

<b>PHA 5-Year and Annual Plan</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	<b>OMB No. 2577-0226</b> <b>Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Phelps County Public Housing Agency</u> PHA Code: <u>MO206</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2011</u>												
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>756</u>												
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
<b>4.0</b>	<b>PHA Consortia</b> <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 <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.												
<b>5.1</b>	<b>Mission.</b> 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: The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The mission of Meramec Regional Planning Commission is to enhance the quality of life for the residents of the Meramec Region. In pursuit of this mission, MRPC will bring about results in these areas: <ul style="list-style-type: none"> <li>• Cleaner, healthier and safer communities</li> <li>• Greater socio-economic and cultural wealth through community and economic development, and</li> <li>• A stronger, unified voice in the legislative process.</li> </ul>												

5.2	<p><b>Goals and Objectives.</b> 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> <p><b>#1 HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.</b>  Increase customer satisfaction: Customer Service, i.e. Quality Customer Survey is placed on website and delivered to owners and clients in 2007 and owners in July 2010.  Objectives:  Concentrate on efforts to improve specific management functions: Improve voucher unit inspections;  Help clients move from housing to homeownership;  Enhance community support: police organizations, Health Depts. Missouri Landlord Association and landlord meetings;  Increase assisted housing choices: conduct outreach efforts to potential voucher landlords.</p> <p><b>#2 HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals</b>  Promote self-sufficiency and asset development of assisted households  Objectives:  Increase the number and percentage of employed persons in assisted families: Through the Family Self-Sufficiency program, referral to other agencies and homeownership counseling.  Provide or attract supportive services to improve assistance recipients’ employability: Through Family Self-Sufficiency program, referral to other agencies and homeownership counseling.  Provide or attract supportive services to increase independence for the elderly or families with disabilities: Families with disabilities participating in the FSS program, referral to other agencies and homeownership counseling.</p> <p><b>#3 HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans</b>  Ensure equal opportunity and affirmatively further fair housing  Objectives:  Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: waiting list by date and time.  Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: rent larger unit if necessary.</p> <p>To provide decent, safe and sanitary rental housing for eligible families and to provide opportunities and promote self-sufficiency and economic independence for Section 8 Housing Choice Voucher participants.  Objectives:  Recognize residents and landlords as our ultimate customer.  Improve Phelps County PHA management and service delivery efforts through effective and efficient management of housing staff.  Seek problem-solving partnerships with residents, landlords, community and government leadership.  Apply limited Housing Agency resources to the effective and efficient management and operation of Section 8 HCV Housing programs.</p> <p><b>Violence Against Women Act.</b> Because the law is self implementing, Phelps County PHA is including an additional goal to the 5-Year Plan.  Objectives: Phelps County PHA recognizes the goals, objectives, policies, or programs that will enable the housing agency to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. See ATTACHMENT A.</p> <p>Further plans to accomplish goals:  Continue to maximize utilization of Section 8 program funds;  Apply for additional HCV if made available;  Homeownership program in conjunction with Federal, state and/or local Resources;  Continue to offer the Family Self-Sufficiency Program;  Work with partners in providing services and outreach to low-income families to include 211 site, landlords associations  Maintain high performer SEMAP status;  Continue to access PHA operations, evaluate current policies procedures to ensure the agency is operating at its optimal level;  research/streamline/implement change;  Increase assisted housing choices:</p> <ul style="list-style-type: none"> <li>• Conduct regular Landlord briefings;</li> <li>• Present information at local seminars in communities throughout the six county service area</li> <li>• Make available Landlord Handbook - used for current, prospective landlords of the Section 8 HCV program</li> <li>• Maintain Phelps County PHA Web Page - providing program information</li> </ul> <p>Ensure Equal Opportunity for Housing by:</p> <ul style="list-style-type: none"> <li>• Ensuring equal access to assisted housing regardless of race, color, creed, religion, national origin, sex, marital status, disability, sexual or affectional orientation or reliance on public assistance in the development and administration of HCV programs;</li> <li>• Providing reasonable accommodations for person with disabilities in the administration of all HCV programs in accordance with the Administrative Plan for the Section 8 HCV Rental Assistance programs.</li> </ul>
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6.0	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Housing Choice Voucher Administrative Plan has been updated to include language and policy revisions including areas of HUD references, students enrolled in higher education, EIV, VAWA, LEP and reasonable accommodation obligation items. (2008-2010)</p> <p>See ATTACHMENT B, Organizational Chart.</p> <p>Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. The public may review or obtain copies of the 5 Year/Annual PHA Plan and a complete list of PHA Plan Elements (supporting documents) at: Phelps County PHA, #4 Industrial Drive, St. James, MO 65559. The 5-Year and Annual Plan may be seen on the PHA website at <a href="http://www.meramecregion.org">www.meramecregion.org</a></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>(d) Homeownership</p> <p>Current program size is thirteen. The PHA will not limit the number of families participating in the HCV Homeownership program. In addition to HUD's criteria Phelps County PHA will impose the following additional requirements:</p> <ul style="list-style-type: none"> <li>• The family has had no family-caused violations of HUD's HQS within the last 12 month period.</li> <li>• The family has paid any outstanding debt owed to Phelps County PHA or any other Housing agency.</li> <li>• No family member has a present ownership in a residence at the commencement of homeownership assistance.</li> </ul> <p>Capacity of the PHA to Administer a Section 8 Homeownership Program.</p> <p>The PHA has demonstrated its capacity to administer the program by:</p> <p>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.</p> <p>The PHA may partner with a qualified agency or agencies to administer the program:</p> <p>Meramec Regional Planning Commission/Meramec Community Enhancement Corporation. MCEC is a non-profit 501c (3) with 15 years of experience. MCEC (Meramec Community Enhancement Corporation) is a HUD approved Housing Counseling Agency, housed in the same building as Phelps County PHA. MCEC rehabilitates units through MHDC, works a lead abatement program with MO Dept. of Health, completes Homeownership program to low-income buyers, administers several Neighborhood Dev. Projects through CDBG and employs an in-house housing inspector, lead risk assessor and project designer.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

