

1.0	PHA Information PHA Name Village of Fort Plain Housing Agency PHA Code: NY530 PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2010				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: 242				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	<p>Mission. State the PHA’s Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA’s jurisdiction for the next five years:</p> <ul style="list-style-type: none"> • <i>Provide affordable, decent, safe, and sanitary housing to elderly and disabled low income families, as well as to other low income families, as dictated by local needs.</i> <p><u>VAWA</u></p> <p>In 2007 the Fort Plain Housing Agency notified all its current recipients of the VAWA Amendment. Each recipient was sent an overview of the law with a description of how it would affect them. Should a recipient find themselves in a domestic violence or stalking situation, they would merely need to request HUD form 50066, complete and return or provide other acceptable documentation signed by a professional or an agent or volunteer of a victim service provider. Since the initial notification all new admissions have been informed of their rights under the Violence Against Women Act through the briefing process. Written information is supplied as requested.</p>				
5.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ul style="list-style-type: none"> • Improve the quality of service through better process and information systems. • Reduce fraud and program abuse. • Promote Self Sufficiency by attracting support services to meet the needs of families or individuals to achieve employability. • Continue System of Criminal Background checks to assure integrity of the Housing Program. <p>Prior Goals Identified in Five Year Plan:</p> <ul style="list-style-type: none"> • Improve the quality of assisted housing through increasing customer satisfaction and concentration of efforts to improve specific management functions • Increase assisted housing choices by providing voucher mobility counseling, outreach to potential landlords, and increase Payment Standards for Fulton County. • Promote self-sufficiency and asset development of families and individuals by increasing the number and percentage of employed persons and provide or attract supportive services to improve assisted recipients employability. • Establish Criminal background checks for all applicants. • Strive to reduce fraud in its rental assistance program as well as monitor and improve accurate calculation of housing assistance payments <p>Progress in Meeting Goals:</p> <ul style="list-style-type: none"> • Since 2004 the FPFA has maintained its status as a high performing agency. • The FPFA has improved its Inspection process and follow-up which helps to maintain this important aspect of the Rental Assistance Program for both tenant and landlords. • The FPFA finds it no longer needs to adjust the Payment Standards for the Fulton County area. Current Payment Standards are now set at 100% of FMR. • The FPFA has recently explored options for families and individuals to attend literacy and GED preparedness classes that are held locally and accessible to all. Such classes will now be available locally (within a 3 mile radius of most participants) through Literacy Volunteers of America - Schoharie County who has recently expanded its program to include the rural areas of Montgomery County. • The FPFA has established and maintained a thorough background check of all its applicants. This process has worked well for the last three years. • With the advent of HUD’s EIV system, the FPFA has been able to increase its vigilance in uncovering and acting upon program fraud and abuses. 				

