

1.0	PHA Information PHA Name: <u>Housing Authority of Bexar County (HABC)</u> PHA Code: <u>TX452</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>07/2016</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>30</u> Number of HCV units: <u>1926</u> (includes 115 VASH and 57 PBV)																										
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.)																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program		PH	HCV	PHA 1:						PHA 2:						PHA 3:					
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5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.																										
5.1	Mission. State the Public Housing Agency’s (PHA) 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 style="text-align: center;">"To provide affordable housing that is in decent and safe condition, to be stewards of Public Funds and Trust, and to serve all customers with respect and compassion. To guide our participants to become economically self-sufficient, and improving the livelihood of citizens who are in need within the City of San Antonio and the County of Bexar."</p>																										
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. <p style="text-align: center;">Located in HABC’s 2015 – 2019 Five-Year PHA Plan.</p>																										

6.0 PHA Plan Update

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

Proposed revisions to the PHA Plan elements are, as follows:

- (1) HCV Administrative Plan - Waiting List process – allow electronic waiting list system; and
- (2) HCV Administrative Plan - Establish Local Preferences and Ranking System:
 - Residency Preference (50 points)
 - Displacement by Hate Crimes Preference (10 points)
 - Displacement by Natural Disaster Preference (10 points)
 - Displacement by Domestic Violence Preference (10 points)
 - Elderly/Disabled Family Preference (5 points)
 - Working Family/Elderly/Disabled Family Preference (2 points)
- (3) HCV Administrative Plan and Public Housing Admissions and Continued Occupancy Policy - Amendment to the definition of "Tuition", reference HUD Notice 2015-21.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The 2015-2019 5-Year/Annual PHA Plan and the 2016-2017 Annual Plan can be accessed at the following locations:

HABC's website: www.habctx.org, and

HABC's central office: 1017 N. Main Avenue, San Antonio, TX 78212

PHA Plan Elements. (24 CFR 903.7)

1. Eligibility, Selection and Admissions Policies, including De-concentration and Wait List Procedures.

a. HCV program – Administrative Plan:

- Chapters 4 and 6. Eligibility, selection, admission and preferences.
- Chapter 4 and 5. Procedures for maintaining waiting lists for admission.

b. Public Housing program – Admissions and Continued Occupancy Policy:

- Page 37. Eligibility, selection, admission, admission preferences and unit assignment policies.
- Page 38. Procedures for maintaining waiting lists for admission.
- HABC maintains one waiting list by bedroom size and does not have site-based waiting list(s).

6.0 PHA Plan Update. PHA Plan Elements. (24 CFR 903.7)

2. Financial Resources.

Federal Grants (FY 2016)

	Planned \$	Planned Uses
Housing Choice Voucher, including VASH	\$11,965,834	Housing Assistance Payments
Other HCV Income	\$51,904	From Fraud, Repayments & FSS Escrow Recoup
Family Self-Sufficiency (FSS)	\$119,000	FSS Administration
Public Housing Operating Fund	\$16,983	Administrative Expenses
Public Housing Capital Fund (2015)	\$41,981	Public Housing Management

Other Grants (FY 2016)

HOME Investment Partnerships Program (HOME)	\$125,000	Tenant Based Rental Assistance (TBRA)
Emergency Solutions Grant (ESG)	\$118,882	Homeless Prevention & Rapid Re-Housing (HPRP)
Permanent Supportive Housing (PSH)	\$184,935	Emergency housing & supportive assistance

Prior Year Federal Grants (unobligated funds only)

2014 Capital Funds	\$7,353	
2015 Capital Funds	\$41,981	

Public Housing Income

Dwelling Rent	\$87,897	Public Housing operations
Non-dwelling rent/ Maintenance charges	\$1,250	Public Housing operations
Late Charges	\$200	Public Housing operations

Non-federal sources

Bear Springs Rental Income	\$1,344,240	Property Management
Bear Springs Fees*	\$20,000	Applications, late fees, maintenance and/or concessions
Colonia Remigio Valdez, Jr. Rental Income	\$335,610	Property Management
Colonia Remigio Valdez, Jr. Fees*	\$3,000	

Total: \$14,466,050

*** Fees from applications, late fees, maintenance and/or concessions.**

6.0 PHA Plan Update. PHA Plan Elements. (24 CFR 903.7)

3. Rent Determination.

a. Choice of Rent

- i. The family will have a choice of Tenant Rent: income-based rent or flat rent and will be offered this choice once per year.
- ii. Income-Based Rent - Income-based rent is rent that is derived from a percentage of Income. If the family selects income-based rent, the Total Tenant Payment will be the greatest of the following:
 - 10% of Annual Income (Gross Income)
 - 30% of Adjusted Annual Income
 - PHA's minimum rent of \$50.

