

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: BUCKINGHAM HOUSING DEV. CORPORATION PHA Code: VA044 PHA Type: <input checked="" 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): 10/01/2011												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: 72												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" 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 <table border="1"> <tr> <th>PH</th> <th>HCV</th> </tr> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	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:												
5.2	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.												

PHA Plan Update

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

There have been no revisions made since the last Annual Plan of 10/01/2010.

(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 Development Corporation, 19N Gold Hill Village Office, New Canton, Virginia. Office hours are Monday thru Friday, 7:00 a.m. to 3:30 p.m. Copies are also distributed to the Resident Advisory Board and Buckingham Housing Dev. Corporation Board of Directors.

PHA Plan Elements: (24 CFR 903.7)

1. Eligibility:

- a. **Conduct Criminal, Drug-Related and Sex Offender Registry inquiry only to the extent by law or regulation. This is performed on the Virginia Court System and Sex-Offender Registry.**

Former landlord inquiry, including any tenant damages or evictions.

Contact surrounding housing agencies, including all rent subsidized facilities that are operated by management companies and Public Housing Agencies.

Selection & Admission Policies:

Income Targeting – The PHA does not plan to exceed the federal targeting requirements by targeting more than 75% of the new admissions to the Section 8 voucher program to families at or below 30% of the median area income.

- a. **Administrative Plan Local Preferences are as follows:**

- 1. **Disaster –Affected Family Preference:**

Families of federally declared disasters who are Section 8 voucher holder participants in another jurisdiction will receive preference over applicants who are on the Waiting List maintained by Buckingham Housing Dev. Corporation. This Administrative Plan Amendment became effective, September 9, 2005 following the Hurricane Katrina disaster.

- 2. **Victim/Witness Protection adopted, May, 2001. The applicant must meet all three criteria:**

- a. **The applicant or member of the applicant’s household has been a witness to or a victim of a crime in Virginia and needs witness protection. Must be verified by Virginia state or local law enforcement agency.**
- b. **As a result of testifying or agreeing to testify in a court of appropriate jurisdiction against the aggressor, the applicant’s household has been placed in a life-threatening situation. Must be verified by Virginia state or local law enforcement officials.**
- c. **All efforts to secure housing assistance through a local agency have been exhausted.**

- 3. **Displacement Due to Domestic Violence:**

- a. **Domestic violence means actual or threatened physical violence directed against one or more members of the applicants family by a spouse or other member of the applicant household. An applicant is involuntarily displaced by domestic violence if the applicant has vacated a housing unit because of domestic violence or the applicant lives in a housing unit with a person who engages in domestic violence.**
- b. **Verification of domestic violence and/or displacement must be provided by law enforcement Agencies, social service agency, court of competent jurisdiction, clergyman, physician, or public or private facility that provides shelter or counseling to the victims of domestic violence.**
- c. **If approved for assistance, the applicant must certify that the person who engaged in such violence will not reside with the applicant family. All decisions to terminate assistance or to allow the abuser to return to the household unit will be made on a case-by-case basis by Buckingham Housing Dev. Corporation in consultation with a local domestic violence counseling agency.**

- 4. **Displacement to Avoid Reprisals:**

- a. **To qualify for this preference, the reprisal need not be life-threatening, as is required for automatic preference under the Victim/Witness Protection provision.**
 - **Family member(s) provided information of criminal activities to a law enforcement agency.**
 - **Based on a threat assessment, the law enforcement agency recommends housing the family to avoid or minimize a risk of violence against family members as a reprisal for**

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providing information. The District Attorneys' office must certify, in writing, that a member of the applicant household has or is cooperating with an investigation and is currently at risk of reprisal for providing such information, therefore, the DA's office recommends relocation.

5. Displacement Due to Hate Crimes:

For the purpose of this section, a hate crime is defined as an actual or threatened violence or intimidation against a person or person's property because of race, color, religion, sex, age, national origin, handicap or familial status.

- * An applicant is involuntarily displaced if a family member is a victim of a hate crime.
- * The applicant has vacated a housing unit because of such a crime.
- * The fear of such a crime has destroyed the family's chance for peaceful enjoyment of its unit and property.

The applicant must provide written verification from the local Police Department that a member of the household has been a victim of a reported hate crime. In addition to the police report, the applicant must provide a letter from the owner that the family resided in the unit. Applicants still residing in the unit where the crime occurred must provide a statement that the fear associated with such a crime has destroyed the applicant's peaceful enjoyment of the unit.

6. Displacement Due to Inaccessibility of a Unit:

- * A member of the family has a disability causing the person to be unable to use critical elements of the unit.
- * The owner is not legally obligated to make changes to the unit that would make critical elements accessible to the disabled person as a reasonable accommodation.
- * A licensed medical practitioner must certify that a family member has a disability that makes the person unable to use specific and critical elements of the unit and that the specific accommodation requested would allow the applicant to use the critical element of the unit.