<b>9.0</b>	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Review of the State of Missouri Consolidated Plan FY 2008-2011 identifies the common need to provide additional affordable housing as the need is projected to continue to increase. The Phelps County PHA waiting list identifies the following affordable housing waiting list need. Waiting list is open. Current total: 187</p>	
	Extremely low income <=30% AMI	138
	Very low income (>30% but <=50% AMI)	44
	Low income (>50% but <80% AMI)	5
	Families with children	147
	Elderly families	4
	Families with Disabilities	32
	Race/ethnicity/Black	3%
	Race/ethnicity/White	93%
	Race/ethnicity/Asian	1%
	Race/ethnicity/Hispanic	1%
	Race/ethnicity/Mixed	1%
	Race/ethnicity/Amer Ind	1%

<b>9.1</b>	<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>
<b>10.0</b>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <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> <p>The Phelps County PHA continues to carry out its mission of assisting low income families to obtain suitable affordable housing and become more economically self-sufficient. Phelps County PHA provides 756 individuals and families with rental assistance. Successful program design and implementation has resulted in efficient use of resources and effective collaborations among social service agencies. Phelps County PHA has maintained a high performer SEMAP score since 2004, except for the year 2007, due to leasing difficulties.</p> <p>Phelps County PHA has implemented a number of strategies that include: providing competitive payment standards, increase landlord participation and seeking problem solving partnerships with residents, landlords, community and government leadership.</p> <p>Phelps County PHA continues to take steps to maintain and improve the quality of assisted housing by creating a supportive environment for the PHA staff, program participants and landlords to discuss and resolve issues of mutual concern. Through the ongoing work of the PHA inspectors, assisted units are regularly inspected and necessary repairs communicated to landlords in order to maintain safe and suitable housing for program participants.</p> <p>Self-sufficiency of its program participants is encouraged through a variety of programs administered by Phelps County PHA. The Family Self-Sufficiency Program is available to all HCV participants and includes the opportunity to establish a savings account that escrows the increased earning capacity of families as they become more economically self sufficient. Section 8 Homeownership is a homeownership program available for participants meeting the selection criteria.</p> <p>Improved customer relations, personally assisting residents in finding units, continue to resolve issues with residents and landlords, applied resources to effectively increase lease-up rate.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Phelps County Public Housing Agency considers a “substantial deviation” or a “significant amendment or modification” as a discretionary change in the plan or the policy of the housing agency that fundamentally alters the mission, goals, objectives or plans of the agency and which will require the formal approval of the Board of Commissioners. This would include admissions preferences.</p> <p>Discretionary or administrative amendments consonant with the Agency’s stated overall mission and basic objectives will not be considered substantial deviations or significant modifications.</p>

<b>11.0</b>	<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 their recommendations and the decisions made on these recommendations. Phelps County PHA held a Resident Advisory Board meeting on June 20, 2011. Each board member was given a copy of the PHA plan. The board was assured that the PHA wished to have client input regarding day-to-day operation of our programs, policies and activities that directly affect them. The board did not have any comments or suggestions to the current plan. Items discussed: the PHA 5-Year and Annual Plan, Admin Plan, budget cuts, current staff, SEMAP, and how to deal with housing situations that arise.</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>
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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.

# Phelps County Public Housing Agency Organization Chart

## Housing Advisory Board Members

**Leo Sanders**  
Crawford County  
Presiding Commissioner

**Darryll Skiles**  
Dent County  
Presiding Commissioner

**Ronald Jost**  
Gasconade County  
Presiding Commissioner

**Ray Schwartze**  
Maries County  
Presiding Commissioner

**Randy Verkamp**  
Phelps County  
Presiding Commissioner

**Deborah Harmon**  
Board Participant

**Marvin Wright**  
Washington County  
Presiding Commissioner

**Richard Cavender**  
Executive Director

**Bonnie Prigge**  
Assistance Director

**Linda Hollandsworth**  
Housing Program Manager

Linda Loughridge  
Fiscal Officer

Cheryl Dupes  
Accountant

Jodie Branson  
Accountant

Jane Dolan  
Bookkeeper

Teresa Murdie  
Housing Inspector/Coordinator

Kris Copenhaver  
Housing Inspector

Linda Huffman  
FSS Coordinator

Position Open

Elaine Cloyde  
Housing Coordinator

Tammy Rigsby  
Housing Coordinator

Linda Vogt  
Housing Coordinator

ATTACHMENT B

## **Violence Against Women Act 5 Year/Annual Plan**

**The Phelps County PHA provides or offers the following activities, services, or programs, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking.** The PHA provides referral service to temporarily house those persons or families who are in a domestic violence, dating violence, sexual assault or stalking situation. Resource List, including phone numbers, is on display in the PHA lobby. The PHA has signed a Cooperative Agreement with the Russell House of Rolla, MO. The Russell House is a domestic violence shelter for battered women and their children.

**The Phelps County PHA provides or offers the following activities, services, or programs that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing.** The PHA has amended its Administrative Plan and updated owner packets and briefing packets. Each recertification household reads and signs the “Notification of Rights and Obligations Violence Against Women Act”. The PHA shall not deny admission to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence or stalking if the applicant otherwise qualifies for assistance or admission.

**The Phelps County PHA provides or offers the following activities, services, or programs to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.** Owner packet information and briefing packet information to all clients advises owners and clients of the VAWA law and requirements.