

Information and Submissions to HUD, Required of Qualified Public Housing Agencies

Title & Form Number		Requirements	Frequency of Submission	Timing of Submission	HUD Actions
1.	Capital Fund Building and Unit Certification (in the PIC/IMS system)	Yes. Certifications of the accuracy of data used for the Capital Fund formula PIC/ IMS System	Annual. (See Notice 2008-46 (HA))	FY deadline will be posted to: http://www.hud.gov/offices/pih/programs/ph/capfund/index/cfm	HUD reviews rejected (i.e., non-certified) data only
2.	Reporting of Obligation and Expenditures by Capital Fund Grant(s) in LOCCS	Yes. Required for PHAs with 250 or more public housing dwelling units.	Monthly	See LOCCS Handbook and Capital Fund Notices	HUD may elect to suspend or require thresholds for vouchers
3.	Annual Statement Part I (form HUD 50075.1)	Yes – Approved by Board of Commissioners, signed and dated by executive director.	Annual	Form provided with signed ACC Amendment	HUD Verification of Compliance
4.	Annual Statement Part II (form HUD 50075.1)	Yes - Approved by Board of Commissioners signed and dated by executive director.	Annual	Form provided with signed ACC Amendment	HUD Verification of Compliance
5.	Annual Statement/Performance & Evaluation Report (form HUD 50075.1)	Required to be submitted if PHA is in violation of 9(j) of the Act. All other PHAs are required to prepare and retain on file.	Annual	If the PHA is in violation, the form must be provided with signed ACC Amendment	HUD Verification of Compliance
6.	CF Annual Contributions Contract Amendment (form HUD 52840-A)	Yes	As CF funds are awarded	As determined by HUD	HUD Executes
7.	Capital Fund Program 5 Year Action Plan (form HUD 50075.2)	Yes. PHAs can develop a 5 Year Action Plan based on a fixed or rolling five years.	Annually or every 5 years	5 Year Action Plans (rolling & expired fixed) submitted annually with ACC Amendment	HUD Approval
8.	Civil Rights Certification (form HUD 50077-CR)	Yes. Form required for qualified PHAs only.	Annual	ACC Amendment	HUD Verification of Compliance
9.	Disclosure of Lobbying Activities SF-LLL	Yes. Required of all PHAs receiving Federal Assistance.	Annual	ACC Amendment	HUD Verification of Compliance
10.	Disclosure of Lobbying Activities Continuation Sheet SF-LLL-A	Yes. Required of all PHAs receiving Federal Assistance.	Annual	ACC Amendment	HUD Verification of Compliance
11.	Certification of Payment to Influence Federal Transactions (form HUD 50071)	Yes. Required of all PHAs receiving Federal Assistance.	Annual	ACC Amendment	HUD Verification of Compliance