

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.

Goal: Increase the availability of safe, decent, and affordable housing

- Objectives:
1. Maximize utilization of the Housing Assistance funds available in order to provide housing assistance to as many families as possible.
 2. Accurately calculate the family's portion of the rent so that their portion of the rent is affordable.
 3. Maintain high scores in voucher management as reflected in SEMAP rating.
 4. Ensure that Housing Quality inspections are conducted annually and any deficiencies are corrected in a timely manner.
 5. Apply for any additional rental vouchers when available and approval is possible
 6. Increase voucher payment standard when necessary
 7. Maintain the homeownership program
 8. Support developer's new construction and rehabilitation of affordable housing for low-income, elderly, and disabled households and for accessible units through state tax credit funding.

Goal: Promote self-sufficiency and asset development

- Objective:
1. Maintain at least 75 families on the FSS program
 2. Increase the number of successful FSS contract completions
 3. Maintain the homeownership program and increase the number of home owners.
 4. Inform families of these opportunities at the briefing and reexamination.

Goal: Ensure equal opportunity for all participants and affirmatively further fair housing

- Objective:
1. Provide annual fair housing training to staff
 2. Provide families with information on fair housing at the briefing and reexaminations. This information is also provided with each FSS enrollment.
 3. Landlords are encouraged to participate in providing rental units in low-poverty areas and families are encouraged to locate housing in low-poverty areas. This information is included in the briefing and Request for Tenancy packets.
 4. Any discrimination complaint is addressed timely and completely.
 5. Owners sign a Housing Assistance Contract which includes a provision for non-discrimination.

Progress:

- 1) We were not able to apply for any new vouchers because they have not been any available. However, we have maintained a high utilization rate of the funding received. In the last five years, 516 new families began receiving housing assistance.
- 2) We have achieved a high performer rating from HUD through SEMAP each year.
- 3) At least 75% of our new admissions were at or below 30% of AMI.
- 4) Payment Standards have been increased slightly over the last five years in all sizes except 0 and 1 bedroom. We have been able to maintain a high utilization rate without raising the payment standards by too much.
- 5) We have maintained the homeownership program. There are currently six families receiving assistance with their mortgages. Three of these families started their homeownership within the last five years.
- 6) We have supported developer's new construction and rehabilitation of affordable housing for low-income households and for accessible units by providing the developers with a letter of support.
- 7) We have maintained the Family Self Sufficiency program. There were 26 successful completions in the last five years.
- 8) We have affirmatively furthered fair housing by informing voucher families at the briefing and at reexaminations as to the location of units outside areas of poverty or minority concentration, and marketed the voucher program to owners outside poverty/minority concentration areas when necessary.

PHA Plan Update

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

Jefferson Franklin Community Action Corporation, #2 Merchant Dr., Hillsboro, MO and the agency website at www.jfcac.org.

6.0 PHA Plan Element, item 1

Eligibility, Selection and Admissions Policies, including De-concentration and Waiting List Procedures:

This information is covered in our Administrative Plan which is located in the administrative office of Jefferson Franklin Community Action, #2 Merchant Dr., Hillsboro, Mo.

PHA Plan Element, item 2

Financial Resources: This information is kept in the accounting department of Jefferson Franklin Community Action, #2 Merchant Dr., Hillsboro, Mo.

PHA Plan Element, item 3

Rent Determination: This information is covered in our Administrative Plan which is located in the administrative office of Jefferson Franklin Community Action, #2 Merchant Dr., Hillsboro, Mo.

PHA Plan Element, item 4

Operation and Management: This information is covered in our Administrative Plan which is located in the administrative office of Jefferson Franklin Community Action, #2 Merchant Dr., Hillsboro, Mo.

PHA Plan Element, item 5

Grievance Procedures: This information is covered in our Administrative Plan which is located in the administrative office of Jefferson Franklin Community Action, #2 Merchant Dr., Hillsboro, Mo. It is also posted in the waiting areas at our office in Hillsboro and at 1020 Plaza Court Suite B, St. Clair, Mo.

PHA Plan Element, item 10

Civil Rights Certification: HUD form 50077 -CR is attached.

PHA Plan Element, item 11

Fiscal Year Audit: This information is kept in the accounting department of Jefferson Franklin Community Action, #2 Merchant Dr., Hillsboro, Mo.