7. Preference over Singles:

Applicant families of one or two members, which are headed by an elderly or disabled family member, or a single or two member displaced family, have preference over any other single or two member applicant. This preference supersedes any other preference so that any single or two member elderly, disabled or displaced household on the waiting list will always be assisted before any single or two member applicant who is not elderly, disabled or displaced, regardless of circumstances.

Change in Preference Status:

A family's situation may change while on the waiting list. The family must provide Buckingham Housing Dev. Corporation information about changing circumstance that may affect preference to enable Buckingham Housing to make appropriate selections. Upon selection, the family may be considered for any preference for which it may be eligible. If it is determined that a family is not eligible for a preference it has claimed, the application will be returned to the waiting list based on time and date of the application.

Denying a Preference:

At any time, Buckingham Housing Dev. Corporation determines an applicant does not qualify for a preference, the family has claimed, Buckingham Housing must notify the family in writing, providing the reason the preference is denied and informing the family of its right to an Informal Review.

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

1. Applicants living and/or working in the State of Virginia
- Applicants not living and/or working in the State of Virginia.
2. Local Preferences.

Buckingham Housing Dev. Corporation 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 Depts. in the 5 county area. Church organizations, Community Health Centers, Legal Aid Society office, Madeline's House (Domestic Violence Shelter), Health Depts., local grocery stores, and libraries are also sent notices.

2. Financial Resources:

Annual Contributions for Section 8 voucher program - \$ 304,792. This amount includes HAP, UAP and Administrative fees.

NRA funds as of 6/30/2011 - \$ 132,726 UN A funds as of 6/3/2011 - \$ 18,372

Buckingham Housing monitors NRA funds on a monthly basis and continues to issue vouchers.

3. Rent Determination:

Rent determination is based on Annual Payment Standards set forth by HUD for the Section 8 voucher program. The minimum rent of \$25.00 has not been changed.

5. Grievance Procedures:

Informal Review for Applicants – Applicants are provided a copy of the Informal Review Process for Applicants at their Formal Briefing. An Informal Review is required when Buckingham Housing 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 the Buckingham Housing office. Buckingham Housing will notify the applicant in writing within 14 days of a hearing for an applicant submitting written objections to Buckingham Housing's denying a preference or program admission. Buckingham Housing will notify the applicant of its final decision after the Informal Review, including a brief statement of the reasons for the final decision.

Informal Hearing for Participants- Participants are provided a copy of the Informal Hearing Procedures at their Annual Recertification briefing. The procedures outline the process of the hearing for participants and Buckingham Housing. It is also attached to their Annual Recertification paperwork.

11. Fiscal Audit: Copy of the 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 guidelines annually.

13. 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. This Addendum is attached to the current Lease Agreement, signed, dated by the tenant and landlord. Buckingham Housing provides victims of domestic violence with current contact information for Madeline's House. Madeline's House serves a 14 county area that provides shelter, counseling, food, clothing and job training to victims and their children. Buckingham Housing also provides a Domestic Violence Guide Book with contact numbers for social service departments, local police departments, church organizations and non-profit organizations that provide counseling and assistance to families of domestic violence.

	<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> NOT APPLICABLE TO BUCKINGHAM HOUSING</p>		
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. NOT APPLICABLE TO BUCKINGHAM HOUSING</p>		
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. NOT APPLICABLE TO BUCKINGHAM HOUSING</p>		
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. NOT APPLICABLE TO BUCKINGHAM HOUSING</p>		
8.3	<p>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</p>		
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 Section 8 Waiting List Housing Needs as of 6/30/2011 are as follows:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Waiting List Total – 57 Preliminary Applicants</p> <p>50 Families = 89% Extremely Low-Income = 85% Very Low-Income = 15% Families with Children = 50 --- 89% Families with Disabilities = 7—8% Black/African/American = 56 – 99% White = 1 –1%</p> </td> <td style="vertical-align: top;"> <p>Characteristics by Bedroom Size:</p> <p><u>1 bedroom</u> – 6– affordability within Payment Standard range, supply, quality, accessibility is adequate within the localities Buckingham Housing administer.</p> <p><u>2 bedroom</u> – 25 – affordability with Payment Standard range, supply, quality, accessibility is adequate within the localities Buckingham Housing administrators.</p> <p><u>3 bedroom</u> – 26 – affordability within Payment Standard range, supply, quality, accessibility is adequate within the localities Buckingham Housing administrators.</p> </td> </tr> </table>	<p>Waiting List Total – 57 Preliminary Applicants</p> <p>50 Families = 89% Extremely Low-Income = 85% Very Low-Income = 15% Families with Children = 50 --- 89% Families with Disabilities = 7—8% Black/African/American = 56 – 99% White = 1 –1%</p>	<p>Characteristics by Bedroom Size:</p> <p><u>1 bedroom</u> – 6– affordability within Payment Standard range, supply, quality, accessibility is adequate within the localities Buckingham Housing administer.</p> <p><u>2 bedroom</u> – 25 – affordability with Payment Standard range, supply, quality, accessibility is adequate within the localities Buckingham Housing administrators.</p> <p><u>3 bedroom</u> – 26 – affordability within Payment Standard range, supply, quality, accessibility is adequate within the localities Buckingham Housing administrators.</p>
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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 maintains a list of landlords, including apartment complexes that participate in the voucher program. This list includes the 5 county area that Buckingham Housing serves and is given to applicants at their formal briefing. Landlord lists are revised and updated quarterly. Potential landlords are sent a booklet explaining the benefits of participating in the program, copy of the Inspection Checklist and Housing Quality Standards. Landlords are encouraged to work with the tenant pertaining to security deposits and installment payment plans. Our office has seen an increase in landlords willingness to participate, especially since the downfall in the real estate market. This has enabled families to reside in higher-income communities with a greater potential of employment and public transportation. Elderly, handicapped and disabled singles on the 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. Buckingham Housing promotes fair housing among families of race and ethnicities with disproportionate needs.

