

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

No revisions have been made since the last Annual Plan was submitted. However, Buckingham Housing's PHA Plan maintains the following elements:

a. **Eligibility:**

Conduct criminal, drug-related and sex offender inquiry only to the extent required by law or regulation. This is performed on the Virginia Court System and Sex Offender Registry.

Former landlord inquiry, including tenant damages or evictions.

Contact other housing agencies, rent subsidized facilities operated by management companies.

b. **Selection and Admission Policies:**

Income Targeting – The PHA does not 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.

Former federal preferences – Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of Domestic Violence

Displacement to avoid reprisals

Victims of hate crimes

Displacement due to Inaccessibility of a unit

Preferences over singles

Applicants will be processed or placed on the Waiting List by Date and Time of Application in the following order:

1. a. Applicants living and/or working in the State of Virginia.

2. b. Applicants not living and/or working in the State of Virginia.

Buckingham Housing employs the following local preferences and are prioritized as follows:

1. Date and time on Preliminary Application.

2. Victims of domestic violence – must present legal documentation from law enforcement, courts or social service departments.

3. Displacement to avoid reprisals.

4. Displacement due to Hate Crimes.

5. Displacement due to inaccessibility of a unit.

6. Preference over singles.

Buckingham Housing announces the opening of the Section 8 Waiting List Preliminary Application process through published notices in the local newspaper that serves the surrounding counties. Notices are sent to Social Service Departments in the 5 county area. Church organizations, Community Health Center, Legal Aid Society office, County Health Departments are also sent notices.

Copies of the PHA Plan may be obtained at Buckingham Housing Development Corporation, 19North Gold Hill Village, New Canton, Virginia, Monday – Friday, 7:00 a.m. to 3:30 p.m. Copies are also distributed to:

Resident Advisory Board, Buckingham Housing Board of Directors and County Administration office.

Financial Resources:

Annual Contributions for Section 8 – Approximately, \$ 306,611.00. This includes Housing Assistance Payments, UAP and Administrative fees. Buckingham Housing has been instructed by the Financial Management Center Analyst to spend-down reserves and issue vouchers. Our office was informed of this March, 2010.

Rent Determination:

Based on Annual Payment Standards set forth by HUD for the Section 8 Program. The minimum rent of \$ 25.00 has not been changed.

Grievance Procedures:

INFORMAL REVIEWS:

Applicants are provided a copy of the Informal Review Process for Applicants only.

An informal review is required when BHDC denies an applicant:

- Preference status; or
- Admission to the Housing Choice Voucher Program.

Applicants are given an opportunity to present written or oral objections to a Review Officer at BHDC.

BHDC will notify the applicant in writing within 14 days of a hearing or an applicants submitting written objections to BHDC

Deny a preference or program admission. BHDC will notify the applicant of its final decision after the informal review, including a brief statement of the reasons for the final decision.

INFORMAL HEARINGS:

Participants are provided a copy of the Informal Hearing Procedures for Participant which outlines the process of the hearing for Participants and BHDC.

Violence against Women Act (VAWA):

Each applicant and tenant is given the notice regarding the Violence Against Women Act (VAWA). HUD form-91067 Lease Addendum is attached to the current Lease Agreement. Buckingham Housing provides victims of domestic violence with contact information for Madeline's House. Madeline's House serves a 14 county area that provide shelter, counseling, food, clothing and job training to victims and their children. This information is updated and revised every year.

Fiscal Year Audit:

Copy of Buckingham Housing audit will be sent to the Richmond HUD office by our accountants, Hill & Davis, CPA.

The audit is also transmitted to REAC per HUD guideline

(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.

Copies of the 5-Year and Annual PHA Plan can be obtained at Buckingham Housing Dev. Corp. 19N Gold Hill Village, New Canton, Va. Monday-Friday, 7:00 a.m. to 3:30 p.m.

7.0

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*
NOT APPLICABLE TO BUCKINGHAM HOUSING

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. NOT APPLICABLE TO BUCKINGHAM HOUSING
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <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. NOT APPLICABLE TO BUCKINGHAM HOUSING
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <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. NOT APPLICABLE TO BUCKINGHAM HOUSING
8.3	Capital Fund Financing Program (CFFP). <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. NOT APPLICABLE TO BUCKINGHAM HOUSING
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. The Section 8 Waiting List housing needs are as follows; Waiting List Total – 69 Preliminary Applicants 62 families = 92% Extremely low income = 85% Very low income= 15% Families with Children – 62= 92% Families with disabilities – 7= 8% Black/African/American – 68=99% White – 1= 1% Characteristics by Bedroom size: 1 bedroom – 7 --- affordability within Payment Standard range, supply, quality, accessibility are adequate within the localities Buckingham Housing administrators. 2 bedroom – 32----affordability within Payment Standard range, supply, quality, accessibility are adequate. 3 bedroom – 30--- affordability within Payment Standard range, supply, quality, accessibility are adequate within the 5 county area.

