



6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</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.</p> <p>No elements of the Harford County Annual Plan have changed since the last Annual Plan submission.</p> <p>Copies of the Harford County Housing Agency PHA Plan are available at the Harford County Housing Agency, located at 15 South Main Street, Suite 106, Bel Air, Maryland 21014, and on the Internet at <a href="http://www.harfordhousing.org">www.harfordhousing.org</a>.</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <ol style="list-style-type: none"> <li>The Homeownership Program of the Harford County Housing Agency (“HCHA”) permits eligible participants in the Housing Choice Voucher Program, including participants with portable vouchers, the option of purchasing a home with their rental assistance, rather than renting. The homeownership option is limited to eligible participants who have been recommended by the Family Self Sufficiency (FSS) coordinator to participate in the Homeownership Program and eligible disabled/elderly families.</li> <li>Eligible applicants for the Section 8 Homeownership Program must have completed an initial Section 8 lease term (one year) and must not owe the HCHA or any other Housing Authority an outstanding debt.</li> <li>Family must obtain HCHA approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements) and enter into a written agreement with HCHA to comply with all of its obligations under the Section 8 Homeownership Program.</li> <li>Upon approval for the Section 8 Homeownership Program, a family shall have one hundred eighty (180) days to locate a home to purchase. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to the HCHA. For good cause, HCHA may extend a Section 8 family’s time to locate the home for additional thirty (30) day increments. During a Section 8 participant’s search for a home to purchase, the Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by the HCHA, their Section 8 rental assistance through the Section 8 Housing Choice Voucher Program shall continue.</li> <li>When a home is located and a sales agreement is approved by HCHA and signed by the family, the family shall have up to three (3) months, or such other time as is approved by HCHA’s Director or set forth in the HCHA-approved sales agreement, to purchase the home.</li> <li>If a Section 8 participant is unable to purchase the home within the maximum time permitted by the HCHA, the HCHA shall continue the family’s participation in the Section 8 Housing Choice Voucher Program. The family may not reapply for the Section 8 Homeownership Program until they have completed an additional year of participation in the Section 8 Housing Choice Voucher Program following the initial determination of their eligibility for the homeownership option.</li> <li>The proposed financing terms must be submitted to and approved by the HCHA prior to close of escrow. HCHA shall determine the affordability of the family’s proposed financing. In making such determination, HCHA may take into account other family expenses, including, but not limited to, childcare, unreimbursed medical expenses, education, training expenses, etc. Certain types of financing, including, but not limited to, balloon payment mortgages and adjustable rate mortgages, are prohibited and will not be approved by the HCHA. HCHA shall consider seller-financing mortgages on a case-by-case basis. If a mortgage is not FHA insured, HCHA will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, Maryland Department of Housing and Community Development (DHCD), USDA Rural Housing Services, the Federal Home Loan Bank, or other private lending institution.</li> <li>The family must agree, in writing, to comply with all family obligations under the Section 8 Program and HCHA’s homeownership policies. The obligations include attending ongoing homeownership counseling, if required by HCHA.</li> <li>A family’s homeownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Homeownership Program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.</li> </ol> <p>The HCHA will:</p> <ul style="list-style-type: none"> <li>Continue to identify prospective homebuyers.</li> <li>Continue outreach to eligible current Housing Choice Voucher participants.</li> <li>Continue to provide counseling services to prospective homebuyers.</li> </ul>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></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.</p>

