

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Idaho Housing and Finance Association</u> PHA Code: <u>ID020</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>2010</u>														
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>76</u> Number of HCV units: <u>3261</u>														
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only														
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)														
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV	PHA 1:		PHA 2:		PHA 3:	
No. of Units in Each Program															
PH	HCV														
PHA 1:															
PHA 2:															
PHA 3:															
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.														
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: IHFA's mission is to expand Idaho's affordable housing opportunities by providing vision, leadership and results in: <ul style="list-style-type: none"> • Identifying, securing and administrating monies for housing; • Cultivating partnerships through excellent customer service; • Creatively and innovatively maximizing limited resources; • Actively responding to housing challenges efficiently and effectively; and • Providing education, training, resource coordination and policy formulation on housing issues affecting Idahoans. 														

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.

IHFA Goals & Objectives:

1. Expand the rental voucher program throughout the state.
 - Apply for additional rental vouchers when available;
 - Monitor/establish preferences to meet housing needs of very low income, special needs, and targeted populations.
2. Maintain/improve public housing vacancy at 3%.
3. Improve quality of assisted housing.
 - Maintain/improve SEMAP Score and maintain High Performer designation;
 - Maintain/improve PHAS Score and maintain High Performer designation.
4. Increase/maintain high quality customer satisfaction.
 - Continue to provide participant, applicants and landlords with informational brochures;
 - Continue to conduct internal audits consisting of Peer, Supervisor and Main Office audits;
 - Promote LEP program and continue to provide key forms, videos, and pamphlets in Spanish;
 - Continue to use and promote free translation service for applicants, participants and potential clients;
 - Provide updated information to participants and landlords including comprehensive, professional and uniform participant/landlord videos and briefing packets.
5. Increase assisted and affordable housing choices.
 - Providing voucher mobility counseling including portability information;
 - Continue outreach efforts;
 - Implement the Ready to Rent program, which is an in-depth tenant rental skills course, in all four IHFA branch offices;
 - Continue to offer the Section 8 Homeownership Voucher program.
6. Pursue Disposition of Public Housing units.
 - Develop and implement Section 32 Homeownership program for public housing single family scattered site units;
 - Complete disposition feasibility research;
 - Develop relocation plan for non-purchasing LRPH residents;
 - Hold resident and city official meetings to provide information regarding disposition;
7. Promote self-sufficiency and asset development of families and individuals.
 - Promote self-sufficiency and increase homeownership opportunities for HCV participants;
 - Coordinate with local service providers to improve participant’s opportunities for employment, education and homeownership.
8. Ensure Equal Opportunity in Housing for all Americans.
 - Continue affirmative measures to ensure equal access to assisted housing;
 - IHFA provides participants with fair housing education and information as part of the briefing process. Upon request or as necessary, IHFA refers participants to fair housing resources.

Previous Goal Progress Summary:

Idaho Housing and Finance Association (IHFA) actively pursued the goals outlined in its Five-Year Plan for the fiscal years 2005-2009.

Expand the Supply of Assisted Housing – IHFA has applied for additional vouchers when funding was made available for appropriate programs and has increased its voucher baseline from 3,147 to 3,261 since 2005. Most of this increase has been due to the Prepayment or Opt-out of Project-based Section 8 complexes. Despite this increase in baseline vouchers, funding is still not adequate to support IHFA’s full baseline. For this reason, IHFA has implemented or continued cost-saving measures in an effort to maximize our voucher resources and reach as many families as possible. The Public Housing vacancy rates have been kept to a minimum to maximize the units available.

Improve the Quality of Assisted Housing - Both the Section 8 and Public Housing programs have been repeatedly rated “High Performer” under the Section Eight Management Assessment Program and the Public Housing Assessment Systems attesting to the quality management of both programs. IHFA continues to strive for customer satisfaction by holding landlord workshops for current and potential landlords, providing informational pamphlets and packets for applicants, participants, and landlords, and conducting customer service surveys. IHFA provides informational videos for landlords, participants, and FSS. During 2009 each of these videos was updated for content and re-filmed – DVDs are used during client briefings, landlord workshops and upon request from clients, potential clients, and landlords. IHFA accomplished significant updating in some of its Public Housing scattered-site units during this period. Additionally, a covered-parking structure was built at its Kellogg site using Capital Funds.

