

**Richland County Housing Authority**  
**Streamlined 5-Year Plan for Fiscal Years**  
**2010-2015**  
**Streamlined Annual Plan for Fiscal Year**  
**2010**

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## Streamlined Five-Year PHA Plan

**PHA Name:** Richland County

**PHA Number:** Mt006

**PHA Fiscal Year Beginning:** 04/2010

**PHA Programs Administered:**

- Public Housing and Section 8**    
  **Section 8 Only**    
  **Public Housing Only**  
 Number of public housing units:    
 Number of S8 units:    
 Number of public housing units:  
 Number of S8 units:

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**  
 (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

## **Streamlined Five-Year PHA Plan**

### **PHA FISCAL YEARS 2005 - 2010**

[24 CFR Part 903.12]

### **Mission**

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships--particularly with faith-based and community organizations--that leverage resources and improve HUD's ability to be effective on the community level.

Richland County Housing Authority's Mission is dedicated to providing housing and related housing services for very low (30% of median income), low and moderately low income families and individuals. Our Commissioners, Management and Staff are committed to serving our clients with professionalism, courtesy, and respect.

### **Goals**

#### **HOUSING AUTHORITY GOALS**

PHA Goal: Improve the quality of the existing public housing

Objectives:

- Demolish Sunset Homes project as per 05/2009 application. *Measure will be the approval of the demolition application presently at SAC*
- Secure funding for the new construction of 36 units to replace Sunset. *Measure will be the success of securing funding if SAC application is approved*
- Renovate Sunset Homes if Demolition/Disposition Application is not possible and funding is not secured for replacement housing. *Measure, the Housing Authority submitted an application in 05/2009 for the demolition of 36 units known as the Sunset Homes Project. If the application is not approved renovation will start as CFP funds are available*
- Capital Fund Financing Program. *Measure, Housing Authority will explore the use of the financing program for construction loans*
- Improve Sunset Homes site. *Measure, complete site improvements if units are not demolished by 2013 which would include parking, sidewalk replacement.*
- Complete renovation of Duplex Project in Fairview. *Measure, the Housing Authority will complete the CFP project by 12/2010*
- New RCHA Office. *Measure, the Housing Authority will pursue funding to build a new administration office at either Sunset Site or at the Crestwood Inn site depending upon availability*

PHA Goal: Promote Homeownership Opportunities and self-sufficiency for Public Housing residents and Housing Choice Voucher Participants.

Objectives:

- Homeownership for 5 families. *Measure by 12/31/2010, the Housing Authority will complete the sale of 5 homes as per the Housing Authority's approved Section 32 Application.*
- Develop a plan for the use of the sale proceeds. *By 12/31/2011 the Housing Authority will prepare a plan approved by HUD which will address the acquisition of rental housing and/or the rehabilitation the Sunset Homes Project*
- Pursue grants through the State of Montana that will provide homeownership opportunities for moderately low income families. *Measure within 5 years the Housing Authority will prepare and submit at least one application to the State of Montana for Homeownership*
- Use CDBG Administration Funds for down payment assistance. *Measure if the application to the state is approved use CDBG funds for downpayment or closing cost assistance*
- Implement Housing Choice Voucher Homeownership Program. *Measure by 2013 the Housing Authority will secure at least one home under the HCV Homeownership Program if the local housing market allows*
- Promote training for homeownership applicants. *Measure, by partnering with Consulting Firm or local provider, the Housing Authority will sponsor at least one homeownership training.*

PHA Goal: Improve the management of public housing, by providing a skilled staff and dedicated Board of Commissioners.

Objectives:

- Improve management score under OPH scoring system. *Measure, once the OPH has approved a new scoring system, the Housing Authority will strive to be a high performer*
- Reduce vacancies and minimize unit turnovers. *Measure when PHAS program is reinstated improve the turnover days*
- Improve SEMAP score in the Housing Choice Voucher Program. *Measure score 90% or higher on present SEMAP system*
- Improve financial management. *Measure, reduce the number of audit findings in the 2010 fiscal year and subsequent years and close audit findings from 2007, 2008, 2009, 2010*
- Review training needs of employees. *Executive Director or designee will undertake review of job descriptions and job appraisals and suggest in house training or off site training*
- Board Chair or Vice Chair or their designee will attend one Commissioner Training. *Measure, dependent upon funding commissioners will receive training if possible*

