

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 7/1/10, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Vacaville Housing Authority

CA125

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 10 - 20 11

Annual PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Leonard J. Augustine	Title Mayor
Signature 	Date 4/14/10

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Vacaville Housing Authority

CA125

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Leonard J. Augustine

Title

Mayor

Signature



Date

4/14/10

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Cyndi Johnston the Director certify that the Five Year and
Annual PHA Plan of the Vacaville Housing Authority CA125 is consistent with the Consolidated Plan of
the City of Vacaville prepared pursuant to 24 CFR Part 91.

3/16/10 Cyndi Johnston

Signed / Dated by Appropriate State or Local Official

Resident Advisory Board Meeting
March 2, 2010

VHA Agency and Annual Plans

Present: Joyce Foster, Board Member
Tyffany Wanberg, Housing Specialist

Absent: Deena Davidson, Board Member
Monty West, Board Member
Rosa Aguilar, Board Member
Charles Cooksie, Board Member

(f) VHA staff reviewed the Draft VHA Agency and Annual Plans with the Resident Advisory Board members. Board members who were unable to attend in person provided feedback during phone interviews conducted on 3/3/10. Staff answered questions regarding affordable housing and homeownership opportunities. Staff also provided information to the Board and answered questions regarding changes in HUD funding and related program changes necessary to continue to serve the maximum number of families possible within the funding limit.

(g) The Resident Advisory Board supported the VHA's objectives and did not recommend any changes to the Plan. No elements of the VHA plan were challenged.

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: There have been no changes since the last submission of the Annual Plan.

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

The VHA uses a preference system to determine placement on the Section 8 Waiting List. Applications are selected from the list based on preferences that include Vacaville residency; Working, Elderly or Disabled; Veteran; and Displaced by Local Government Action. Applications with the same preference rating are placed on the list by date and time of application. When funding is available, names are pulled from the list and eligibility is determined based on HUD's guidelines.

2. Financial Resources

Resources available to the VHA to address identified needs include the Section 8 Program, HUD Housing Counseling grant, HUD Family Self-Sufficiency Coordinator grant and HUD Section 8 Homeownership Coordinator grant funding totaling approximately \$8,982,235 annually.

3. Rent Determination Policies

The VHA's policy for determining the amount of rental assistance is based on family income and the Voucher Payment Standard. The Payment Standard is currently set at 90% of the area Fair Market Rent (HUD established gross rent including utilities based on regional conditions). The Payment Standard is evaluated annually to determine if it is adequate.

4. Operations and Management Policies

The VHA operates the Section 8 Rental Assistance Program in collaboration with informational, referral and supportive services provided by the City of Vacaville's Housing and Redevelopment Department, such as the Vacaville Housing Counseling Center, that provides a comprehensive approach to meet clients' housing needs; the Vacaville Self-Help Resource Center, that connects resources with economically disadvantaged members of the community; Code Compliance, that improves neighborhoods through enforcement of City ordinances; Neighborhood Centers that provide space to the Vacaville Neighborhood Boys and Girls Club and provide access to social services, recreation opportunities, neighborhood empowerment, etc and Vacaville Community Housing, that provides affordable housing.

5. Grievance Procedure

The VHA has established the following grievance procedures for families participating in the Section 8 HCV Program:

Resolution Conference – The Resolution Conference is the VHA's attempt to resolve the violations with the participant prior to proposing termination of assistance.

Informal Hearing – If the issue is not resolved at the Resolution Conference, the participant will be sent a termination letter with an option of requesting an Informal Hearing in accordance with HUD regulations. A Hearing Officer who is not involved with the daily operations of the VHA conducts the Hearing. Both the family and the VHA present their case to the Hearing Officer. Decisions reached by the Hearing Officer are final.

