

Public Housing Portal

Public Housing Agency User Guide for HUD-50075-5Y PHA Plan CY2025



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

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Public Housing Portal

The Public Housing Portal (portal) is an online platform for Public Housing Authorities (PHAs) and the Office of Public and Indian Housing (PIH). This guide provides PHAs the steps to create, complete, and submit the online version of the 5-Year PHA Plan (form HUD-50075-5Y). It is important to note the terms Development, Project, and Asset Management Project (AMP) are used interchangeably within the Portal. The Inventory Management System/PIH Information Center (IMS/PIC) continues to consider projects as developments.

Public Housing Authority Plans

The PHA Plan is a comprehensive guide to Public Housing Agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan:

- **5-Year Plan** – required to be completed and submitted by each PHA to HUD every fifth (5th) PHA fiscal year.
- **Annual Plan** – required to be completed and submitted by each PHA to HUD every year.

This guide focuses on a 5-Year PHA Plan. For guidance on how to complete the 5-Year PHA Plan, review the following:

- [Notice PIH-2015-18](#) “Availability of New and Revised Public Housing Agency (PHA) Five-Year and Annual Plan Templates and Other Forms” that provides clarification on the categories of PHAs and the corresponding 5-Year PHA Plan submission requirements.
- **Form HUD-50075-5Y “5-Year PHA Plan (for all PHAs)”** that provides 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, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.
- PHAs also have to submit the **Certification by State or Local Office of PHA Consistency with the Consolidated Plan (HUD-50077-SL)**.

Requesting Access to Public Housing Portal

PHA staff must request access to the Portal through their local Web Access Security Subsystem (WASS) security coordinator.

User Roles

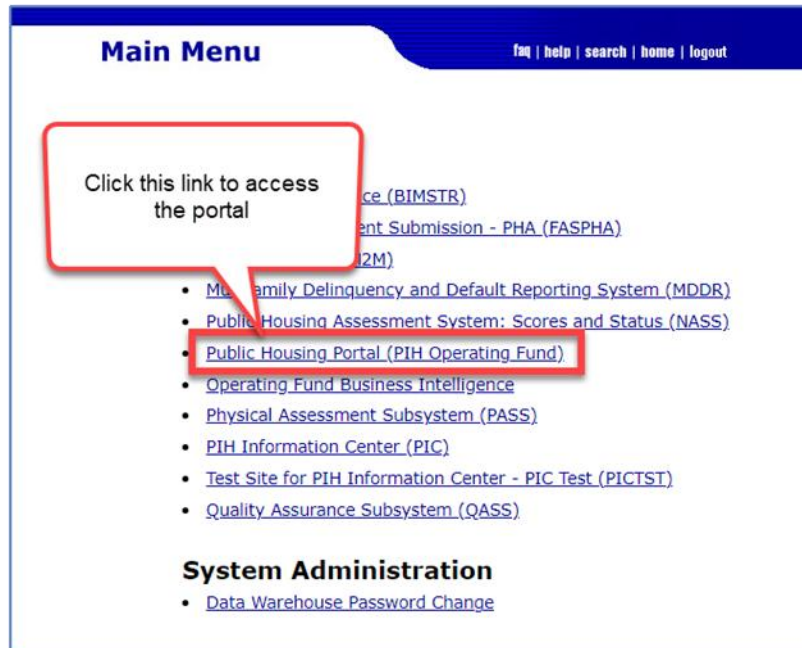
WASS security coordinators must assign the users only one user role. WASS security coordinators must assign users the appropriate user role. The PHA user roles are described below:

User Role	Description
OPD	This user role is for the PHA's Executive Director only. This user can create, edit, upload supporting documents, and manually or electronically sign the certification forms and submit the plan.
OPE	This user can create, edit the plan, and upload supporting documents for the plan. This user cannot sign or submit the certification forms or the plan.
OPI	This user can only read completed submissions. This user cannot create, edit, upload supporting documents, sign certifications or submit the plan.
OPL	This user role is for the PHA's Board Chair only. This user can create, edit, manually or electronically sign required Board certifications , and upload supporting documents. This user cannot sign or submit plans, forms, and other types of submissions.
OPM	This user role is for the Local Authorizing Official only. This user can only read submission records with the exception of the form HUD-50077-SL (Certification by State or Local Office of PHA Consistency with the Consolidated Plan). OPM user can electronically sign/submit or manually sign and attach HUD-50077-SL certificate to the 5-Year PHA Plan.