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.**

Buckingham Housing continues to enlist new landlords to participate in the program by stressing the positive aspects of renting to participants. Landlord Booklets are revised on a yearly basis. Potential landlords are sent the booklet which explains the program rules and regulations, tenant rights and responsibilities. Landlords are encouraged to work with the tenant on security deposits payments. Elderly, handicapped and disabled singles on the Section 8 Waiting List are given the opportunity to apply to the Gold Hill Village Waiting List. Gold Hill Village is a federally, rent subsidized apartment facility owned and managed by Buckingham Housing Dev. Corporation. Gold Hill Village adheres to all federal HUD regulations. Promote fair housing among families of race and ethnicities with disproportionate needs. Employ admission preferences aimed at families who are working or pursuing their education. Work closely with local social service department employment programs. Potential landlords are also sent current information pertaining to Housing Quality Standards. Due to the current economic and housing market downfall in the past year, our office has seen an increase in landlords willing to rent their properties to Section 8 participants, especially homes that have been vacant or for sale for long periods of time. This has enabled families to live in higher-income communities with greater employment potential. Applicants are given a list of potential landlords at the Formal Briefing session, including any landlords that have contacted our office with units for rent.

9.1

Housing needs and services for low and moderate income Hispanic and Asian families:

H.O.P.E. Community Services, Inc. Rev. Kitty Smith 103 South Main Street Farmville, Va. 23901 (434) 315-8990	Buckingham County Department of Social Services Buckingham Court House, Rt. 60 West Buckingham, Va. 23921 (434) 969-4246	Virginia Legal Aid Society 104 High Street Farmville, Va. 23901 (434) 392-8108
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Additional Information. Describe the following, as well as any additional information HUD has requested.

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

10.0

Adequate and affordable housing has increased in the past few year, due to the economy. Buckingham Housing continues to promote the GED program with success every year. Gainful employment has increased. 6 participants received their degrees in the CNA program and have found full-time employment locally. Buckingham Housing is meeting the mission and goal of education and employment by working closely with the participants, social services and home-health agencies.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”

- * Changes in rent policies (contemplating increasing the \$25.00 minimum rent)
- * Continue to review Payment Standards versus Fair Market rents on an annually basis.
- * Review Admission policies for the 5 county area.
- * Organization of the Waiting List (local preference)

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

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

Resident Advisory Board (RAB) comments:

The Resident Advisory Board is comprised of 5 current voucher participants selected from the 5 county area Buckingham Housing serves. The Board meets twice a year to discuss program regulations, Waiting List process, housing needs, employment, qualifications and the economic outlook for the 5 county area.

1. Waiting List preference should serve Buckingham county applicants first.
2. Fraud by voucher participants.
3. Applicants and current participants must complete the GED program to be eligible for assistance.
4. Maximum number of years to participate in the voucher program. This should not include participants who are disabled or handicapped.
5. Household members over 18 must seek employment in order to reside in the household.
6. Participants must be actively seeking employment or continuing education classes.
7. Landlords, security deposits, utility deposits.

Buckingham Housing implemented a quarterly random Interim Requirement review 2 years ago. Several participants are selected on a random basis for total household income review, which can address any fraud violations. Earned Income Tax Credit fraud is becoming a common practice in rural areas. Since we serve a 5 county area, it would be difficult to apply a local preference for Buckingham county only. The GED program instructors name and contact number is offered in the applicant formal briefing session and at annual recertification Briefings. Buckingham Housing agrees with the above comments by the Resident Advisory Board and has taken measures to implement some of the recommendations in the briefing process, but can not change any regulations pertaining to years of participation or household members over 18 being employed. At the last Waiting List opening, the GED instructor was present and 11 applicants signed up for the classes. Our office was informed by the instructor last October that all of applicants completed the classes and received their GED.

Buckingham Housing asks all new landlords to work with the potential tenant and the security deposit. Most have taken the deposit in installment payments or have offered to allow the tenant to paint or clean the unit before occupancy in exchange for a security deposit. Dominion Va. Power was contacted several years ago and will allow the customer to make the deposit in 3 installment payments.

- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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