6. Designated Housing for Elderly and Disabled Families – Not applicable- the VHA does not administer Public Housing

7. Community Service and Self-Sufficiency - Not applicable- the VHA does not administer Public Housing

8. Safety and Crime Prevention - Not applicable- the VHA does not administer Public Housing

9. Pets - Not applicable- the VHA does not administer Public Housing

10. Civil Rights Certification

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year Annual Plans, which is submitted to the Field Office in hard copy.

11. Fiscal Year Audit

There were no audit findings in fiscal year 2009.

12. Asset Management

Not applicable - The VHA does not administer Public Housing

13. Violence Against Women Act (VAWA)

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 The VHA notified all participants upon initial enactment of VA WA by direct mailing and will notify clients new to the program at program briefing.

<p>(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,</p>	<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> <p>(a) <u>Hope VI or Mixed Finance Modernization or Development</u> - Not applicable; the VHA does not administer Public Housing</p> <p>(b) <u>Demolition and/or Disposition</u> - Not applicable; the VHA does not administer Public Housing</p> <p>(c) <u>Conversion of Public Housing</u> - Not applicable; the VHA does not administer Public Housing</p> <p>(d) <u>Section 8 Homeownership Program</u></p> <p><i>The Section 8 Homeownership Program offers an option for qualified families who receive Section 8 tenant based rental assistance to purchase a home in lieu of renting. The Vacaville Housing Authority (VHA) permits eligible participants in the Section 8 Program the option of participating in the Section 8 Homeownership Program. Currently, there is no maximum number of families allowed to participate in the Homeownership Program. However, the VHA reserves the right to give preference to families participating in the Family Self-Sufficiency program should the number of participants need to be restricted in the future.</i></p> <p><i>The homeownership assistance may be used to purchase either a one-unit property or a single dwelling unit in a cooperative or a condominium that is either already existing or under construction at the time that the family is determined to be eligible for homeownership assistance. A manufactured home and the real property upon which it sits may also be eligible. The VHA has established relationships with local lenders: Wells Fargo, First Northern Bank, Travis Credit Union, as well as Guild Mortgage who provides low interest CALHFA loans to persons with disabilities. These lenders have committed to providing mortgages to eligible Section 8 Homeownership Program clients in order to purchase eligible properties.</i></p> <p><i>The biggest obstacle faced by clients participating in the Section 8 Homeownership Program continues to be affordability. Although, overall home prices have dropped significantly over the last 5 years due to the high number of foreclosures, the current median sales price of \$286,754 is more than most clients can qualify for at this time. The few units available at lower prices are generally condominiums that may be too small for the family size of the clients participating in the Homeownership Program.</i></p> <p><i>The VHA currently has five successful clients who are receiving monthly homeownership assistance and believes that the number of successful participants will grow. To help ensure that clients are prepared for homeownership opportunities in the future, the VHA continues to focus on providing Homeownership Program participants with one-on-one homeownership counseling. The VHA will undertake the following actions to implement the program this year:</i></p> <ul style="list-style-type: none"> <i>• The VHA will continue partnerships with local lenders to finance homes for purchase by qualifying Section 8 participants.</i> <i>• The VHA will continue relationships with the City of Vacaville Housing Counseling Center, Vallejo Neighborhood Housing Services, North Bay Housing Coalition and other local PHAs to ensure participant's ability to locate a home for purchase, successfully move from renting to homeownership and retain home owner status.</i>
<p>Revised Section 6.0</p>	<p>7/13/06</p> <p><i>The VHA will actively pursue opportunities to establish partnerships with additional lenders and other agencies to increase the availability of financing and add to the buying power of Section 8 Homeownership participants.</i></p> <p><i>The VHA will not limit the number of families eligible to participate in the Section 8 Homeownership Program.</i></p> <p><i>The VHA will continue to provide Section 8 Homeownership Program information in Spanish to effectively explain the program's purpose and benefits to Spanish speaking households</i></p>