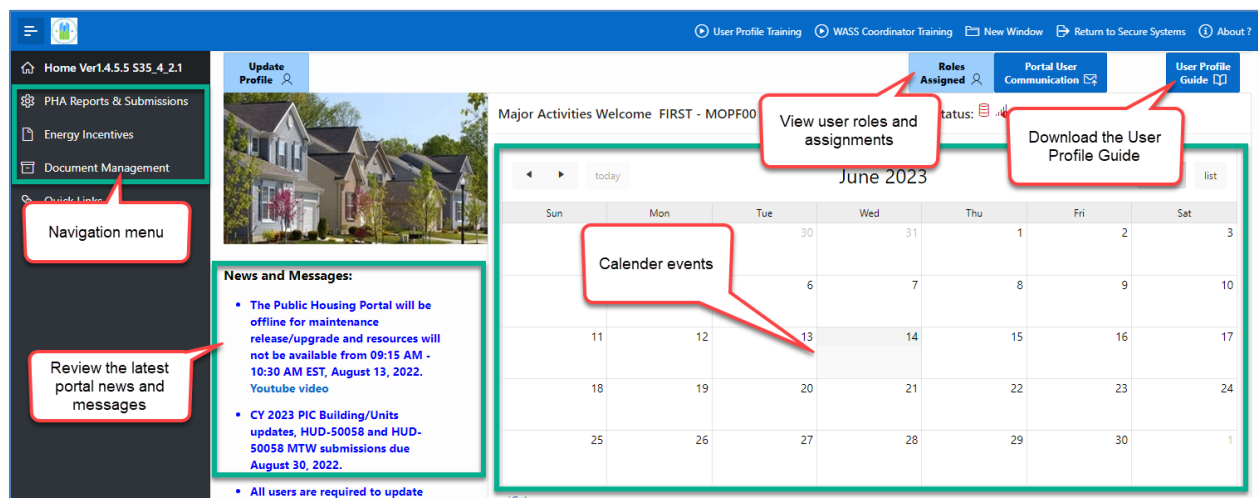
WASS security coordinator can find a user guide to assign user roles from this web page:
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal.

Navigating to Portal through Secure Systems

Using the Google Chrome web browser only, go to the portal through the Secure Systems URL:
https://hudapps.hud.gov/HUD_Systems/ , log in, and click the “Public housing Portal (PIH Operating Fund)” hyperlink.



The system displays the portal home page as shown below.



From the home page, PHA users can review upcoming portal submission dates, events, read the latest Portal News and Messages, download the User Profile Guide, update their User Profiles, and navigate to many of the portal's modules.

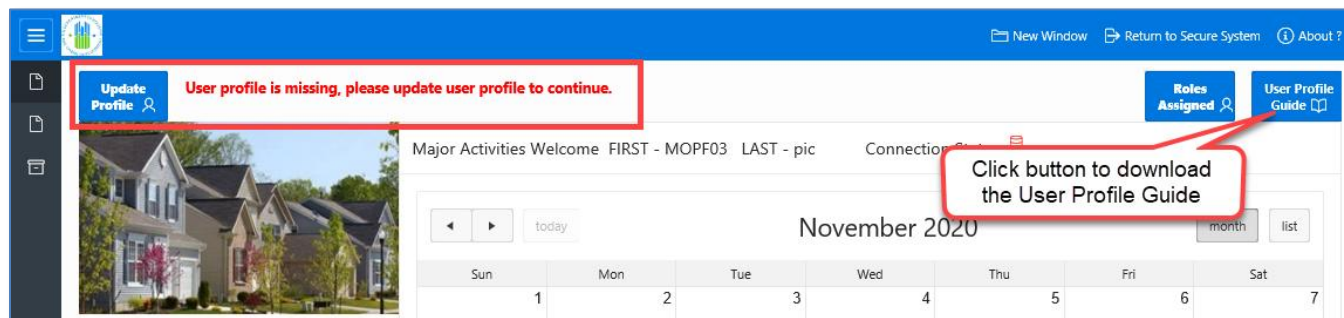


IMPORTANT:

Please use the Google Chrome browser to access the portal.

