

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 8/30/2011
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1.0	PHA Information PHA Name: <u>Housing Authority of the City of St. Petersburg</u> PHA Code: <u>FL002</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>01/2016</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>371</u> Number of HCV units: <u>3,581</u>												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	PH	HCV						
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 housing authority's mission is to provide a variety of safe, sanitary, accessible, decent, and affordable housing to eligible citizens of the City of St. Petersburg, while enhancing and promoting resident self-sufficiency.												

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.

Goals and objectives: 2015 – 2019:

1. Improve marketing, public relations, community relations

- *SPHA continues to make progress toward this goal. Our bi-annual newsletter, The Housing Homefront, is distributed in an electronic format to a host of stakeholders and ties to the agency's website (www.stpeteha.org). Both contain in-depth news about SPHA. SPHA also distributes a Landlord newsletter to both attract new HCV Landlords with training and program information and to provide up-to-date helpful information to participating HCV Landlords. SPHA also distributes a monthly newsletter to our public housing tenants.*
- *SPHA has a 15 minute radio talk show once a month on a local radio station. Staff uses this time to educate and update listeners about SPHA programs and services. Also, staff has identified civic organizations, neighborhood associations and other potential stakeholders and works to foster relationships with them as part of our on-going community outreach plan. Executive staff and Commissioners are available to make presentations to these groups through SPHA's Speakers Bureau.*
- *SPHA staff regularly submits our programs for housing industry "Best Practices" awards. Two of our programs were in the finals in the best practices contest from Housing Authority Insurance Group.*

2. Develop and execute property strategy

- *SPHA is disposing of its commercial properties: the Center for Achievement (1048 22nd Street South), the Midtown Youth and Family Enrichment Center (1201 22nd Street South), the Commercial Building (1221 22nd Street South) and the property located at 2240 9th Street South.*
- *SPHA may also dispose of its single scattered site single family home located at 4326 14th Avenue South. The property is currently occupied by a public housing family who has expressed an interest in purchasing the home. SPHA plans to make necessary renovations to the home prior to sale.*
- *SPHA may purchase additional public housing using its Replacement Housing Factor (RHF) funds, and/or public housing sales proceeds (which may be used for Project Based Section 8 units), and/or general public housing funds, and/or tax credits, bonds, or other funding sources. SPHA may also purchase additional affordable housing. SPHA is working to create Wounded Warrior housing for wounded veterans, specifically. SPHA will either build or renovate approximately 20-125 units for this purpose.*

3. Develop and implement Veteran's Housing Initiative

- *SPHA created a Wounded Warrior Advisory Committee to determine the needs, design, and funding options for local Wounded Warriors. SPHA plans to acquire, acquire with rehab, or construct 20 to 125 units of Wounded Warrior Housing. The units may include public housing units, Project Based Section 8 units, as well as affordable units and possibly market rate units. A portion of the units will be handicap-accessible, with Wounded Warriors in mind. SPHA may consider partnering with another Housing Authority on this project. SPHA may also consider issuing a Request for Proposals from developers or other partners. If doing Project-Based Vouchers, SPHA plans for the project to serve 'qualified families,' which may include elderly and/or disabled families or those receiving supportive services.*
- *SPHA may choose to issue a Request for Proposals for Project Based Vouchers. SPHA may project base up to 20% of its baseline units. Project based units may include Single Room Occupancy (SRO) units.*

4. Develop Succession Plan

- *SPHA has completed a preliminary succession plan that details the current agency needs and implements a plan on how to meet those needs.*
- *A few members of SPHA staff may plan to retire within the next 1-5 years, and training has commenced with current staff for potential replacements.*

5. Develop funding gap strategy

- *This is a continuous goal of constructing and/or acquiring new affordable housing using new funding sources (as detailed above).*

6. Continue Commissioner Certification training and development guidelines and processes.

- *All new Commissioners are encouraged by the Board to receive professional third-party*

training on the basics of serving on a Public Housing Authority Board of Commissioners. A New Commissioner training took place in 2015, as well as two Commissioners attended a PHADA conference. SPHA staff members also provide presentations on SPHA's past and current operations to all new Commissioners.

- *The Commissioners updated their Board By-Laws in 2015.*

5.2

7. Continue to work on three Legislative actions as joint projects with area housing authorities

- a) Stop 'Pay to Stay' – National resolution
- b) Time limit benefits – National resolution
- c) Agency name review – State resolution

- *The Chief Executive Officer has spoken with congressional representatives regarding the above referenced Legislative actions. SPHA pays out approximately a half a million dollars in negative rents annually, that is, residents whose rent minus a utility allowance results in payments being made to the resident from Federal subsidies. It is SPHA's position that a significant number of new applicants could have been served using this funding, and many more would be served if reasonable time limits were imposed on clients receiving housing benefits, who are not elderly or severely disabled.*
- *SPHA may change its name, as there is confusion that SPHA is a department of the City.*

PHA Plan Update

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

SPHA has submitted disposition applications for all of its commercial properties. The sale of the Center for Achievement (1048 22nd Street South) and the Midtown Youth and Family Enrichment Center (1201 22nd Street South) is expected to close in August 2015. The property located at 2240 9th Avenue South is expected to close in September 2015. The property located at 1221 22nd Street South is currently listed for sale.