PHA Goal: Ensure Equal Opportunity for all applicants, program participants and community residents

Objectives:

- Train Staff to further equal opportunity and fair housing. *Measure, every staff member will be required to obtain fair housing certification*
- Enforce affirmative measures that will provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex familial status or disability. *Measure, review ACOP plans on regular basis to identify areas where policies are not meeting the affirmative policies.*
- Increase the number of accessible units. *Measure, by 2014 the Housing Authority will increase the number of accessible units for mobility impaired participants or applicants by two.*

## **RCHA Annual Plan 2010**

[24 CFR Part 903.12(b)]

### **Table of Contents**

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- 10. Supporting Documents Available for Review
- 11. FY 2010 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 12. Capital Fund Program 5-Year Action Plan

### **Executive Summary**

[903.7(r)].

The Richland County Housing Authority owns public housing, administers the voucher program, manages project based Section 8, manages a smaller housing authority, and owns a Rural 515 subsidized housing project. The public housing and voucher programs provide housing for up to 178 families. The housing authority is not required to participate in asset management as per HUD regulations, but does provide a project management basis for its operations.

Our Five Year Plan reflects significant changes in our operations. The changes will be dependent upon the approval of our applications presently at the Special Applications Center. In 2009 the housing authority submitted three separate applications; Section 32 Homeownership, Demolition/Disposition, and Disposition. The goal was defined in the housing authority's 2005

Five Year Plan. “Provide Homeownership and construct replacement housing for the project that is 60 years old.” If the applications are successful, the Housing Authority hopes to sell five homes, modernize the remaining, existing properties, and construct new rental housing for the low income in our county.

A critical component to this plan is our partnership with the Richland Affordable Housing Corporation, the owner of Crestwood Inn. RAHC is pursuing funding to add 18 more units to the facility, the housing authority will be a partner in this endeavor.

We anticipate a busy five years and look forward to several improvements in our housing and in our ability to provide housing.

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)]

**A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

Housing Needs of Families on the PHA’s Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	29		100%
Extremely low income <=30% AMI	18	62%	
Very low income (>30% but <=50% AMI)	5	17%	
Low income (>50% but <80% AMI)	6	21%	
Families with children	7	24%	
Elderly families	2	7%	
Families with Disabilities	6	21%	
Race/ethnicity white	29	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

<b>Housing Needs of Families on the PHA's Waiting Lists</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> 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	27		
Extremely low income <=30% AMI	19	70%	
Very low income (>30% but <=50% AMI)	5	19%	
Low income (>50% but <80% AMI)	3	11%	
Families with children	22	81%	
Elderly families	1	3%	
Families with Disabilities	3	9%	
Race/ethnicity white	31	100%	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	5	19%	
2 BR	19	70%	
3 BR	3	11%	
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

**Senior Survey Results**

The Housing Authority has not prepared a survey for data collection from families under the age of 55. However, a survey was prepared by the Housing Authority's VISTA Volunteer to collect data from the senior population. The data received so far shows that ninety percent of the surveyed community is Caucasian; six percent were under the Other category, three percent American Indian or Alaska Native, and no participant recognize themselves as Hispanic or African American. The methodology for the data collection was random; any individual who was fifty-five and older was asked for their input by completing the survey to the fullest possible. RCHA had only sixty-five citizens who responded, most surveys are from the Sidney and Savage senior centers and Sidney's independent senior living facility, Crestwood. The U. S. Census' report has Sidney with ninety-five percent of the races in their community is Caucasian and at ninety-six all across Richland County.

The U.S. Census for Sidney shows that almost twenty-five percent of its citizens are fifty-five and older; similarly the Census for Richland County is at twenty-six percent, both showing that a fourth of the population area is fifty-five and older. The figures were added together from the community and Crestwood survey data; Twenty-three percent is eighty-five and older, thirty-two percent is seventy-five to eighty-four, twenty-three percent of the participants are sixty-five to seventy-four, eighteen percent falls between fifty-five and sixty-four years old, and three percent did not include their age when completing the survey.

In both surveys, the one distributed to the community and the other to Crestwood, that the gender in Sidney, including the Savage senior center is dominated by females. The U.S. Census shows that the gender ratio is nearly equal, with females about four percent higher.