User Profile

The portal requires all users to have a user profile. Users cannot navigate the portal or access portal resources until they create their user profiles. If the user has not created a User Profile, the home page will display the following message: **User profile is missing, please update user profile to continue.**

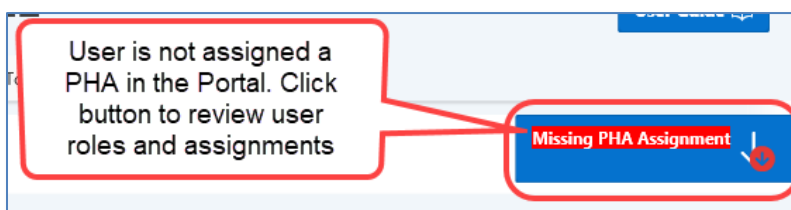


Consult the User Profile user guide to complete your User Profile. The “User Profile Guide” is available to download at the portal Home page.

Missing PHA Assignment Warning

1. Click “PHA Reports & Submissions” in the left side navigation menu.

If the system displays the “Missing PHA Assignment” warning in the upper right corner of the “PHA Reports & Submissions” page, the PHA user must contact their WASS security coordinator to correct their user role for the portal.



2. Click the “Missing PHA Assignment” button to review assignments of PHAs to user roles. The pop-up window displays the user’s Portal roles and associated PHAs.
3. Contact your WASS security coordinator if you need to update your user role and/or PHA assignment(s).

Roles Assignment

Portal role(s) with PHA assignment. [For any questions, please contact your PHA's WASS coordinator.](#)

Search: Go

Actions ▾

PHA Name	Portal Role Assigned	Role Description	PHA Code
LAKELAND	OPD	Executive Director Role	AL004
LAKELAND	OPD	Executive Director Role	CA002
BIRMINGHAM	OPD	Executive Director Role	PA003

1 - 50 >

Portal role(s) without PHA assignment. [For any questions, please contact your PHA's WASS coordinator.](#)

Search: Go

Actions ▾

No data found.

The PHA assignment pop-up window is divided into two (2) areas:

Area 1: Displays Portal role(s) assigned to the user that have associated PHA(s).

Area 2: Displays Portal role(s) assigned to the user that do not have associated PHA(s).

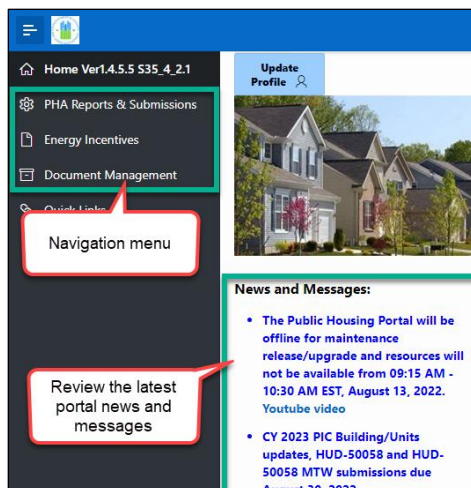
The user should contact the PHA's WASS security coordinator to assign a PHA.



Note: Changes to the user's roles and assignments may take up to two (2) business days. Until then, the user will not be able to access the portal.

News and Messages

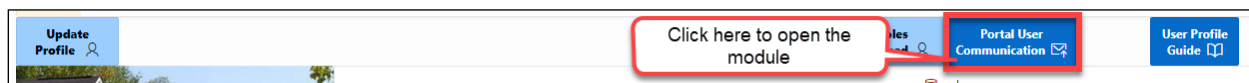
The portal provides users with the current News and Messages related to the Portal and OpFund Grant processing. The News and Messages feed can be found on the home page:



Communication Module

The portal provides a communication module that allows users to view historical listserv and email communications containing PIH guidance and instructions. This includes viewing the type of correspondence, date of correspondence, as well as the subject, and the content. The user can sort through different reports ranging from previous years' reports to sub-reports within the current calendar year.

