

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>SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY</u> PHA Code: <u>VA025</u> 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): <u>2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>466</u> Number of HCV units: <u>641</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.)				
	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: <p>The Suffolk Redevelopment and Housing Authority is to develop and operate affordable housing that will provide decent, safe and sanitary homes and a suitable living environment for low and moderate income families in Suffolk. Further, SRHA will participate in the redevelopment and conservation of neighborhoods in Suffolk, both residential and commercial, so as to enhance living and working conditions in the City of Suffolk.</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.

STRATEGIC GOAL

- I. **Affordable housing of sufficient quality and quantity to meet the needs of the citizens of Suffolk will be developed and maintained in order to provide decent, safe, and sanitary housing in an attractive and healthy community of communities**
- **Goal: To keep total vacancies at or below 2% in preparation for site based HUD requirements for full funding and to provide for maximum income for SRHA.**
 - **Goal: Encourage Section 8 owner participation by means of owner outreach to recruit new owners and owners who have units in area outside of minority and poverty concentration.**
 - **Goal: To maintain at least a monthly reporting rate of 98% in compliance with SEMAP and MTCS requirements the Section 8 Tenant based program.**
 - **Goal: Improve SRHA's physical inspection scores under HUD's Public Housing Assessment System.**
 - **Goal: To review, evaluate and update resident maintenance charges.**
 - **Goal: To determine actual cost of material and labor to SRHA**
 - **Goal: To continue to develop and implement a Master Plan for Parker Riddick and Cypress Manor Public Housing communities to include applying for a Capital Fund Financing Project Loan.**
 - **Goal: To improve SRHA's overall customer service.**
 - **Goal: To leverage private or other public funds to create additional housing opportunities**
 - **Goal: To renovate or modernize public housing units**
 - **Goal: To concentrate on efforts to improve specific management functions: (list: public housing finance, voucher unit inspection)**
 - **Goal: To implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.**
- II. **SRHA will foster family self-sufficiency through public housing and the Section 8 Housing Choice Voucher Program to the ultimate goal of home ownership.**
- **Goal: To continue to encourage and promote strong Resident Councils and to involve more residents in the council and community activities.**
 - **Goal: To continue to develop programs for Residents to become Self-Sufficient.**
 - **Goal: To partner with Local Service Providers and other Community Service Agencies to establish Self-Sufficiency Programs that will enhance and promotes residents quality of life.**
 - **Goal: To assist residents to work towards Homeownership opportunities.**
 - **Goal: To assist citizens of the City of Suffolk with the necessary training classes and counseling who are interested in becoming First Time Homebuyers.**
 - **Goal: To partner with area lending institutions, community and faith based organizations to offer First Time Homebuyer Education Classes.**
 - **Goal: To assist eligible citizens within the City of Suffolk with down payment, closing cost assistance, and low interest financing for First Time Homebuyers to purchase affordable housing.**
- III. **Strategic Relationship with the city planner and other of city staff will be developed, enhanced and maintained to allow SRHA to define, assess and address the development and rehabilitation needs of the City of Suffolk.**
- **Goal: To assist eligible citizens within the City of Suffolk with down payment, closing cost assistance, and low interest financing for First Time Homebuyers to purchase affordable housing.**
 - **Goal: To continue to implement the Neighborhood Stabilization Program in partnership with the City of Suffolk.**
- IV. **The SRHA Bond Program will be marketed and positioned as a viable vehicle to encourage the development of new housing stock based on community needs.**
- **Goal: To evaluate the information of the Tax Exempt Bond program to support Cypress Manor/Parker Riddick master plan.**
- V. **SRHA will continually seek funding from private, state, and federal government programs in order to enable SRHA to consistently and regularly plan, expand or manage the quantity and quality of redevelopment, affordable housing, and family self sufficiency initiatives in the City of Suffolk.**
- **Goal: To submit annual request to the City of Suffolk for funds to support community development and administrative activities.**
 - **To apply for grants to establish resident programs and affordable housing initiatives.**
 - **To apply for loans and other financing opportunities for Public Housing Renovations and Community Development initiative. i.e.: CFFP, Hope VI, VCC, New Market tax credits and low income tax credits.**
 - **To increase SRHA's ability to be self sustaining: Bond Funds, Community Development Projects etc.**

5.2

PHA Plan Update

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

Removal of changing the Chorey Park designation to Elderly

The following items have been added or amended:

The PHA Plan will continue with the same goals as it has had in the previous year.

(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.

- Suffolk Redevelopment and Housing Authority (SRHA) website – www.suffolkra.org
- SRHA Administrative Building – 530 E. Pinner Street – Suffolk, VA 23434
- All SRHA Management Offices
- **Cypress Manor /Parker Riddick - Stacey Drive – Suffolk, VA 23434**
- **Hoffler Apartments – 2210 E. Washington Street, Suffolk, VA 23434**
- **Colander Bishop Meadows – 925 Brook Avenue – Suffolk, VA 23434**
- **Chorey Park Apartments - 804 W. Constance Road – Suffolk, VA 23434**
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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.