Increase Assisted Housing Choices - Assisted housing choices have been increased through voucher mobility counseling and ongoing outreach to potential area landlords through landlord workshops and mailings. IHFA reviews its Section 8 payment standards at least annually to ensure that everything possible is done to maximize lease up success rates. IHFA operates a voucher homeownership program with a limit of 40 vouchers available for this purpose. There are currently 29 families participating in the HCV Homeownership program and 33 have pursued this option since the program was implemented. IHFA plans to apply to dispose of its 76 Public Housing units in the coming year and as part of that plan intends to create a Public Housing Homeownership (Section 32) program.

Promote Self-Sufficiency and Asset Development of Assisted Households - IHFA maintains a very successful Family Self Sufficiency program with current enrollment at 196. Between 2005 and 2009, 233 graduated from the FSS program and 82 purchased homes using their escrow. Additionally, IHFA partnered with United Way to offer the Individual Development Account (IDA) program, providing many of our clients expanded opportunities for achieving self-sufficiency and asset development. FSS caseworkers work collaboratively with local service providers to identify and establish a plan for addressing client issues and barriers to self-sufficiency. In 2009, IHFA implemented the Ready to Rent program in its Twin Falls office. The Ready to Rent program is a curriculum designed to teach participants rental, communication, and budgeting skills to enable them to have more successful renter/landlord experiences and a higher rental success rate. This has the potential to improve both participant and landlord customer satisfaction.

Ensure Equal Opportunity and Affirmatively Further Fair Housing IHFA continues to strive to ensure equal opportunity in housing by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability. IHFA provides program participants with written literature on fair housing and assists, when requested, in referring program participants to fair housing resources. IHFA provides all of its key Rental Assistance documents in Spanish, and continues to expand the number of forms and letters translated. IHFA now offers its entire Briefing Packet in Braille. IHFA provides Participant, Landlord and FSS videos, which, along with program pamphlets, are offered in Spanish. IHFA has an LEP Plan and offers readily available translation service in the Boise office as well as each of its branch offices. LEP needs are assessed on an ongoing basis to identify areas that have not been addressed.

IHFA has met or exceeded the goals set in 2005 and will continue its pursuit of program excellence in the years to come.

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: IHFA has not made any significant revisions or amendments (as defined in Section 10(b)) to the PHA Plan since the last submission, except as stated in this PHA Plan. IHFA policies and procedures are detailed in the Section 8 Administration Plan and the ACOP.</p> <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, see Section 6.0 of the instructions. IHFA maintains a copy of the PHA Plan, including the power point presentation at the following locations: IHFA main office at Boise, Idaho IHFA Branch Offices – Coeur d’Alene, Idaho Falls, Lewiston and Twin Falls, Idaho</p> <p>6.13 VAWA – IHFA implemented a written VAWA plan in 2007 and we are committed to ensure the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by IHFA. We will provide and maintain housing opportunities for these types of victims and collaborate with law enforcement authorities, victim service providers and other service providers to promote the safety and well-being of victims of actual or threatened domestic violence, dating violence and stalking. As outlined in our VAWA plan, IHFA will not deny assistance to victims and will not terminate assistance of victims due to verifiable domestic violence, dating violence and/or stalking as defined in our VAWA plan.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>7.b Disposition – IHFA is proceeding with disposition of all 76 public housing units. We have not yet applied to SAC and all actions related to this proposed disposition are pending application and approval from HUD. See Attachment A for additional information.</p> <p>7.d Homeownership –</p> <ul style="list-style-type: none"> • Upon receiving HUD disposition approval, IHFA will utilize the Section 32 Homeownership program for the single family scattered site homes in Idaho Falls. • IHFA currently offers a Housing Choice Voucher program for which 40 vouchers have been allocated. Since implementation, thirty-three families have taken advantage of the homeownership option. IHFA will continue to periodically hold informational meetings for interested voucher holders until all 40 vouchers have been filled. <p>7.e Project-based Vouchers – IHFA is proposing to provide project-based voucher assistance when and where IHFA determines there is a need to promote additional stable affordable housing. Project-basing assistance is consistent with our PHA Plan because it would increase quality affordable housing options for low and very-low income households and other targeted populations especially in rural areas of Idaho, that have been impacted by the recession. IHFA proposes the following:</p> <ul style="list-style-type: none"> • 50 project-based vouchers (not to exceed 50). • IHFA’s intent is to provide project-based assistance in rural areas of Northern Idaho to increase additional affordable housing options for low to very-low income households and other targeted populations which have been negatively impacted by the recent recession. • Housing that receives project-based vouchers must meet Housing Quality Standards (HQS). • IHFA will comply with HUD regulations related to project-based vouchers.
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. <i>See the attached HUD-50075.1</i></p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <i>See the attached HUD-50075.2</i></p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><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. <i>N/A</i></p>