### **Housing Needs Based on RCHA and Crestwood Waiting Lists**

The Housing Authority Waiting Lists turnover 100% within 12 months, with very few applicants being on the waiting list longer than 6 months unless the applicant is requesting a specific location or community.

As noted above, the Housing Authority has a very short list when compared to other public housing authorities. There are a variety of reasons; the rent structure in the private market is low enough that it has not forced tenants to public housing or rental assistance; although there is an influx of workers, few are bringing families to the area and taking available family housing but are searching for temporary housing; the county's population is aging and according to the Census Report of 2000 and updated in 2008, the median age shows fewer young families moving to the area; and finally our low-income public housing population does not participate in the Temporary Assistance for Needy Families (TANF) therefore many are working and not receiving benefits or cash that would precipitate participation in our housing as a supplement to the TANF program.

Elderly and disabled applicants on the public housing and rental assistance lists are referred to the Crestwood Inn site for immediate housing if qualified. Crestwood Inn has 71 one bedroom units and presently has five vacant units. The Housing Authority has a two pronged approach for addressing the needs of families in the PHA's jurisdiction.

### **Senior Housing**

RCHA works with its nonprofit partner, Richland Affordable Housing (RAHC) in the management of Crestwood Inn. In the fall of 2009, RAHC received grant approval in the amount of \$300,000 under HUD's Rural Housing Economic Development Program to acquire property adjacent to Crestwood that is currently owned by the County. The County has a 75 year old building on the site that has asbestos and lead based paint. The County has written a grant under the Environmental Protection Agency's Superfund program to abate and remove the hazardous materials an demolish the existing building. RAHC funding would supply the necessary seed capital to acquire the site and contract with an Architect for the proposed new building. The new building would include 18 apartments for elderly and disabled, recreation facility, offices and an expanded dining room. At this point an estimated cost is not available. The 18 units will be mixed income in nature and will include various subsidized funding sources.

### **Family Housing**

As far as Public Housing, of the 86 units, 46 have been renovated in the past 9 years, the remaining 40 units in the Sunset Project were last renovated in 1983-1987. The 1980's rehabilitation was major including new furnaces, windows, siding, roofing, and interior improvements. Two decades have passed and RCHA proposed the demolition application if funding is not available to completely renovate the buildings at one time. The PAR report estimated the cost to be \$3.5-\$5 million for renovation compared to the same amount for new construction. RCHA's strategy is to move forward in 2010 with either the renovation or the demolition of this project depending upon the funding. The improved housing will benefit the low-income families in the county.

The local governments are involved in the creation of affordable housing to the extent that a Housing Committee was formed to explore options for the creation of and expansion of affordable housing. RCHA's Executive Director participates as a member. Since the Housing Authority and RAHC are providing plans for senior housing, the committee is working on the construction of family units by using a land trust. The committee secured grants to prepare a feasibility study for a possible land trust and the report is due this spring.

## B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, and by effectively screening Section 8 applicants to increase owner acceptance of program
- Pursue the construction of new facility at Crestwood

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: Pursue the construction of new facility at Crestwood

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Conduct activities to affirmatively further fair housing**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with community housing group
- Results of consultation with advocacy groups
- Other: (list below)

**Statement of Financial Resources**

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2010 grants)</b>		
a) Public Housing Operating Fund	\$230,750.00	
b) Public Housing Capital Fund	\$200,000.00	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$215,000.00	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME	\$38,000.00	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
ARRA	\$186,000.00	
<b>3. Public Housing Dwelling Rental Income</b>	\$190,000.00	
<b>4. Other income (list below)</b>		
HCV Admin Fee	\$36,000.00	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$1,095,750.00	

## **PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.12 (b), 903.7 (b)]

### **A. Public Housing**

#### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)  
 When families are within a certain time of being offered a unit: 30 days  
 Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity  
 Rental history  
 Housekeeping  
 Other (debt owed public housing, voucher program, or other housing authorities)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

#### **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office

#### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One  
 Two  
 Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

**(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)?

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors):
- Other (list below)

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?
- If yes, state circumstances below:

**(4) Admissions Preferences**

- a. Income targeting
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Preferences (select all that apply)

- Elderly
- Households with children
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