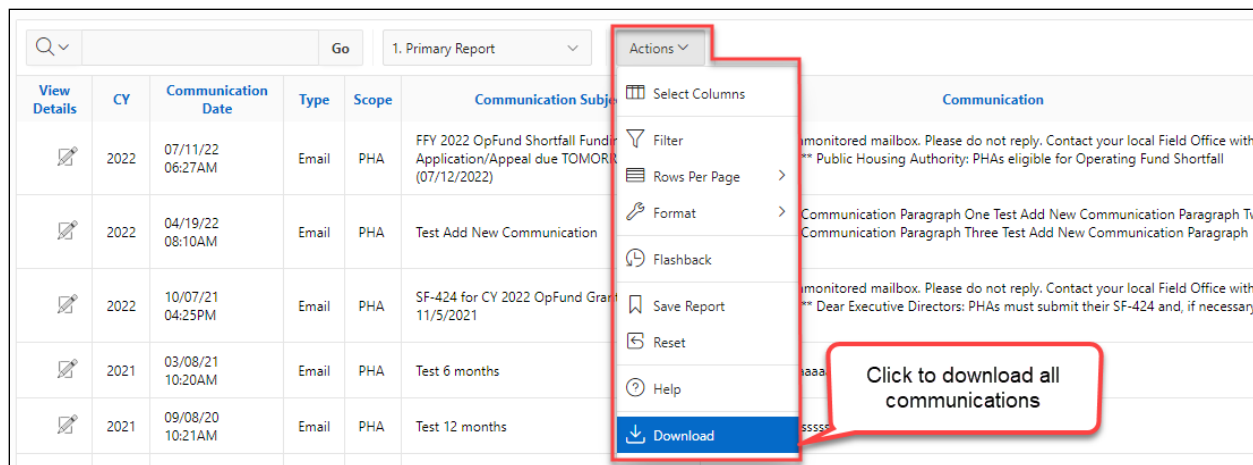
To open this module, select the “**Portal User Communication**” button in the upper right corner of the portal home page.



The “**View/Download Portal User Communications**” page displays the following:

PHA Reports & Submissions \ View/Download Portal User Communications						
<input type="text"/>		Go		1. Primary Report		Actions
View Details	CY	Communication Date	Type	Scope	Communication Subject	Communication
	2022	07/11/22 06:27AM	Email	PHA	FFY 2022 OpFund Shortfall Funding Application/Appeal due TOMORROW (07/12/2022)	** This is an unmonitored mailbox. Please do not reply. Contact your local Field Office with any questions ** Public Housing Authority: PHAs eligible for Operating Fund Shortfall funding for F...
	2022	04/19/22 08:10AM	Email	PHA	Test Add New Communication	Test Add New Communication Paragraph One Test Add New Communication Paragraph Two Test Add New Communication Paragraph Three Test Add New Communication Paragraph Four
	2022	10/07/21 04:25PM	Email	PHA	SF-424 for CY 2022 OpFund Grants due 11/5/2021	** This is an unmonitored mailbox. Please do not reply. Contact your local Field Office with any questions ** Dear Executive Directors: PHAs must submit their SF-424 and, if necessary, the forms...

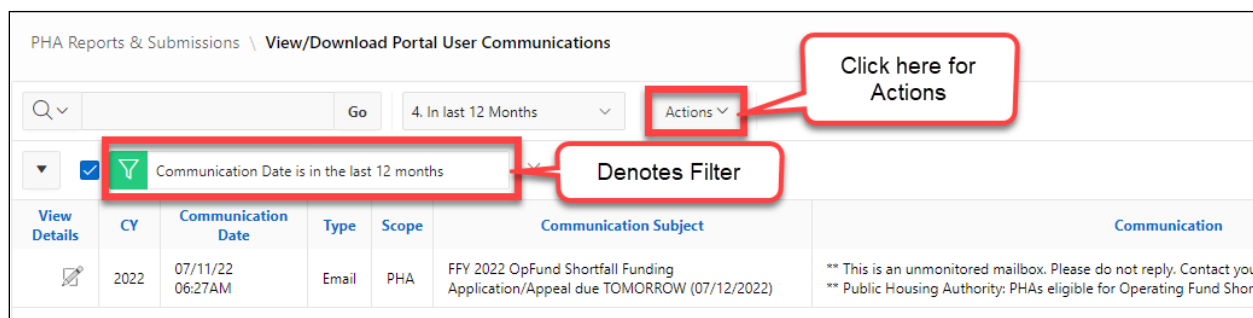
There are actions the user can make within this module to suit their needs.



Click the “**Actions**” drop-down menu to perform the following:

- Filter the full list of portal user communications by Column and Expression.
- Download the full list of portal user communications.
- Aggregate, group, and display the data in the chart format.

This module may help users to search, filter, sort and quickly locate correspondences from a PHA with a specific piece of information (e.g., correspondence regarding SR-FRB for a specific PHA).



Users can view details from each correspondence and content from the email or download the email and file attachments, as necessary.

Note: See below details of the communication sent and you may download communication document and any associated file attachments.

Communication
 Notice PIH 2021-14. PHAs that implement waivers and alternative requirements may submit forms HUD-50058 or HUD-50058 MTW no later than 90 calendar days from the effective date.