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	8.0 <i>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. – Not applicable – the VHA does not administer Public Housing</i>
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and open CFP grant and CFFP financing. - Not applicable- the VHA does not administer Public Housing
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund Program Five-Year Action Plan, 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. - Not applicable- the VHA does not administer Public Housing
8.3	Capital Fund Financing Program (CFFP). formcheckbox 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. - Not applicable- the VHA does not administer Public Housing
	9.0 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 SUES of affordability, supply, quality, accessibility, size of units, and location. <i>Housing Needs – The U.S. Census Bureau defines cost burden as the percentage of a household's total gross income spent on housing costs. Extremely Low-Income Households: Extremely low-income households are households earning 30% or less of the County AMI. These households have monthly incomes ranging from \$1,317 for a one person household to \$1,883 for a four-person household. Based on a cost burden of 30%, which the U.S. Department of Housing and Urban Development (HUD) considers to be a reasonable housing cost burden, these households would only be able to pay between \$395 in rent for a one-person household to \$565 per month for a four-person household. The monthly median rent for a two-bedroom apartment in Vacaville according to the 2009 Vacancy Survey is \$1,125. According to the 2000 Census, there are 2,003 extremely low-income households in Vacaville. Very Low-Income Households: Very low-income households are classified as those earning 30 to 50% of the County AMI. These households have monthly incomes ranging from \$2,200 for a one person household to \$3,142 for a four-person household. Based on a cost burden of 30%, these households would only be able to pay between \$660 a month in rent for a one-person household to \$943 per month for a four-person household. The monthly median rent for a two-bedroom apartment in Vacaville according to the 2009 Vacancy Survey is \$1,125. According to the 2000 Census, there are 4,508 very low-income households in Vacaville.</i>
Revised 7/15/06	Low-Income Households: Low-income households are classified as those earning 51 to 80% of the County AMI. These households have monthly incomes ranging from \$3,517 for a one person household to \$5,025 for a four-person household. Based on a cost burden of 30%, these households would be able to pay between \$1,055 a month in rent for a one-person household to \$1,508 per month for a four-person household. According to the 2000 Census, there are 4,934 low-income households in Vacaville. Moderate-Income Households: Moderate-income households earn between 81 and 120% of the County AMI. These households have monthly incomes ranging from \$3,517 for a one person household to \$5,025 for a four-person household. Based on a cost burden of 30%, these households would be able to pay between \$1,055 a month in rent for a one-person household to \$1,508 per month for a four-person household. According to the 2000 Census, there are 4,934 low-income households in Vacaville. Form HUD-50075 8/2006

Housing Needs of Families on the PHA's Waiting Lists

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

of families
% of total families
Annual Turnover

Waiting list total
9829

125

Extremely low income <=30% AMI
7784
79%

Very low income
(>30% but <=50% AMI)
1610
16%

Low income
(>50% but <80% AMI)
341
3%

>80% AMI
94
1%

Families with children
5730
58%

Elderly families
598
6%

Families with Disabilities
2329
24%

Race/ethnicity Hispanic
1342
14%

Race/ethnicity Non-Hispanic
7757
79%

Race/ethnicity Unknown Hispanic/Non-Hispanic
730
7%

Race/ethnicity Black
6004
61%

Race/ethnicity Asian
284
3%

Race/ethnicity White
2565
26%

517
5%

Is the waiting list closed (select one)?
for me check box No for me check box Yes If yes:
How long has it been closed (# of months)?
4
Does the PHA expect to reopen the list in the PHA Plan year?
for me check box No for me check box Yes
Does the PHA permit specific rehousing of families?