- Date and Time

Preferences (select all that apply)

- 2.Elderly
- 3.Households with children
- 1.Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.12(b), 903.7(d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one of the following two)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% of adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

##### **(2) Flat Rents**

a. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Capital Improvement Needs**

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

**A. Capital Fund Activities**

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

**(1) Capital Fund Program**

a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

**6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name: Richland County Housing Authority-One Project	
1b. Development (project) number: Mt006	
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (05/29/2009)	
5. Number of units affected: 44	
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: 01/01/2010 b. Projected end date of activity: 12/31/2015	

**7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(1)  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

**(2) Program Description**

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? \_\_\_

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

c. What actions will the PHA undertake to implement the program this year (list)?

**(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

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

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

The Richland County Housing Authority has achieved many of the goals and objectives from our 2005 Five Year Plan. Specifically,

1. Purchased a USDA Rural 515 Project of 48 units from a private owner.
2. Renovated 32 public housing units on the exterior (new siding, windows, roofing) and in the interior (new kitchens and baths)
3. Reduced vacancies due to the local economy
4. Created a Homeownership Program-Public Housing-Section 32
5. Created a Homeownership Program-Housing Choice Voucher Program
6. Completed Demolition and Disposition Application which was submitted to SAC
7. Completed Preliminary Architectural Review of the Sunset Project which will be used in the demolition or renovation of the project
8. Completed Energy Audit for public housing and Housing Choice Voucher Program

**B. Criteria for Substantial Deviations and Significant Amendments**

**(1) Amendment and Deviation Definitions**

a. Substantial Deviation from the 5-Year Plan

Any Material change that would result in a goal being removed from the plan or any Material change that would result in an objective being removed from the plan.

b. Significant Amendment or Modification to the Annual Plan

Any change or revision to a PHA goal or objective, when such change will clearly affect the anticipated performance outcome which may include:

Rent Calculation changes, revisions to admission/occupancy policies including the grievance procedure, revisions to the waiting list, revisions to the HCV Administration Policy

**C. Other Information**

[24 CFR Part 903.13, 903.15]

**(1) Resident Advisory Board Recommendations**

a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

Not applicable, PHA does not have a Resident Advisory Board

**(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

**The term of appointment is (include the date term expires):**

Election by Residents (if checked, complete next section--Description of Resident Election Process)

**Description of Resident Election Process**

Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

**(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

**Consolidated Plan jurisdiction: (provide name here)**

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the

- development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

**(4) (Reserved)**

Use this section to provide any additional information requested by HUD.

**10. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans**

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
NA	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
NA	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: 504
X	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
NA	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
NA	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
NA	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

**12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> RICHLAND COUNTY HOUSING AUTHORITY		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2010</b>
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$139,000.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$139,000.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				



**13. Capital Fund Program Five-Year Action Plan**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Richland County Housing			<b>Grant Type and Number</b> Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2010
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	04/2011			12/2012			

### 13. Capital Fund Program Five-Year Action Plan

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name			<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>		
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 3 FFY Grant: 2012 PHA FY:2012	Work Statement for Year 4 FFY Grant: 2013 PHA FY: 2013	Work Statement for Year 5 FFY Grant: 2014 PHA FY: 2014
	Annual Statement				
PHA-Wide		\$140,000.00	\$140,000.00	\$140,000.00	\$140,000.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

**13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year :_2011____ FFY Grant: PHA FY:			Activities for Year: _2012__ FFY Grant: PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>						
<b>Annual</b>	Mt006001	Demolition or	\$300,000	Mt006001	Demolition or	\$300,000
<b>Statement</b>	Sunset Apts	Renovation		Sunset Apts	Renovation	
<b>Total CFP Estimated Cost</b>			\$300,000			\$300,000

**13. Capital Fund Program Five-Year Action Plan**

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part II: Supporting Pages—Work Activities</b>					
Activities for Year : __2013__ FFY Grant: PHA FY:			Activities for Year: _2014__ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Mt006001	Demolition or	\$300,000	Mt006001	Demolition	\$300,000
Sunset Apts	Renovation		Sunset	Or Renovation	
Total CFP Estimated Cost		\$300,000			\$300,000

## HOUSING AUTHORITY MISSION RICHLAND COUNTY

### MISSION

Richland County Housing Authority is dedicated to providing housing and related housing services for very low (30% of median income), low and moderately low income families and individuals. Our Commissioners, Management and Staff are committed to serving our clients with professionalism, courtesy, and respect.

### THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT MISSION

HUD's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships--particularly with faith-based and community organizations--that leverage resources and improve HUD's ability to be effective on the community level.

### HOUSING AUTHORITY GOALS

PHA Goal: Improve the quality of the existing public housing

#### Objectives:

- Demolish Sunset Homes project as per 05/2009 application. *Measure will be the approval of the demolition application presently at SAC*
- Secure funding for the new construction of 36 units. *Measure will be the success of securing funding if SAC application is approved*
- Renovate Sunset Homes if Demolition/Disposition Application is not possible and funding is not secured for replacement housing. *Measure, the Housing Authority submitted an application in 05/2009 for the demolition of 36 units known as the Sunset Homes Project. If the application is not approved renovation will start as CFP funds are available*
- Capital Fund Financing Program. *Measure, if renovation of Sunset Project is the result of demolition application the Housing Authority will explore the use of the financing program for construction loans*
- Improve Sunset Homes site. *Measure, complete site improvements if units are not demolished by 2013 which would include parking, sidewalk replacement.*
- Complete renovation of Duplex Project in Fairview. *Measure, the Housing Authority will complete the CFP project by 12/2010*

PHA Goal: Promote Homeownership Opportunities and self-sufficiency for Public Housing residents and Housing Choice Voucher Participants.

Objectives:

- Homeownership for 5 families. *Measure by 12/31/2010, the Housing Authority will complete the sale of 5 homes as per the Housing Authority's approved Section 32 Application.*
- Develop a plan for the use of the sale proceeds. *By 12/31/2011 the Housing Authority will prepare a plan approved by HUD which will address the acquisition of rental housing and/or the rehabilitation the Sunset Homes Project*
- Pursue grants through the State of Montana that will provide homeownership opportunities for moderately low income families. *Measure within 5 years the Housing Authority will prepare and submit at least one application to the State of Montana for Homeownership*
- Use CDBG Administration Funds for down payment assistance. *Measure if the application to the state is approved use CDBG funds for downpayment or closing cost assistance*
- Implement Housing Choice Voucher Homeownership Program. *Measure by 2013 the Housing Authority will secure at least one home under the HCV Homeownership Program if the local housing market allows*
- Promote training for homeownership applicants. *Measure, by partnering with Consulting Firm or local provider, the Housing Authority will sponsor at least one homeownership training.*

PHA Goal: Improve the management of public housing, by providing a skilled staff and dedicated Board of Commissioners.

Objectives:

- Improve management score under OPH scoring system. *Measure, once the OPH has approved a new scoring system, the Housing Authority will strive to be a high performer*
- Reduce vacancies and minimize unit turnovers. *Measure when PHAS program is reinstated improve the turnover days*
- Improve SEMAP score in the Housing Choice Voucher Program. *Measure score 90% or higher on present SEMAP system*
- Improve financial management. *Measure, reduce the number of audit findings in the 2010 fiscal year and subsequent years and close audit findings from 2007, 2008, 2009, 2010*
- Review training needs of employees. *Executive Director or designee will undertake review of job descriptions and job appraisals and suggest in house training or off site training*
- Board Chair or Vice Chair or their designee will attend one Commissioner Training. *Measure, dependent upon funding commissioners will receive training if possible*

PHA Goal: Ensure Equal Opportunity for all applicants, program participants and community residents

Objectives:

- Train Staff to further equal opportunity and fair housing. *Measure, every staff member will be required to obtain fair housing certification*
- Enforce affirmative measures that will provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex familial status or disability. *Measure, review ACOP plans on regular basis to identify areas where policies are not meeting the affirmative policies.*
- Increase the number of accessible units. *Measure, by 2014 the Housing Authority will increase the number of accessible units for mobility impaired participants or applicants by two.*

**HOUSING NEEDS ASSESSMENT**  
**AND**  
**STRATEGY FOR ADDRESSING THE NEEDS**

**Housing Needs Assessment**

**Community History**

The city of Sidney was established in 1888, receiving its name from a little boy who was well like by Hiram Otis who was the Justice of the Peace. During a five year span, 1904-09, farm products were highly expensive which brought about irrigated land there by making agriculture an important industry. Today the sugar beet is the cash crop for Sidney.