PHA Plan Element, item 13.

VIOLENCE AGAINST WOMEN ACT (VAWA)
PHA PLAN STATEMENT

- (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;

COMTREA (Jefferson County)
Children's Services Division

21 Municipal Drive
Arnold, MO 63010 (North Jefferson County Office)
(636) 296-6206 FAX: (636) 296-0102

110 North Mill Street
Festus, Mo. 63028
(636) 931-2700 FAX: (636) 931-1961 www.comtrea.org

Services: Outpatient therapy and psychiatric services for children and youth, Domestic Violence Education Group for Kids, Kids Helping Kids, Student Assistance Programs, School counseling and education programs. Day program with residential component for adolescents with drug and alcohol issues.

Crider Health Center (Franklin County)
416 Market Street, Washington, MO 63090
(636) 239-2778 www.cridercenter.org

Crider Health Center (Franklin County)
1780 Old Hwy. 50 E, Union, Mo. 63084
(636) 582-8100 www.cridercenter.org

Services in Union: Primary care, pediatrics, pediatric dental, counseling, helping children and youth challenged with serious emotional or behavioral problems to stay in school, at home, and out of trouble. Community support services, school based services, and home based. Clinical case management, psychiatric evaluation and treatment, and medication management provided.

Services in Washington: Vocational and employment based programs and community support.

- 2) Any activities, services, or programs provided or offered that helps child or adult victims of domestic violence, dating violence, sexual assault, or stalking to obtain or maintain housing;

Comtrea (Jefferson County)
SAFE PLACE

Services: Emergency and extended shelter for adult women and families.
Evaluations, Case Management Programs provided. Assistance for locating stable housing for families.

6.0

A.L.I.V.E. (Alternatives to Living in Violent Environments) Franklin County
P.O. Box 223
Union, MO 63084
(636) 583-9863 FAX: (636) 583-6648
Local Hotline: (636) 583-5700
Hotline: 1-800-941-9144
www.alivefc@alivestl.org

Services: If youth has witnessed domestic violence in the home, guidance and counseling services are available. ALIVE works to eradicate family violence by providing short term emergency sanctuary, support services and community education. ALIVE models the philosophy of empowerment.

- (1) Any activities, services, or programs provided or offered to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety is assisted families.

COMTREA (Jefferson County)
Children’s Services Division

Services: Provides In School information such as “SAFE TOUCH” and “How to Say NO”. Domestic Violence Education Group for Kids, Kids Helping Kids, Student Assistance Programs, School counseling and education programs.

Legal Advocate for Abused Women (L.A.A.W.)

P.O. Box 15137, St. Louis, MO 63110
Phone: (314) 664-6699 or 1-800-527-1460 www.laawstl.org
Hours: 9:00 a.m. to 4:00 p.m. Monday through Friday
9:00 a.m. to 12:00 p.m. Saturday, Sunday, and holidays

Services: Crisis intervention and client support, information about Missouri’s Adult Abuse Law, referrals to other relevant legal and social service providers, and free legal representation for low-income individuals pursuing orders of protection.

Crider Health Center (Franklin County)
1780 Old Hwy. 50 E, Union, MO 63084
(636) 582-8100 www.cridercenter.org

Services: Primary care, pediatrics, pediatric dental, counseling, helping children and youth challenged by serious emotional or behavioral problems to stay in school, at home, and out of trouble. Community support services, school based services, and home based services provided. Clinical case management, psychiatric evaluation and treatment, and medication management provided.

A.L.I.V.E. (Alternatives to Living in Violent Environments) Franklin County
P.O. Box 223
Union, MO 63084
(636) 583-9863 FAX: (636) 583-6648
Local Hotline: (636) 583-5700
Hotline: 1-800-941-9144
www.alivefc@alivestl.org

Services: If youth has witnessed domestic violence in the home, guidance and counseling services are available. ALIVE works to eradicate family violence by providing short term emergency sanctuary, support services and community education. ALIVE models the philosophy of empowerment.

NOTIFICATION PROCEDURES

All housing applicants are notified in writing of their VAWA rights at the time of their briefing/voucher issuance. All housing participants are notified in writing of their VAWA rights at their annual reexamination and when moving to a new unit.