SPHA will continue to implement HUD's cost savings measure with regard to utility allowances. SPHA will use the utility allowance for either the tenant's voucher size or the occupied unit size, whichever is less. SPHA may choose to implement any further cost savings measures, including conducting biennial HQS inspections.

SPHA may choose to implement PIH Notice 2011-33, designating one or more public housing property with the working family preference and requiring work activity as a condition of continued occupancy at that development. This will require a modification to the Lease and House Rules.

SPHA may choose to update its waiting list preferences to include any of the allowable preferences, including a local preference.

SPHA may also choose to utilize a single wait list for its AMP 2 properties, versus site-based wait lists. Because AMP 2 is comprised of multiple sites and many of the applicants apply for all sites, it creates a duplication of work to pull from the individual lists.

6.0

In the event that HUD allows additional housing authorities to apply to become a Moving to Work agency, SPHA may choose to submit an application.

Two (2) of SPHA's programs were recognized by Housing Authority Insurance (HAI) Group as top programs in the nation. SPHA's Maintenance Action Plan received First Runner Up, and our Tenant Volunteer Incentive Program received an Honorable Mention. In 2014, SPHA received First Runner Up for its Community Policing and Crime Prevention program, which is still being utilized. SPHA partners with St. Petersburg Police Department, who provides SPHA with a Community Police Officer, who works directly with our public/affordable housing complexes and Housing Choice Voucher clients and landlords.

SPHA remains committed to eliminating fraud in Public Housing and the Housing Choice Voucher program. SPHA has partnered with St. Petersburg Police Department, as well as the Office of Investigator General, to eradicate fraud.

SPHA continues to work with Youth Build at the various public and affordable housing complexes.

SPHA plans to use the highest possible minimum rent, as allowed by HUD, in order to maximize funds.

(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.

A copy of the plan may be obtained at SPHA's Central Office located at 2001 Gandy Blvd. North, St Petersburg, FL 33702.

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><i>SPHA has submitted disposition applications for its commercial properties (see 6.0a above).</i></p> <p><i>SPHA is also seeking other available local, state, federal, and private funding sources. SPHA may develop or rehab housing within its jurisdiction, with or without a partner.</i></p> <p><i>SPHA is exploring the option of converting public housing units (AMP 2 and/or AMP 3) to Section 8 Project Based units. SPHA may further explore the Rental Assistance Demonstration (RAD) program. SPHA may choose to submit a RAD application to HUD for its AMP 2 public housing units, AMP 3 (Jordan Park), or both. SPHA is going to begin talks with the Developer for its AMP 3 property regarding the end of the tax credit compliance period, which is believed to be in 2017. SPHA is exploring opportunities for possibly sustaining the future of the property, which may include disposition and the use of SPHA's project based vouchers and/or the RAD program.</i></p> <p><i>SPHA currently has one-hundred five (105) project based vouchers at Serenity Towers for families 55+, forty (40) project based vouchers at Catholic Charities' Pinellas Hope II Development for homeless families, and one-hundred sixty-two (162) project based vouchers at Philip Benjamin Tower for families 55+. SPHA recently advertised a Request for Proposals for project based vouchers for Veterans. From this solicitation, SPHA awarded 8 vouchers to Catholic Charities' Pinellas Hope III development and 15 vouchers to Boley Centers. SPHA may consider project-basing additional vouchers, including VASH vouchers, (including SRO units). This includes creating project based vouchers for one of its own properties.</i></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><i>See HUD Form 50075.2 approved by HUD 4/13/15</i></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><i>See HUD Form 50075.2 approved by HUD 4/13/15</i></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>
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> <p><i>To be submitted with 5-Year Plan.</i></p>
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><i>To be submitted with 5-Year Plan.</i></p>

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><i>See item 5.2 above.</i></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <ul style="list-style-type: none"> • Substantial Deviation from the 5-Year Plan: <i>Any demolition and/or disposition activity not included in the 5-Year Plan.</i> • Significant amendment or modification to the Annual Plan: <p><i>Capital Fund Program Significant Amendment Definition:</i></p> <p><i>A Significant Amendment or Modification is a change in policy pertaining to the operation of the HA. The HA will consider the following actions as a Significant Amendment or Modification:</i></p> <ul style="list-style-type: none"> • <i>Addition of new work items (excludes emergency work) not included in the Capital Fund Program (CFP) 5-Year Action Plan or Annual Statement(s) exceeding a cumulative amount of \$33,682.90^[1] under the current Fiscal Year which relate to the overall rehabilitation and improvement of the physical plant.</i> • <i>Demolition and/or disposition activities, new or amended development plans, designation or conversion actions not currently identified in the Five-Year Plan or either the Annual Plan, or otherwise approved by HUD.</i> <ul style="list-style-type: none"> • <i>SPHA compliance with Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109 – 162, H.R. 3402) signed by President Bush on January 3, 2005, and effective for PHAs with fiscal years beginning July 1, 2007. Title VI, Housing Opportunities and Safety for Battered Women and Children, Section 603, amended Section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437c-1):</i> <i>SPHA provides a housing preference for victims of domestic violence for its Housing Choice Voucher program waiting list.</i>
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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)</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>
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^[1] Average of 10% of the latest funded CFP grant.

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.