In 1914, Sidney left Dawson County which resulted in Richland County being formed and giving Sidney the ability to vote as a different county. The supply of oil activity brought about a boom of people in the late 1978's and early 1980's. Leaving today's land scattered with pumping units and rigs. The production continues even though the boom is over and those who only came to work the oil fiends have left.

Today, Sidney's population is estimated at 4,782 by the Montana government. The Sidney Area Chamber of Commerce and Agriculture states that Sidney's work force has 5,056 employed, mainly working in agricultural positions, areas of retail, coal mining, "oil and gas development", and recreational gear, supply, and activities.

**Affordable Housing History**

Richland County Housing Authority, the largest affordable housing provider and owner in eastern Montana was created in 1949. For sixty years Richland County Housing Authority's aim has been to provide affordable housing that was safe and sanitary for the residents of Richland County. In the mission statement for RCHA it mentions that their basis originated from the Housing Act of 1937. The Act declares that: "It is the policy of the United States to promote the general welfare of the Nation by employing its funds and credit, as provided in this Act, to assist the several States and their political subdivisions to remedy the unsafe and unsanitary housing conditions and the acute shortage of decent, safe, and sanitary dwellings for families of lower income."

The Richland County Housing Authority receives operating grants through United States Department of Housing and Urban Development (HUD) who is responsible for structuring rent and other costs. The Housing Authority has one public housing project which includes 86 family units. HUD's Housing Choice Voucher program is administered by RCHA and provides assistance to ninety-two low income families to rent from the private sector of housing. In 2002, they acquired the Crestwood Inn which is now owned by a spin off independent nonprofit, Richland Affordable Housing Corporation. The seventy-one unit facility houses disabled individuals and the elderly, sixty-five years of age and older. In 2006 the Housing Authority acquired Rural Rental 515 housing that includes forty-eight units at the Lincoln and Big Sky projects.

Richland County Housing Authority also provides management services to the Dawson County Housing Authority and other services to the Fairview Senior Citizen Housing Project. Since 1996, the Housing Authority has been awarded or administered Community Development Block Grant Program (CDBG) and HOME grants. The total amount of additional funding for affordable housing construction, acquisition or rehabilitation is \$1.5 million.

### **Senior Survey Results**

The Housing Authority has not prepared a survey for data collection from families under the age of 55. However, a survey was prepared by the Housing Authority's VISTA Volunteer to collect data from the senior population. The data received so far shows that ninety percent of the surveyed community is Caucasian; six percent were under the Other category, three percent American Indian or Alaska Native, and no participant recognize themselves as Hispanic or African American. The methodology for the data collection was random; any individual who was fifty-five and older was asked for their input by completing the survey to the fullest possible. RCHA had only sixty-five citizens who responded, most surveys are from the Sidney and Savage senior centers and Sidney's independent senior living facility, Crestwood. The U. S. Census' report has Sidney with ninety-five percent of the races in their community is Caucasian and at ninety-six all across Richland County.

The U.S. Census for Sidney shows that almost twenty-five percent of its citizens are fifty-five and older; similarly the Census for Richland Country is at twenty-six percent, both showing that a fourth of the population area is fifty-five and older. The figures were added together from the community and Crestwood survey data; Twenty-three percent is eighty-five and older, thirty-two percent is seventy-five to eighty-four, twenty-three percent of the participants are sixty-five to seventy-four, eighteen percent falls between fifty-five and sixty-four years old, and three percent did not include their age when completing the survey.

In both surveys, the one distributed to the community and the other to Crestwood, that the gender in Sidney, including the Savage senior center is dominated by females. The U.S. Census shows that the gender ratio is nearly equal, with females about four percent higher.

### **Housing Needs Based on RCHA and Crestwood Waiting Lists**

The Housing Authority has 29 applicants for low-rent public housing and 29 applicants for the Housing Choice Voucher Program. The breakdown of the applications shows that 18% were on the 1 bedroom list, 66% on the 2 bedroom list, and the remaining 16% were 3 bedroom applicants for low rent public housing. The Housing Choice Voucher applications reveal that 66% are on the one bedroom list, 25% on the two bedroom list and the remaining 9% are on the three bedroom list. Based on the need for one bedroom apartments, there appears to be a steady flow of single adult males searching for employment in the area. Few of the applicants on the list are elderly or disabled. On the Housing Choice Voucher list, the applicant at the top of the list applied on June 10, 2009 while on the Public Housing list, the applicant at the top applied on April 15, 2009.