The “Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures” are contained in the Admissions and Continued Occupancy Policy Chapter 2, 3, 4 and 5 for public housing and in the Administrative Plan for Section 8/Housing Choice Voucher, Chapter 2.

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.

SEE ATTACHMENT 1

3. Rent Determination. A statement of the policies governing of the PHA governing rents charged for public housing and HCV dwelling units.

The rent determination policies for public housing are contained in the Admission and Continued Occupancy Policy, Chapter 6. The rent determination policies for the HCV dwelling units are contained in the Administrative Plan, Chapter 6.

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.

SRHA's rules, standards, and policies that govern the maintenance and management of Public Housing and the management of Section 8 are located within the following documents:

- **Admissions and Continued Occupancy Policy (ACOP) - Public Housing**
- **Administrative Plan - Section 8**
- **Housing Management Policies and Procedures Manual - Public Housing**
- **Schedule of Maintenance Charges - Public Housing**
- **Human Resource Policies and Practices**
- **Contracting and Procurement Policies**

The above documents may be found in the main administrative offices located at 530 E. Pinner Street. The Management offices also have those documents for public housing.

6.0

5. Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

SRHA deems it desirable to implement a procedure by which tenants may obtain a fair and impartial resolution of disputes arising between tenants and the Authority. It is the policy of SRHA to ensure that all families have the benefit of all protections due to them under the law. If a Complainant does not follow the procedures set forth in this policy and/or does not request a hearing, then the Authority's action, inaction, or decision shall be considered final on part of SRHA. Failure of a Complainant to request a hearing does not constitute a waiver of his/her right to contest the Authority in an appropriate judicial proceeding.

For all aspects of the grievance and appeals process, a disabled person shall be provided reasonable accommodation to the extent necessary to provide the disabled person with an opportunity to use the grievance procedures equal to a non-disabled person.

The Grievance Procedure for public housing is located in the Admissions and Continued Occupancy Policy, Chapter 13.

The grievance procedure for Housing Choice Voucher is located in the Administrative Plan, Chapter 19.

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.

Development Name: Chorey Park

Development #: 36

Designation type: Elderly/Disabled

Date approved: 1985

Number of Units: 100

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). SRHA's policy and procedures for Community Service and Self-Sufficiency can be found in the Admissions and Continued Occupancy Policy, Chapter 7.

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.

SRHA conducts surveys both formally and informally of residents and other stakeholders. The surveys have identified issues and concerns indicating a need to continue providing security services, redirect resources, develop plans to curtail activities, etc.

SRHA will implement the following strategies:

- Continue partnership with the Suffolk Police Department.
- Implement crime prevention Through Environmental Design
- Target crime prevention activities to at-risk youth, adults, or seniors
- Continue to utilize community resource officers (police officers) throughout the family developments; contract security officers are assigned to the mid-rise developments

As we continue to redevelop our communities new policing strategies will be employed. The Suffolk Police department continues to be a critical piece in addressing safety in our public housing communities. A Memorandum of Understanding is updated annually to continue the strong working relationship.

9. Pets. A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

SRHA's policy and procedures allows for ownership of pets in elderly and disabled units as well as in family units, and ensures that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. SRHA also establishes reasonable rules governing the keeping of common household pets. (Nothing in the policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are considered a disability service animal.)

The policy and procedure for Pets is in the Admission and Continued Occupancy Policy, Chapter 10.

10. Civil Rights – 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 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.
See Attachment 2

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.

SRHA is carrying out its asset management functions for the public housing inventory of the agency by monitoring development-based financial reports and key property management indicators on a monthly basis. Site visits are conducted and reports are provided by the Property Managers monthly on activities occurring at the development.

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.

Implementation of Violence Against Women Act of December 2005. Coordinated and collaborated efforts with internal and external partners will be aggressive in identifying victims of domestic-related offenses as well as ongoing education on prevention and identification of domestic-related crimes in both the Public housing and Section 8 programs. Strategies include immediate response from staff in partnership with Community Resource Officers (CRO) in efforts to reduce incidents and additional injury or property damage to the victim. Additional strategies include providing written notification to Section 8 Landlords, including the VAWA Act information in the Landlord and tenant briefings and distribute pamphlets describing the program's purpose.

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.