9.0	<p><b>Housing Needs.</b> 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>Harford County, like most counties, faces the challenge of supplying affordable housing to extremely low-income (ELI) families and very low-income (VLI) families. Eighty-one percent (81%) of the families on the HCHA Housing Choice Voucher waiting list are extremely low-income families (less than or equal to 30% of the average median income); 63% are families with children, and 24% are families with disabilities. Forty-eight percent (48%) of those on the waiting list are African American, and 45% are White. Current data supports that, for every 100 ELI renters, there are only 47 units available; and for every 100 VLI renters, there are only 84 units available. Yet, for every 100 low-income renters, there are 121 units available. Sixty-eight percent of Harford County's housing stock is less than 30 years old and in good to excellent condition. However, there are some areas that must be continually addressed through the enforcement of property codes and grant subsidies. The County, as well as the jurisdictions of Havre de Grace, Bel Air, and Aberdeen, contains a mix of housing types including single family, townhomes, apartments, and condominiums. Multi-family units account for 16.4% of all housing units in Harford County; whereas Havre de Grace, Bel Air, and Aberdeen have percentages of 31.4, 40.1, and 26.8 multi-family housing units respectively.</p>
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9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>Meeting the demands of ELI and VLI families is challenging, but with the support of the Housing Choice Voucher and Family Self-Sufficiency Programs, the Housing Agency is reaching out with an opportunity for eligible families (with or without disabilities) to find affordable housing, which would be nonexistent for such families without the program. Funding is not sufficient to assist all families on the waiting list or in need of assistance. To maximize and leverage resources, the Housing Agency partners with Habitat for Humanity and the Department of Social Services, as well as other agencies, to increase opportunity for families in need of support services.</p> <p>Harford County Housing Agency will apply for additional Housing Choice Vouchers, as they become available.</p>
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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.
- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

**PHA Goal: Expand the supply of assisted housing.**

*Objective: Apply for additional rental vouchers:*

1. Apply for additional housing choice vouchers should they become available.
2. Apply for special purpose vouchers should they become available.

**Progress:** Harford County Housing Agency absorbed 28 additional Vouchers from a local jurisdiction Housing Authority.

*Objective: Leverage private or other public funds to create additional housing opportunities:  
Apply for state funded rental assistance programs.*

**Progress:** Harford County Housing Agency assists Harford Habitat for Humanity by providing credit counseling for their applicants. Our partnership has resulted in Housing Choice Voucher participants becoming homeowners, thereby freeing Vouchers for other applicants. Harford County Housing Agency has increased opportunities for single mothers, persons with disabilities, and senior citizens through our partnership with Harford County Community Services and nonprofit organizations in implementing the Tenant Based Rental Assistance (TBRA) Program. TBRA caseworkers assist families in setting goals, budget and credit counseling, and working toward a greater self-sufficiency. We increased opportunities for low income individuals with disabilities through our partnership with the Maryland Department of Housing and Community Development, the Developmental Disabilities Administration, the Mental Hygiene Administration, Centers of Independent Living, The Coordinating Center and the Department of Aging through the Bridge Subsidy Demonstration Program. This program assists persons with disabilities with affordable rental housing for up to 3 years while a Housing Choice Voucher becomes available. Bridge caseworkers work with the participants to prepare them to be good renters and live independently. Harford County Housing Agency continues its partnership with the State of Maryland's Rental Assistance Program (RAP) to provide rental assistance to prevent homelessness. Harford County participates and receives funding from Baltimore City to assist HIV positive families through the Housing Opportunities for Persons with Aides (HOPWA) Program.

**PHA Goal: Improve the quality of assisted housing.**

*Objective: Improve voucher management (SEMAP score):*

**Progress:** We instituted a new voucher tracking system.

*Objective: Increase customer satisfaction:*

**Progress:** The Housing Agency added a staff member to assist the elderly and families with disabilities. Additionally, we updated our website to be more interactive with clients.

**PHA Goal: Increase assisted housing choices.**

*Objective: Conduct outreach efforts to potential voucher landlords:*

1. Advertise in local newspaper at least annually.
2. Provide information to owners.
3. Implement Owner Newsletter to be distributed semi-annually.

**Progress:** Harford County Housing Agency established a website with program information and documents for landlords and potential landlords. The website also offers program information for the general public, applicants, and program participants. Applicants can check the status of their application through the website. Potential Housing Choice Voucher Program landlords and participating landlords are encouraged by the agency to post their property on the Internet at [www.MDHousingSearch.org](http://www.MDHousingSearch.org), a free service to connect owners and renters.