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <ul style="list-style-type: none"> • <i>No change in any plan elements has been made from prior year's plan.</i> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <ul style="list-style-type: none"> • <i>Village of Fort Plain Housing Agency 168 Canal St., Fort Plain, NY 13339 518-993-3949</i> • <i>Village of Fort Plain Clerk's Office 168 Canal St., Fort Plain, NY 13339 518-993-4271</i>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p><i>n/a</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <ul style="list-style-type: none"> • <i>Not Applicable for the Housing Choice Voucher Program</i>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <ul style="list-style-type: none"> • <i>Not Applicable for the Housing Choice Voucher Program</i>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <ul style="list-style-type: none"> • <i>Not Applicable for the Housing Choice Voucher Program</i>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <ul style="list-style-type: none"> • <i>Not Applicable for the Housing Choice Voucher Program</i>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The priority and objectives of the New York State Consolidated Plan for federal fiscal years 2006-2010 support this Agency Plan with the following statements in the Section 91.330(f) Other Actions of the State's Consolidated Plan.</p> <ul style="list-style-type: none"> • Evaluate and reduce lead-based paint hazards: <ul style="list-style-type: none"> • <i>The FPFA will cooperate with Public Health initiative to inform those with small children the hazards of Lead based paint.</i> • Reduce the number of poverty level families: <ul style="list-style-type: none"> • <i>The FPFA has identified a need among its families for improving reading skills and completing a high school education. The FPFA has had input into a GED and literary program which is just now expanding into the FPFA's jurisdiction. Beginning in March 2010 Literary classes and GED preparatory classes will be available within a 3 mile radius of the majority of our families. Prior to this time the closest location was between 20 to 30 miles away making it inaccessible to many.</i> • Enhance coordination between public and private housing and social service agencies: <ul style="list-style-type: none"> • <i>FPFA will through its member ship in C.A.R.E (Community Alliance Resource Exchange) address those with special needs. FPFA will maintain and improve its working relationship with organizations such as Montgomery Transitional Services and the Department of Social Services as a way to better serve those individual and families most in need.</i> <p>Local Needs</p> <ul style="list-style-type: none"> • <i>Barriers exist in obtaining employment due to lack of employability. i.e. poor reading skills and/or lack of High school diploma or equivalent.</i> • <i>Improve Quality of Assisted Housing -Housing is often hard to find and difficult to afford.</i> • <i>EBL Levels in Montgomery County are high.</i>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <ul style="list-style-type: none"> • <i>Survey participants for improvements to the program.</i> • <i>Maintain and improve relationships with County Public Health in addressing hazards of Lead Based Paint Poisoning. Improve Inspection process to specifically address Lead issues.</i> • <i>Printed pamphlets made available for Lead Safe Practices for Landlords and contractors.</i> • <i>Promote and encourage support services to help participants meet goals to self sufficiency.</i> • <i>Direct mail to owners of multi-family properties to encourage program participation, if necessary.</i>

	Additional Information. Describe the following, as well as any additional information HUD has requested.
10.0	<p>(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.</p> <ul style="list-style-type: none"> • <i>The FPHA is in process of completing new goals identified in this plan.</i> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <ul style="list-style-type: none"> • <i>A change in the FPHA mission or a strategic goal will be considered a substantial deviation from the five year plan.</i> • <i>Changes in or additions to the FPHA mission: strategic goals; strategy for addressing needs; or policies governing eligibility, selection, and admission will be considered a significant amendment or modification to the FPHA's five year and annual plan.</i>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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**Attachment (f): Membership of Resident Advisory Board or Boards
Resident Advisory Board Comments**

A 57 member Resident Advisory Board was selected to represent a cross section of tenants from the various jurisdiction of the Village of Fort Plain Housing Agency. The breakdown of the process is shown below:

2010 Breakdown of Participants who were sent a survey

Community	Elderly	Disabled	Regular	Total
Amsterdam	0	0	1	1
Charleston	0	1	0	1
Ephratah	0	0	0	0
Fonda	0	2	1	3
Fort Plain	8	10	12	30
Fultonville	1	0	3	4
Glen	1	0	0	1
Mayfield	2	1	1	4
Minden	0	1	0	1
Mohawk	1	1	0	2
Palatine Bridge	6	2	0	8
Tribes Hill	0	1	1	2
TOTAL	19	19	19	57
% of Total	33.33%	33.33%	33.33%	

This represents approximately 24% of all the tenants for our jurisdictions. No listing of members is provided. It is the policy of the FPHA not to release names of Section 8 tenants to the public. Names of Resident Advisory Board Members will be released to appropriate HUD officials only with assurances that such names will not be made public or posted in any document or vehicle that is accessible to the public.

Attachment (f): Comments of the Resident Advisory Board & Explanations of PHA Response (38 of 57 members responded to survey and/ or offered comments)

If you were to look for a new apartment today or have looked for an apartment within the last year, how would you rate the following: (Circle one)

1. Currently available apartments are reasonably priced.

Yes	No	No Opinion	Left Blank
17	14	3	4

2. There is a good supply of apartments to choose from.

Yes	No	No Opinion	Left Blank
7	22	3	6

3. The quality of available apartments is:

below average	average	above average	No Opinion	Left Blank
9	22	0	2	5

4. There are an adequate supply of apartments that meet my accessibility needs i.e. located on the ground floor or handicapped accessible.