The Suffolk Redevelopment and Housing Authority (SRHA) in conjunction with the development firm, Housing Opportunities and Concepts (HO&C), completed a Master Plan for the Parker Riddick/Cypress Manor community as a guide in the rehabilitation of the two public housing communities and adjoining properties for a new mixed-use and mixed income community. The Master Plan Revitalization effort improves the Parker Riddick/Cypress Manor Apartments creates affordable housing on the 3 acre site on Lake Kennedy Drive, and construction of townhouses and single-family homes on the 80 acre Davis Boulevard site, new senior housing opportunities and improvements on the White Marsh commercial site. SRHA completed a application for the Choice Neighborhood Grant to support the new transformation plan. The impact of the Choice Neighborhood Grant funding would provide housing opportunities to extremely low-income families, moderate income families, the elderly, the disabled, and all individual/families in becoming homeowners. Parker Riddick and Cypress Manor Apartments are two public housing communities that were originally built in the 1970's as market rate housing and acquired by SRHA. That effort has resulted in the provision of 206 units slow rent public housing. The Choice Neighborhood funding and HUD funding in various categories over the next five years will ensure that the Authority provides housing opportunities to families and individuals who lack affordable "decent, safe and sanitary" housing for this communities.

7.0

The planning process for the Master Plan included a market study conducted by a certified consultant. SRHA understands HUD's focus on maximizing and leveraging resources with emphasis on mixed-financed transactions. The transformation plan includes the new construction for affordable housing, new construction for senior housing and services, an economic retail commercial area and improved public access and transportation.

The **GOAL/OBJECTIVE** is to transform this neighborhood into a viable mixed-use and mixed-income neighborhood with access to economic opportunities. To revitalize the severely distressed public, assisted housing community, and invest and leverage resources into well-functioning services, effective schools and education programs, public assets, public transportation, and access to jobs.

To achieve the core goals, The Master Plan development and holistic approach will guide the improvement of – housing, people, economic development, educational opportunities to improving the quality of life for the surrounding neighborhoods.

The Transformation Plan will also address the following key neighborhood assets:

1. Developmental assets that allow residents to attain the skills needed to be successful in all aspects of daily life;
2. Commercial assets that are associated with production, employment, transactions, and sales;
3. Recreational assets that create value in a neighborhood beyond work and education;
4. Physical assets that are associated with the built environment and physical infrastructure;
5. Social/Intangible assets that establish well-functioning social interactions.
6. School and Educational improvement to the existing HEAD START program to improve the academic outcomes at the early stages of learning.

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
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>Attachment 3</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>Attachment 3</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

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

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

Waiting list type: (select one)

- Section 8 tenant-based assistance
 - Public Housing
 - Combined Section 8 and Public Housing
 - Public Housing Site-Based or sub-jurisdictional waiting list (optional)
- If used, identify which development/sub jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	601		
Extremely low income <=30% AMI	538	90%	
Very low income (>30% but <=50% AMI)	47	8%	
Low income (>50% but <80% AMI)	16	3%	
Families with children	360	60%	
Elderly families	17	3%	
Families with Disabilities	143	24%	
Race/ethnicity 1	28	5%	
Race/ethnicity 2	573	95%	
Race/ethnicity 3	4	.7%	
Race/ethnicity 4			

Characteristics by Bedroom Size (Public Housing Only)

1BR	230	38%	
2 BR	269	44%	
3 BR	102	17%	
4 BR	2	.3%	
5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes

If yes:

HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 4

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

Waiting list type: (select one)

- Section 8 tenant-based assistance
 - Public Housing
 - Combined Section 8 and Public Housing
 - Public Housing Site-Based or sub-jurisdictional waiting list (optional)
- If used, identify which development/sub jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	82	%	
Extremely low income <=30% AMI	82	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	54	72%	
Elderly families	0	7%	
Families with Disabilities	7	2%	
Race/ethnicity 1	0	0%	
Race/ethnicity 2	82	100%	
Race/ethnicity 3	0	0%	
Race/ethnicity 4	0	0%	

Is the waiting list closed (select one)? No Yes

If yes:

HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 108

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

9.0

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> <p>SRHA plans to address the housing needs of families in the jurisdiction and on the waiting list by:</p> <ul style="list-style-type: none"> • Maximize the number of affordable units available to SRHA within its current resources • Increase the number of affordable housing rental units • Increase the number of affordable homeownership opportunities • Develop mixed income communities • Target available assistance to families at or below 50% of AMI • Target available assistance to the elderly • Target available assistance to persons with disabilities • Increase outreach to private property managers to encourage participation in the housing choice voucher program • Provide technical or direct assistance for distressed properties that can be upgraded or renovated for use by low income families • Provide educational resources to planning groups to support the development of additional affordable housing throughout the City of Suffolk and the region • Reducing turnover time for vacated public housing units • Apply for additional regular voucher funding when available • Continue to partner with VHDA in sponsoring a Homebuyers Club for residents
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>Suffolk Redevelopment and Housing Authority is actively working on the Cypress Manor/Parker Riddick Master Plan Project . The first 45 units are completed and we are currently seeking finances to go to the next phase of the project.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>SRHA will be seeking additional funding to complete the Cypress Manor/Parker Riddick Master Plan Project. During this process, an environmental issue was discovered that requires more expensive actions to turn units than was originally predicted in the Master Plan Project. As a result of funding and environmental issues, these units turn at a slower rate.</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> <p>(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) N/A</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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.