All new owners on the housing program are notified in writing of the VAWA requirements when initially placed on the program. All existing owners on housing were mailed the VAWA requirements when the act went into effect (2006).

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>Franklin County PHA administers a homeownership program. There are currently six families receiving homeownership assistance.</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>
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>

8.3	<p>Capital Fund Financing Program (CFFP). <input 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>According to the Consolidated Plan for Missouri, the most urgent needs noted are:</p> <ol style="list-style-type: none"> 1. Not enough affordable rental units 2. Many units are substandard units 3. Many families are paying more than 50% of their income for rent/mortgage 4. Need for more accessible units 5. These issues are more prevalent in the rural areas <p>The waiting list for the Housing Choice Voucher Program was opened from April 15, 2014 to May 15, 2014. Approximately 1250 pre-applications were received. There are currently 1100 families on the list. We are still accepting applications for families who qualify for one of our preferences. The preferences include: families who have a child currently attending the JFCAC Head Start Program; families who have successfully completed within the previous twelve months the S.E.L.F Class (United Way), Step Up to Leadership Class, or Project Cope.</p> <p>Of the 1100 on the waiting list, 35% are elderly/disabled; 16% are black; and 1% are Hispanic. Of our current participants, 54% are elderly/disabled; 8% are black; and 1% are Hispanic. The percent of the minority participant families living in low-poverty areas is 78%. The percent of Hispanic participant families living in low-poverty areas is 88%. The racial make-up our jurisdiction is 97% white, 1% black, and 1-2% Hispanic.</p> <p>We anticipate the greatest need will be for two and three bedroom units.</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>Strategy for addressing housing needs</p> <ol style="list-style-type: none"> 1. Maximize utilization of the Housing Assistance funds available in order to provide housing assistance to as many families as possible. 2. Accurately calculate the family's portion of the rent so that their portion of the rent is affordable. 3. Maintain high scores in voucher management as reflected in SEMAP rating. 4. Ensure that Housing Quality inspections are conducted annually and any deficiencies are corrected in a timely manner. 5. Apply for any additional rental vouchers when available and approval is possible 6. Increase voucher payment standard when necessary 7. Maintain the homeownership program 8. Support developer's new construction and rehabilitation of affordable housing for low-income, elderly, and disabled households and for accessible units through state tax credit funding. 9. Identify accessible units in our area and provide families with a listing of these units 10. Affirmatively further fair housing by informing voucher families as to the location of units outside areas of poverty or minority concentration, and market the voucher program to owners outside poverty/minority concentration areas when necessary.
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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>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>(a) Progress in Meeting Mission and Goals</p> <p>1) We were not able to apply for any new vouchers because they have not been any available. However, we have maintained a high utilization rate of the funding received. In the last five years, 516 new families began receiving housing assistance.</p> <p>2) We have achieved a high performer rating from HUD through SEMAP each year.</p> <p>3) At least 75% of our new admissions were at or below 30% of AMI.</p> <p>4) Payment Standards have been increased slightly over the last five years in all sizes except 0 and 1 bedroom. We have been able to maintain a high utilization rate without raising the payment standards by too much.</p> <p>5) We have maintained the homeownership program. There are currently six families receiving assistance with their mortgages. Three of these families started their homeownership within the last five years.</p> <p>6) We have supported developer’s new construction and rehabilitation of affordable housing for low-income households and for accessible units by providing the developers with a letter of support.</p> <p>7) We have maintained the Family Self Sufficiency program. There were 26 successful completions in the last five years.</p> <p>8) We have affirmatively furthered fair housing by informing voucher families at the briefing and at reexaminations as to the location of units outside areas of poverty or minority concentration, and marketed the voucher program to owners outside poverty/minority concentration areas when necessary.</p> <p>(b) There were no significant amendments or substantial deviations/modifications.</p>
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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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11.0 (F) RESIDENT ADVISORY BOARD COMMENTS: THERE WERE NO COMMENTS MADE BY THE RESIDENT ADVISORY BOARD MEMBERS

11.0 (G) CHALLENGED ELEMENTS: THERE WERE NO ELEMENTS CHALLENGED BY THE RESIDENT ADVISORY BOARD

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.