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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

Maximize the number of affordable units available to the VHA within its current resources by:

1. The VHA will continue to compare payments standards to local rents annually to ensure adequacy of the payment standards.
2. The VHA will continue to conduct comprehensive landlord outreach to increase the number of available units, as well as provide referral lists to participants of known available rentals through GoSection8.com, including affordable housing units owned by local non-profit housing providers. The VHA will participate in the California Rental Housing Association and other community activities to promote the awareness of the Section 8 Housing Choice Voucher rental assistance program as a resource for low-and very low-income families and the advantages of renting to a Housing Choice Voucher participant.
3. The VHA will continue to encourage participants seeking housing to find units outside of areas that are considered high poverty areas. The City of Vacaville has two census tracts that are considered high poverty areas. Currently, 61% of VHA families with children live in census tracts considered to be low-poverty census tracts.
4. The Housing and Redevelopment Department, of which the VHA is part, is the agency that develops the City of Vacaville's Consolidated Plan, ensuring coordination of this plan with that of broader community strategies.
5. The VHA, through the Housing and Redevelopment Department, will continue to assist Vacaville Community Housing and Bay Development to provide affordable housing units and will continue to refer clients in need.

Reduce expenditures to allow the VHA to assist the maximum number of families possible within current funding levels.

1. The VHA will continue to monitor weekly lease-up and financial reports to assess progress towards assisting the maximum number of families possible.
2. The VHA will continue to refine and update the Reasonable Accommodation process to ensure that HUD funds are being utilized efficiently.
3. The VHA will continue to monitor and evaluate requests for rent increases and rent levels at unit changes to ensure they are reasonable for the current rental market in the VHA jurisdiction.
4. The VHA will continue to closely monitor and evaluate current program policies and procedures ensure there are no over-subsidized units and to ensure that HUD funds are being utilized by the maximum number of families possible.

Increase the number of affordable housing units by:

1. Apply for additional section 8 vouchers should they become available.
2. Leverage affordable housing resources in the community through the creation of mixed - finance housing.
3. Pursue housing resources other than public housing or Section 8 tenant-based assistance.
4. The VHA, through the Housing and Redevelopment Department, will continue to actively pursue, encourage, and assist the Vacaville Housing Counseling Center, private non-profits and developers who provide affordable housing.

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

1. The VHA will continue to comply with HUD regulation by ensuring that 75% of all new participants are at or below 30% of AMI.

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

1. Employ admissions preferences aimed at families who are working.
 2. Employ admissions preferences aimed at families who are enrolled in or are recent graduates of an educational or employment training program.
- Target available assistance to the elderly by:
1. Employ admissions preferences aimed at elderly.
- Target available assistance to Families with Disabilities by:
1. Apply for special-purpose vouchers targeted to families with disabilities, should they become available.
 2. Affirmatively market to local non-profit agencies that assist families with disabilities.
 3. Employ admissions preferences aimed at families with disabilities.

Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by:

1. The VHA will affirmatively market to races/ethnicities shown to have disproportionate housing needs by posting marketing materials in housing complexes, businesses and community services with high concentrations of these individuals and families. Specifically, the VHA will continue to post materials in Spanish throughout the community.
2. The VHA employs bilingual staff to improve communication with families of different racial and cultural backgrounds. The VHA will continue to utilize telephone interpretation services that provide translation services in a vast number of languages. This maximizes community awareness of available resources.

Conduct activities to affirmatively further fair housing by:

1. Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units.
2. Market the section 8 program to owners outside of areas of poverty /minority concentrations.
3. The VHA educates the community about Fair Housing through activities during Fair Housing Month and Fair Housing workshops for landlords and other associated with the rental housing industry. The VHA also provides a HUD-certified Housing Counseling program to ensure local compliance with HUD-approved Fair Housing requirements. The VHA actively participates in California Apartment Association activities.

Policies on Eligibility, Selection and Admissions – The VHA uses a preference system to determine placement on the Section 8 Waiting List. Applications are selected from the list based on preferences that include Vacaville residency; Working Family, Elderly or Disabled; Veteran; and Displaced by Local Government Action. Applications with the same preference rating are placed on the list by date and time of application. When funding is available, names are pulled from the list and eligibility is determined based on HUD's guidelines for the Section 8 HCV Program.