As noted above, the Housing Authority has a very short list when compared to other public housing authorities. There are a variety of reasons; the rent structure in the private market is low enough that it has not forced tenants to public housing or rental assistance; although there is an influx of workers, few are bringing families to the area and taking available family housing but are searching for temporary housing; the county's population is aging and according to the Census Report of 2000 and updated in 2008, the median age shows fewer young families moving to the area; and finally our low-income public housing population does not participate in the Temporary Assistance for Needy Families (TANF) therefore many are working and not receiving benefits or cash that would precipitate participation in our housing as a supplement to the TANF program.

Elderly and disabled applicants on the public housing and rental assistance lists are referred to the Crestwood Inn site for immediate housing if qualified. Crestwood Inn has 71 one bedroom units and presently has five vacant units.

### **Physical Needs Assessment**

Prior to the consolidation of low-income public housing projects owned by Richland County Housing Authority, there were four existing projects. The oldest and largest project has 40 units, the next has 14 units in Fairview, the 1978 project has 24 units and the single family homes project of 1985 has 8 units. Since 1999 the Housing Authority has rehabilitated several units in the 14-unit Fairview project and the 1978 Sidney project under the Capital Fund Program. Since its inception the program has provided over \$1 million and has rehabilitated all 14 units of the Fairview project and will complete the rehabilitation of 24 units this next summer of the 1978 project. The 1985 project having 5 single family homes is presently under an approved Section 32 homeownership application. RCHA has two other applications pending at the Special Application Center (SAC). One is a demolition application for 36 units of the oldest project and a disposition application for 3 other units. The three SAC applications are addressed separately and available for review.

In 2006 RCHA contracted with High Plains Architects of Billings, Montana to prepare a physical needs assessment for the oldest public housing project since the other projects were either undergoing rehabilitation or were going to be part of a disposition or homeownership application. The Physical Needs Assessment is part of the Five Year Plan and is addressed in its own section.

### **Strategy for Addressing Housing Needs**

The Housing Authority has a two pronged approach for addressing the needs of families in the PHA's jurisdiction.

### Senior Housing

RCHA works with its nonprofit partner, Richland Affordable Housing (RAHC) in the management of Crestwood Inn. In the fall of 2009, RAHC received grant approval in the amount of \$300,000 under HUD's Rural Housing Economic Development Program to acquire property adjacent to Crestwood that is currently owned by the County. The County has a 75 year old building on the site that has asbestos and lead based paint. The County has written a grant under the Environmental Protection Agency's Superfund program to abate and remove the hazardous materials and demolish the existing building. RAHC funding would supply the necessary seed capital to acquire the site and contract with an Architect for the proposed new building. The new building would include 18 apartments for elderly and disabled, recreation facility, offices and an expanded dining room. At this point an estimated cost is not available. The 18 units will be mixed income in nature and will include various subsidized funding sources.

### Family Housing

As far as Public Housing, of the 86 units, 46 have been renovated in the past 9 years, the remaining 40 units in the Sunset Project were last renovated in 1983-1987. The 1980's rehabilitation was major including new furnaces, windows, siding, roofing, and interior improvements. Two decades have passed and RCHA proposed the demolition application if funding is not available to completely renovate the buildings at one time. The PAR report estimated the cost to be \$3.5-\$5 million for renovation compared to the same amount for new construction. RCHA's strategy is to move forward in 2010 with either the renovation or the demolition of this project depending upon the funding. The improved housing will benefit the low-income families in the county.

The local governments are involved in the creation of affordable housing to the extent that a Housing Committee was formed to explore options for the creation of and expansion of affordable housing. RCHA's Executive Director participates as a member. Since the Housing Authority and RAHC are providing plans for senior housing, the committee is working on the construction of family units by using a land trust. The committee secured grants to prepare a feasibility study for a possible land trust and the report is due this spring.



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>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</li> </ul>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(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)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul>

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.