the PHA's Section 8 unit inspections program; 6) the adoption of admissions preferences and rent policies designed to support and encourage work; 7) the completion of Section 504 work items; 8) security improvements in the PHA's public housing developments; 9) the PHA's approval of its request for designation of its Pleasantville Towers development as an "elderly only" development; 10) the PHA improved its PHAS score and was designated a "high performer"; 11) the PHA received an initial SEMAP score of 100%; 12) the PHA was successful in its efforts to implement a Homeownership Program under its Hope VII Revitalization Grant Program; and 13) the PHA was successful in its efforts to implement its Hope VI Revitalization Program, as of the date of this initial submission of its FY 2010-2014 - Five Year Agency Plan the PHA has completed the Woodland Terrace demolition work, constructed 57 scattered site units, completed construction of 80 new housing units on the cleared site, along with a community building and office facilities for management, maintenance and CSS services.

10.0

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

The basic criteria the PHA uses for determining what constitutes a "significant amendment" to/of its 5-Year Plan; and what constitutes a "significant amendment" or "substantial deviation/modification" to/of its 5-Year Plan and Annual Plan are set forth in the PHA's definitions of same, which are as follows:

The PHA will consider the following to constitute a "Significant Amendment" or "Substantial Modification":

- 1) Changes to rent or admissions policies or organization of the waiting list;
- 2) Changes to Grievance Procedures;
- 3) Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan) or changes in use of replacement reserve funds under the Capital Fund;
- 4) Any change with regard to Demolition, Disposition, Designation, Homeownership programs or Conversion activities.

The PHA will consider the following to constitute a "Substantial Deviation" from the Five-Year Plan:

- 1) Any substantial deviation from or modification of the PHA's Mission Statement or any substantial modification to the PHA's goals and/or objectives.

An exception to the above definitions will be made for any of the above cited actions that are adopted by the PHA to reflect changes in HUD regulatory requirements; such changes will not be considered to be "Significant Amendments" or "Substantial Modifications" or "Substantial Deviations."

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.