iii. Flat Rents -

- (a) Flat rents represent the actual market value of the PHA's housing units but will never be set at less than 80% of HUD's published Fair Market Rents with adjustments for utilities (P.L 113-76).
- (b) The PHA will review flat rents annually and make adjustments as needed using the following information:
 - rents of non-assisted rental units in the immediate neighborhood
 - size of PHA's units compared to non-assisted rental units
 - age, type of unit and condition of PHA's units compared to non-assisted units in the neighborhood
 - land use in the surrounding neighborhood
 - amenities (e.g. child care, laundry facilities, playgrounds, community rooms, social services) at the PHA compared to those offered by non-assisted developments
 - crime in PHA's neighborhood and surrounding neighborhoods
 - quality of schools serving PHA's development(s)
 - availability of public transportation at each PHA development
 - availability of accessible units for persons with disabilities
 - when a family selects flat rent, the rent will remain constant throughout the twelve (12) months, even though flat rents may be adjusted during that period. At reexamination, if the family chooses flat rent, the new amount will take effect.
 - if, at any point between reexaminations, the family's income decreases, they may request to be put immediately back on income-based rent.
 - the family will not switch to flat rent between reexaminations. If the family's income increases and the income-based rent would exceed the flat rent amount, the family will be placed on Ceiling Rent until the next reexamination. At the next reexamination, family may be placed on flat rent.
 - the Flat Rent Schedule will be posted on the office bulletin board.

4. Operation and Management.

It is the policy of HABC to respond to resident generated service requests within three (3) business days and to respond to emergency service requests within 24 hours. HABC's public housing units are treated every three months, by a licensed pest control company for pests, including cockroaches. HABC's Maintenance Plan policy is included in the ACOP.

6.0 PHA Plan Update. PHA Plan Elements. (24 CFR 903.7)

5. Grievance Procedures.

Information provided to applicants and participants in program briefing packets and procedures are included in "Notice of Intended Action" letters.

a. HCV Program's Administrative Plan:

- Chapter 20. Informal Review procedures
- Chapter 21. HABC's Informal Hearing procedures

b. Public Housing Program's Admissions and Continued Occupancy Policy:

- Page 38. Lease Termination procedures
- Page 64. Evictions
- Exhibit C. Grievance Procedure

6. Designated Housing for Elderly and Disabled Families. Not applicable.

7. Community Service and Self-Sufficiency. Located in HABC's ACOP, Exhibit B: Community Service and Self-Sufficiency Program.

8. Safety and Crime Prevention. Located in HABC's ACOP, Exhibit L: Safety and Crime Prevention Measures.

9. Pets. Located in HABC's ACOP, Exhibit K: Pet Ownership Policy.

10. Civil Rights Certification. Attached to this 2016-2017 Annual PHA Plan.

11. Fiscal Year Audit. Attached to this 2016-2017 Annual PHA Plan.

12. Asset Management.

HABC will continue to carry out its public housing asset management functions by adhering to all applicable public housing statutes and requirements.

<p>6.0</p>	<p>PHA Plan Update. PHA Plan Elements. (24 CFR 903.7)</p> <p>13. Violence Against Women Reauthorization Act of 2013 (VAWA).</p> <p>The Act was reviewed and HABC applies the statutes of the law with regards to occupancy issues and termination proceedings.</p> <p>HABC will do the following and encourage property owners to do the same:</p> <ul style="list-style-type: none"> • Not deny access to victims of domestic violence solely related to their being abused, • Honor court orders regarding rights of access or control, • Maintain victim confidentiality and • Refer victims to agencies related to domestic violence. 														
<p>7.0</p>	<p>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.</p> <table border="1" data-bbox="256 823 1393 1354"> <thead> <tr> <th>Program</th> <th>Statement</th> </tr> </thead> <tbody> <tr> <td>Hope VI</td> <td>Not applicable.</td> </tr> <tr> <td>Mixed Finance</td> <td>Not applicable.</td> </tr> <tr> <td>Demolition and/or Disposition</td> <td>Not applicable.</td> </tr> <tr> <td>Conversion of Public Housing</td> <td>Not applicable.</td> </tr> <tr> <td>Homeownership Programs</td> <td>Not applicable.</td> </tr> <tr> <td>Project-Based Vouchers</td> <td>HABC operates a Project-Based Voucher program.</td> </tr> </tbody> </table>	Program	Statement	Hope VI	Not applicable.	Mixed Finance	Not applicable.	Demolition and/or Disposition	Not applicable.	Conversion of Public Housing	Not applicable.	Homeownership Programs	Not applicable.	Project-Based Vouchers	HABC operates a Project-Based Voucher program.
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<p>8.0</p>	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>See HUD Form 50075.2 approved by HUD on 05/13/2014.</p>														
<p>8.1</p>	<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>Attached to this 2016-2017 Annual PHA Plan.</p>														