Yes	No	No Opinion	Left Blank
10	19	2	7

5. There are an adequate number of apartments the size I need (# of BR's, etc.)

Yes	No	No Opinion	Left Blank
15	16	2	5

6. There are an adequate number of apartments available in the community I wish to live in.

Yes	No	No Opinion	Left Blank
12	16	2	8

List the community desired :

Canajoharie 2	Mayfield 1	Tribes Hill 1
Fonda 2	Montgomery County 1	Left Blank 17
Fort Plain 13	Palatine 1	

7. Currently the Fort Plain Housing Agency orders it's Waiting List in the following manner:
 1. Elderly, Disabled, Families with 2 or more persons that currently live or work within the Fort Plain Housing Agency's jurisdiction.
 2. Elderly, Disabled, Families with 2 or more persons that currently DO NOT live or work within the Fort Plain Housing Agency's jurisdiction. (These families are required to move within our jurisdiction before they are assisted.)
 3. Singles (One person who is not disabled or 62+) that currently live or work within the Fort Plain Housing Agency's jurisdiction.

4. Singles (One person who is not disabled or 62+) that currently DO NOT live or work within the Fort Plain Housing Agency's jurisdiction. (These people are required to move within our jurisdiction before they are assisted.)

Do you believe this is a fair system?

Yes	No	No Opinion	Left Blank
35	2	1	0

If No, how would you change it:

- ***Singles and families should be treated the same.***
- ***It should be first come first serve.***

8. Does your current Landlord make repairs within a reasonable time?(2 to 3 weeks for non-life threatening repairs)

Yes	No	No Opinion	Left Blank
34	4	0	0

9. Once you contact the Fort Plain Housing Agency regarding a repair that your Landlord has not made, does the Fort Plain housing Agency conduct an inspection or contact the landlord within a reasonable amount of time?

Yes	No	No Opinion	Left Blank
28	0	2	8

10. Are repairs required after an inspection completed in a timely manner?

Yes	No	No Opinion	Left Blank
28	4	0	6

11. Does the Fort Plain Housing Agency conduct a follow up inspection to make sure the repairs are completed?

Yes	No	No Opinion	Left Blank
26	0	0	12

12. Are you satisfied with the condition of your apartment?

Yes	No	No Opinion	Left Blank
33	5	0	0

If No, what needs to be improved or repaired?

- ***my kitchen floor needs new linoleum***
- ***The furnace breaks down every two weeks - when it does work it only blows luke warm air. No water pressure. Toilet***
- ***Doors & Window need repair too much air comes through - cold.***
- ***Wallpaper, Kitchen is old - needs updating. Old windows. Interior trim needs to be painted (cracking). Bath needs new floor.***

ADDITIONAL COMMENTS MADE BY RESPONDENTS:

- *There should be more apts with a walk in shower. It's hard for the elderly to step into a tub and out to take a shower. My apt is cold when the wind blows.*
- *I have never needed the FPHA to intervene. My landlords are very responsive and considerate - I do also believe FPHA is quite efficiently run and I have confidence if I needed assistance they would be just as responsive. The yearly inspection is quite thorough and well done to all our benefit. Thank you.*
- *The landlord came day after Christmas to fix our hot water heater because we had no hot water that day and he fixed our toilet by getting us a new one and fixed our tub drain without asking him to do so. He noticed that we needed a new toilet and went to get us one. He is a good landlord to have. We call - he is there to fix things right away.*
- *Your agency is very appreciated! The office staff is very friendly and helpful. Thank you for all the help!*
- *I am very happy with the place I finally found. Honestly I believe the apartments that I did see were run down & overpriced.*
- *My apartment I am very happy with.*
- *House is not handicap accessible. Landlord is wonderful person, just lives too far away to repair & do upkeep on the house. He realizes this and is trying desperately to sell the home.*
- *My Landlord takes care of any problems immediately and I plan on living here for a long, long time.*

More than half the participants felt there was a lack of reasonably priced apartments available in the areas they were looking to locate. Montgomery County has a very old housing stock. If necessary the FPHA will conduct outreach to possible landlords to increase the availability of apartments.

In contrast over 85% of respondents were satisfied with their current apartment. Indicating that the search to locate an apartment may take longer, but adequate apartments do exist. Respondents also were pleased with the promptness of necessary repairs and the response of the FPHA to repair issues when necessary.

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

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

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.