Housing Needs & 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 Dept. of Social Services
 Buckingham Court House Road
 Buckingham, Va. 23921
 (434) 969-4246

Virginia Legal Aid Society
 104 High Street
 Farmville, Va. 23901
 (434) 392-8108

Prince Edward Social Services
 111 South Street
 Farmville, Va. 23901
 (434) 392-3113

Cumberland Social Services
 1550 Anderson Hwy.
 Cumberland, Va. 23040
 (540) 492-4915

Lunenburg Social Services
 11387 Courthouse Road
 Lunenburg, Va. 23952
 (434) 696-2134

Nottoway Social Services
 288 West Courthouse Road
 Nottoway, Va. 23955
 (434) 645-8494

Cumberland Housing & Community Dev. Corp.
 P.O. Box 33
 Cumberland, Va. 23040
 (804) 492-5560

United Way Services Information & Referral Center
 224 East Broad Street
 Richmond, Va. 23219
 (804) 275-2000

Christian Outreach Program
 23878 N. James Madison Hwy.
 Dillwyn, Va. 23936
 (434) 983-8643

Farmville Redemption Center
 1605 W. Third Street
 Farmville, Va. 23901
 (434) 391-3872

United Way of Prince Edward County
 P.O. Box 122
 Farmville, Va. 23901
 (434) 395-2930

9.1

Additional Information. Describe the following, as well as any additional information HUD has requested.

- (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.
- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

(a) Progress in Meeting Mission and Goals:

Buckingham Housing continues to provide decent, safe, affordable housing in the 5 county area that it serves. Four participants have received their GED and are now employed. Buckingham Housing is meeting the mission and goals for education, employment, and suitable housing by establishing a close working relationship with tenants, landlords, social service departments and other local organizations that administer services to low-income families, disabled, and elderly.

10.0

(b) 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 annual 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.

The Resident Advisory Board is comprised of five current voucher participants selected from the five county area that Buckingham Housing Dev. Corporation serves. The Resident Advisory Board meets semi-annually to discuss present program regulations, guidelines and requirements, including the EIV system and Interim Reporting Requirements.

The Board also discusses the following:

1. Landlord/Tenant rights and responsibilities.
2. Housing needs in the five county area.
3. Voucher participant fraud.
4. Continuing education for all adult household members.
5. Maximum number of years for participation in the program, excluding disabled and elderly.
6. Mandatory drug testing in order to participate in the program for adult household members.
7. Opening of the Waiting List.
8. Participants must actively seek employment, including household members over the age of 18.
9. Develop a Community Resource Booklet for the 5 county area.

Buckingham Housing implemented a quarterly random Interim Reporting review 3 years ago. Several participants are randomly selected for total annual household income versus EIV monthly reports. This has dramatically reduced voucher fraud. Hopefully, future EIV income will include TANF and Child Support. EIV monthly reports has also reduced voucher fraud.

The GED program instructors name, contact number, location, date and time of classes are offered in the applicant formal briefing sessions and at annual recertification briefings. Applicants and participants are encouraged to enroll in GED classes for employment opportunities in their area.

Buckingham Housing informed the RAB that our office can not enforce mandatory drug-testing in order to participate in the voucher program, including the maximum number of years you can participate in the voucher program. These requirements would have to be implemented by HUD.

The Waiting List will remain closed for new preliminary applicants, due to funding. NRA funds are being used to issue vouchers to families from the Waiting List. These funds are closely monitored on a monthly basis.

Buckingham Housing developed a Tenant/Landlord Information Booklet which explains program requirements and regulations for both parties. This booklet is given to applicants at their formal briefing and one is sent to a potential landlord when the applicant submits a Request For Tenancy Approval form to our office.

Buckingham Housing is in the process of developing a Community Resource Booklet for the 5 county area it serves. Booklet will include all social service agencies, health depts., non-profit organizations, assistance programs in the area, outreach programs, etc. This booklet will be for low-moderate income families, including Hispanic, Asian, Islamic, handicapped and disabled. This booklet will also benefit portability families from other housing agencies that relocate to the 5 county area that Buckingham Housing serves, especially, out of state families that are relocating. Copies will be mailed and/or delivered to those listed in the booklet. Applicants receiving a voucher, portability and participants will also receive a copy.

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.