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

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

The VHA continues to promote the increase of availability of decent, safe, and affordable housing, self-sufficiency and asset development of families and individuals, improvement of community quality of life and economic vitality, and to ensure equal opportunity in Housing for all Americans. In order to achieve HUD's Strategic Goals, the VHA has implemented many changes to further the VHA's mission.

During the past year, the rental vacancy rate has decreased from 5.0% to 4.0%. However, rent levels have continued to increase. Recent surveys have found that the increase in rent levels has not had a significant impact on the vacancy rate. Due to the lack of available affordable units available (as evidenced by the increase in median rent levels), the VHA is granting the maximum search time of 120 days allowed under the administrative Plan to facilitate clients' search. Extensions of up to 60 days (180 days total) may be approved as reasonable accommodation for a person with disabilities.

To increase the availability of decent, safe and affordable housing, the Housing and Redevelopment Department, of which the VHA is a part, has provided loans to private developers and non-profit organizations to acquire and rehabilitate housing to be made available permanently as affordable housing.

To improve the quality of assisted housing, the VHA strives to maintain SEMAP scores that designate it as a High Performer and it is proud to have again achieved this goal for FY 2009. Further, the VHA conducted monthly file accuracy checks and annual Quality Control inspections in addition to SEMAP audits and annual client inspections. The VHA also completed a number of customer satisfaction surveys and maintains a Resident Advisory Board for ongoing feedback.

To increase assisted housing choices, the VHA has continually provided information to clients on housing availability through a referral list, VHA website, Voucher mobility counseling and the use of GoSection8.com. Recently, the VHA website was updated and expanded to provide better information for clients, landlords and the public. The VHA has conducted extensive landlord outreach in efforts to maintain current landlords and recruit new ones, including providing landlord and fair housing training and providing a Housing Counselor to inform landlords of changes in regulations and state laws. The VHA established a landlord liaison to specifically address any questions or concerns presented by current or

Revised 7/13/06

landlords and continuously remained a member of the California Rental Housing Association from HUD-50075 8/2006

Annually, the Department of Housing and Redevelopment, of which the VHA is a part, conducts a vacancy and rent level survey. The VHA also annually assesses the payment standards in relationship to Fair Market Rents established by HUD. The VHA

To ensure equal opportunity using the VHA has coordinated fair housing training for local housing authorities, provided training to landlords and has a Housing Counselor staff to provide information

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

- (a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (*which includes all certifications relating to Civil Rights*)
- (b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)
- (c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)
- (d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)
 - (e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions *made on these recommendations*.
- (g) *Challenged Elements*
- (h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required **to complete this** form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with **24 CFR Part 903**. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include **the full PHA** name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of **Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV)**.

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's **Mission, Goals** and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income **families in the jurisdiction** of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to **serve the needs of low income**, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have **the elements** listed below readily available to the public. Additionally, a PHA must:

- (a) Identify **specifically** which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also **encouraged to provide each resident council a copy of its 5-Year and Annual Plan**.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies**, including Deconcentration and Wait List Procedures. Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting **lists for admission to public housing** and address any site-based waiting lists.

2. Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of **funds supporting each Federal** program, and state the planned use for the resources.

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

4. Operation and Management. A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, **including cockroaches**), and management of the PHA and programs of the PHA.
5. Grievance Procedures. A description of the grievance and informal hearing and **review procedures that the PHA makes available to its residents** and applicants.
6. Designated Housing for Elderly and Disabled Families. With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, **submitted, or planned for submission**, and; 5) the number of **units** affected.

7. Community Service and Self-Sufficiency. A description of: (1) Any **programs** relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community **service and treatment of income changes result ing 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: [hyperlink "http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm"](http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm) <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: [hyperlink "http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm"](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm) http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm 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: [hyperlink "http://www.hud.gov/offices/pih/centers/sac/conversion.cfm"](http://www.hud.gov/offices/pih/centers/sac/conversion.cfm) <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: [hyperlink "http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm"](http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm) <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.