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 issues of affordability, supply, quality, accessibility, size of units, and location.							
	IHFA - Agency Plan Section 9.0	Consoltd Plan & ACS Demographics	IHFA Waiting List Public Housing		IHFA Waiting List Section 8		LRPH + Section 8	
	Total Population for Idaho or on IHFA Waiting List	1,523,816	711		5,755		6466	
	Extremely Low - < 30% MFI	17.75%	549	77.22%	4,415	76.72%	4,964	76.77%
	Very Low - 30 - 50% MFI	23.35%	138	19.41%	1,204	20.92%	1,342	20.75%
	Low Income - 50 to 80% MFI	22.80%	23	3.23%	121	2.10%	144	2.23%
	Elderly Households	16.9%	11	1.55%	543	9.44%	554	8.57%
	Households w/Disabilities	11.9%	155	6.81%	2,251	15.74%	2,406	14.51%
	White	95.2%	2,153	94.60%	13,540	94.66%	15,693	94.65%
	Hispanic or Latino (of any race)	10.2%	317	13.93%	1,443	10.09%	1,760	12.30%
	Black or African American	0.9%	21	0.92%	153	1.07%	174	1.05%
	American Indian/Alaska Native	2.3%	86	3.78%	492	3.44%	578	3.49%
	Asian	2.0%	9	0.40%	67	0.47%	76	0.46%
	Native Hawaiian/Other Pacific Islander	0.2%	6	0.26%	40	0.28%	46	0.28%
	Other Race/Multi-Racial	2.1%	1	0.04%	12	0.08%	13	0.08%
NOTE: IHFA Waiting list numbers include all household members for disability and race, not just the HOH.								

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.							
	Idaho Housing and Finance Association (IHFA) will strive to address the needs of those families within our jurisdiction and on our waiting list by effectively and efficiently managing our public housing and Section 8 Housing Choice Voucher programs. IHFA will focus on turnover time and reduced vacancies in our public housing. We will analyze the payment standards used in the Section 8 program to ensure that they are adequate, but also allow us to reach as many families (up to our baseline of 3,261) as possible given budget restrictions. IHFA will apply for additional voucher funding opportunities when available and when it is determined that the available vouchers are appropriate to our program and adequate staffing is available to support additional vouchers. IHFA will continue to build its Voucher Homeownership program to the maximum set-aside of 40 vouchers. IHFA markets the Housing Choice Voucher program through landlord workshops, a landlord video, Section 8 video, service provider coordination, media stories and its website. We continually assess our program to identify areas for improvement in order to provide the families we serve with a solid and well-managed program.							
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. SEE #5.2 (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification” IHFA has defined Substantial Deviations and Significant Amendments or Modifications as discretionary changes in the plans or policies of IHFA that fundamentally change the mission, goals, objectives, or plans of the Association and would require formal approval of the Board of Commissioners. Revisions to the Capital Fund budget, minor revisions or clarifications to existing policies or procedures, and/or minor discretionary administrative amendments consistent with the Association’s stated overall mission and basic objectives will not be considered substantial deviations or significant amendments or modification to the 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.							
X (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)								
X (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)								
X (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)								
X (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)								
n/a(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)								
X (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. SEE ATTACHMENT B								
X (g) Challenged Elements SEE ATTACHMENT B(if applicable)								
X (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)								
X (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (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 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.