*Objective: Implement public housing or other homeownership programs:*

*Implement the American Dream Downpayment Initiative Program (ADDI).*

**Progress:** The ADDI program was successfully implemented. The funds are expected to be exhausted in CY2010.

*Objective: Support developers' efforts to build affordable housing/elderly housing complexes.*

**Progress:** The Harford County Housing Agency issued letters of support for affordable housing and elderly housing complexes. Some of the developments that received support letters are as follows: Catholic Charities, Harford Habitat for Humanity, and Shelter Group for Woodbridge Commons and Washington Court.

**PHA Goal: Promote self-sufficiency and asset development of assisted households.**

*Objective: Increase the number and percentage of employed persons in assisted families:*

1. Maintain 100% mandatory FSS slots on our FSS Program with 42% of the families having an escrow account established.
2. Allow a preference for working families on the waiting list.

**Progress:** The FSS Program has continued to exceed the mandatory FSS slots and currently 48% of the families have an escrow account established. We will continue to support efforts to encourage families to work toward self-sufficiency.

*Objective: Other: Partner with Aberdeen Proving Ground Federal Credit Union to promote asset development by providing financial literacy training.*

**Progress:** The Housing Agency partners with profit and nonprofit firms to provide financial education.

10.0

**PHA Goal: Ensure equal opportunity and affirmatively further fair housing.**

*Objective: Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:*

1. Educate participants/applicants in briefings regarding fair housing law.
2. Screen individuals who believe they have been discriminated against and refer as appropriate.
3. Post appropriate literature in public areas of the PHA.

**Progress:** The Housing Agency uses all opportunities to educate program participants, applicants, and landlords regarding fair housing laws. Information is made available in our reception area, briefings and on interviewers' desks. A discrimination complaint form is included in the briefing packet and on our website. The HCHA requires all participating landlords to comply with the Fair Housing Act.

*Objective: Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:*

1. Conduct HQS inspections on 100% of units annually.
2. Inspectors will make a visual inspection of all Management Offices to ensure the HUD logo is displayed.
3. Provide literature on housing discrimination law in all landlord information distributed by the PHA.

**Progress:** HQS inspections are conducted annually on 100% of the assisted units. The HUD logo is displayed in the main office of the Housing Agency. Fair Housing brochures are available on every desk for our applicants, participants, potential landlords and participating landlords. Landlords receive information about discrimination and Fair Housing through the landlord guide and our website.

*Objective: Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities, regardless of unit size required: Provide loan and grant programs to increase unit accessibility for disabled individuals.*

**Progress:** Harford County Housing Agency administers the Homeowner Rehabilitation Program (HRP) to modify units with accessibility features to Uniform Federal Accessibility Standards (UFAS). We also administer State of Maryland accessibility programs.

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**Significant Amendment and Substantial Deviation/Modification:**

Harford County Housing Agency will consider a significant amendment or modification to the 5-year plan and annual plan to be any change to admission policies and/or any change to the organization of the waiting list.

Harford County Housing Agency considers a substantial deviation or modification of the 5-year plan to include any changes that are inconsistent with the Consolidated 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)
- (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)

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**Item 11.0 (g) Challenged Elements:** No elements of the PHA Plan were challenged.

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](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.

## Attachment A

### Violence Against Women Act (VAWA)

The Harford County Housing Agency (HCHA) complies with the VAWA Amendments of 2005 and will continue to undertake actions to meet this requirement in the administration of the Housing Choice Voucher Program. New Admissions are notified of their rights under the VAWA during briefing sessions. Current participants are notified regarding their rights under the VAWA by a Program Regulation Sheet, given to the families at each annual recertification. Landlords/property owners are notified at each recertification through a Landlord Certification form.

The Harford County Housing Agency works in partnership with the Sexual Abuse Resource Center (SARC) by referring victims of domestic violence to SARC. The HCHA will continue working with individual victims to identify other available resources to assist in preventing domestic violence.

The Harford County Housing Agency will continue to develop policies and procedures as needed to implement the requirements of VAWA and to collaborate with other agencies to prevent and respond to domestic violence, dating violence, sexual assault and stalking.