<p>8.2</p>	<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. Attached to this 2016-2017 Annual PHA Plan.</p>																																																																																											
<p>8.3</p>	<p>Capital Fund Financing Program (CFFP). Not applicable. <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>																																																																																											
<p>9.0</p>	<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>The following table is HABC’s assessment of housing needs. The factors are rated from 1 thru 5, with 1 being “no impact” and 5 being “severe impact”.</p> <p>HABC’s Housing Needs analysis is based on information provided in the Bexar County Five-Year Consolidated Plan 2011-2016 and the State of Texas Plan for Fair Housing Choice: Analysis of Impediments.</p> <table border="1" data-bbox="256 1035 1406 1925"> <thead> <tr> <th></th> <th>Afford-ability</th> <th>Supply</th> <th>Quality</th> <th>Access-ibility</th> <th>Size</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Extremely Low-Income</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Very Low-Income</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Low-Income</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Elderly Families</td> <td>5</td> <td>4</td> <td>3</td> <td>5</td> <td>2</td> <td>5</td> </tr> <tr> <td>Families with Disabilities</td> <td>5</td> <td>4</td> <td>3</td> <td>5</td> <td>5</td> <td>5</td> </tr> <tr> <td>White</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Black/African American</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Native American/ Alaskan Native</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Asian</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Hawaiian/ Pacific Islander</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Hispanic/ Latino</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> <tr> <td>Non-Hispanic/ Non-Latino</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> </tbody> </table>		Afford-ability	Supply	Quality	Access-ibility	Size	Location	Extremely Low-Income	5	4	3	3	3	3	Very Low-Income	5	4	3	3	3	3	Low-Income	5	4	3	3	3	3	Elderly Families	5	4	3	5	2	5	Families with Disabilities	5	4	3	5	5	5	White	5	4	3	3	3	3	Black/African American	5	4	3	3	3	3	Native American/ Alaskan Native	5	4	3	3	3	3	Asian	5	4	3	3	3	3	Hawaiian/ Pacific Islander	5	4	3	3	3	3	Hispanic/ Latino	5	4	3	3	3	3	Non-Hispanic/ Non-Latino	5	4	3	3	3	3
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9.0 Housing Needs. Continued.

In Bexar County, affordable housing was identified as a major priority for extremely low- and low-income families, elderly, persons with HIV/AIDS and persons with disabilities. In the past few years, HABC noted an increase in requests for housing assistance.

The two critical housing needs identified in the Bexar County Consolidated Plan are: (1) increasing affordable housing stock; and (2) rehabilitation of existing housing stock. The provision of affordable housing stock will need to be addressed through new construction of affordable housing and utility assistance to reduce cost burdens. To address housing quality/condition problems, funds are needed to help low-income families maintain and repair their homes. The highest need populations identified in this field included small renter families with a cost burden of 30%, large overcrowded rental families and elderly renters living in a home with physical defects.

The Housing Needs Analysis, in conjunction with the provisions set forth in the Quality Housing and Work Responsibility Act (QHWRA), help establish the basis for HABC's PHA Plan.

The housing needs for extremely low-income to low-income households are challenging. Many services relied upon are absent or significantly diminished due to cuts in federal, state and local funding.

This PHA determined that there is a need in our service area for more affordable housing. HABC's waiting list remains closed since June 2011. The percentage of families in poverty for our service area is 17%. This equates to a high percentage of households without sufficient income to obtain decent, safe and affordable housing. As a result of poverty, many households are cost-burdened and are forced to make choices between basic needs and the cost for housing.

HABC will continue to strive to provide additional housing programs and services for the residents of Bexar County.

9.1 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.

HABC plans the following actions to address housing needs:

- Maximize and maintain lease-up rates in the HCV program.
- Educate families in their housing search by counseling and providing relevant information tailored to meet the program participant's needs.
- Seek opportunities to apply for and offer additional programs and services, including Special Purpose Vouchers, Project-Based Vouchers and HUD-VASH vouchers.
- Pursue additional alternative funding sources.

10.0 Additional Information. Describe the following, as well as any additional information HUD has requested.

- (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

HABC's progress in meeting the mission and goals described in the 2015-2019 Five-Year Plan is evidenced by the increase in housing programs during the most recent five year period. During this timeframe the following programs were implemented and/or expanded:

- Veterans Affairs Supportive Housing (VASH) vouchers;
- Project-Based Vouchers;
- HOME Investment Partnerships Program (HOME);
- Emergency Solutions Grants (ESG); and
- Permanent Supportive Housing (PSH) grants.

In the HCV program, there was an increase with program participants and participating landlords. The additional programs, funding and services provided for more improved housing opportunities for the residents of Bexar County.

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

Significant Amendment or Modification shall be defined as a change in HABC's plan or policies that fundamentally affects the mission, goals, or objectives of the PHA Plan and which require formal approval by the Board of Commissioners.

Significant Substantial Deviation/Modification includes a major deviation from any activity or policy that would impact HABC's ability to meet the goals and objectives outlined in its Plan. This definition does not include changes in organizational structure, changes resulting from HUD-imposed regulations or minor policy changes.

Cost savings measures outlined in the HCV Administrative Plan are not considered a significant substantial deviation from the 5-Year/Annual PHA Plan.

11.0 Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a.) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights). **Attached, along with 50077CR.**
- (b.) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only). **Attached.**
- (c.) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only). **Attached.**
- (d.) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only). **Attached.**
- (e.) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only). **Attached.**
- (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. **Attached.**
- (g.) Challenged Elements. **Not applicable.**
- (h.) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only). **Attached.**
- (i.) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only). **Attached.**

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 there under 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.