PHAs that implement waivers and alternative requirements

PHAs that implement waivers and alternative requirements consistent with Notice PIH 2021-14 may submit actions recorded on lines 2a and 2b in the form HUD-50058 or HUD-50058 MTW no later than 90 calendar days from the effective date. PHAs may only submit 90 calendar days from the effective date for transactions impacted by the waivers and alternative requirements. Such instances may be waivers and alternative requirements related to reexaminations and inspections. Although PIH provides PHAs that implement waivers and alternative requirements up to 90 days to submit their forms, PIH encourages PHAs that have the operational capacity to do so to continue submitting HUD-50058 forms within the normal 60-day

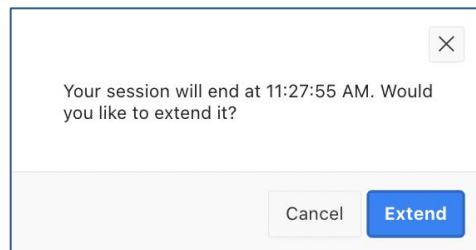
Click here to view & download the message

	File Name	File Description	Last Update User	Last Update	Attach Id	File Id
Download	2nd Reminder for timely HUD-50058 and HUD-50058 MTW submissions_20210827_PHA.pdf	Email PDF File format	LIANG ZHOU	09/14/21 04:16PM	16089	35090
Download	2nd Reminder for timely HUD-50058 and HUD-50058 MTW submissions_20210827_PHA.msg	Email File Outlook Format	LIANG ZHOU	09/14/21 04:15PM	16089	35089

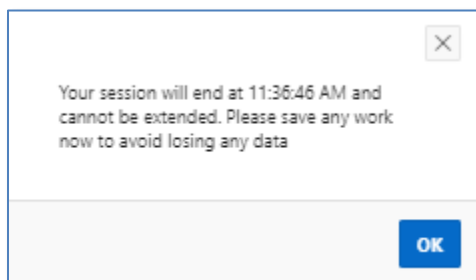
1 - 2

Session Time-Out

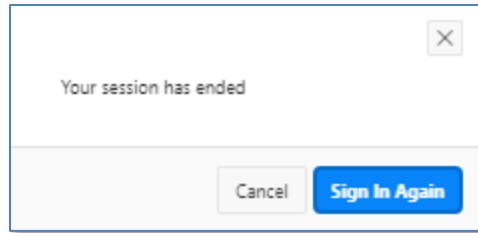
Due to HUD-issued security requirements, if a user is inactive for ten (10) continuous minutes, the portal displays a pop-up message asking the user if the session needs to be extended or not. If the user doesn't extend the session the system will end the session in five (5) minutes after the pop-up message is displayed.



The user can continue extending the inactive session up to five (5) times (sixty (60) minutes). The portal terminates the user's session after sixty (60) minutes. The system starts persistently displaying the following warning message five (5) minutes before the end of the session:



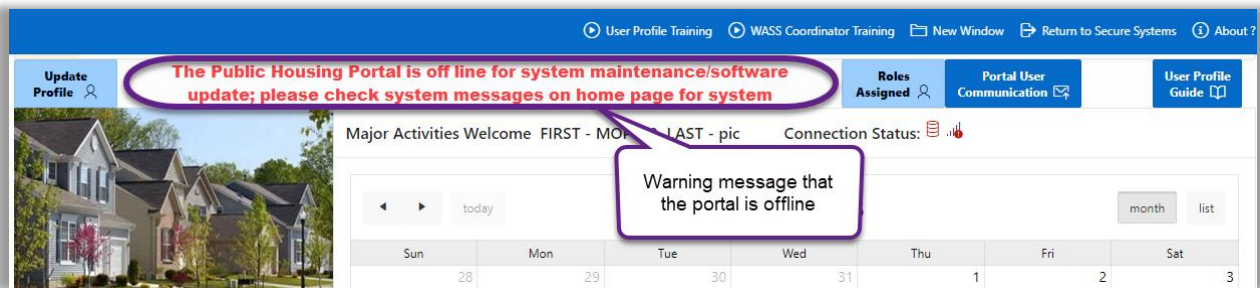
Click the "OK" button and use the remaining five (5) minutes to save any updates to forms. Once the session is terminated, the portal displays the following warning message:



Click the **“Sign In Again”** button to return to the Secure Systems log-in page or click the **“Cancel”** button to close the pop-up window.

System Maintenance and Software Updates

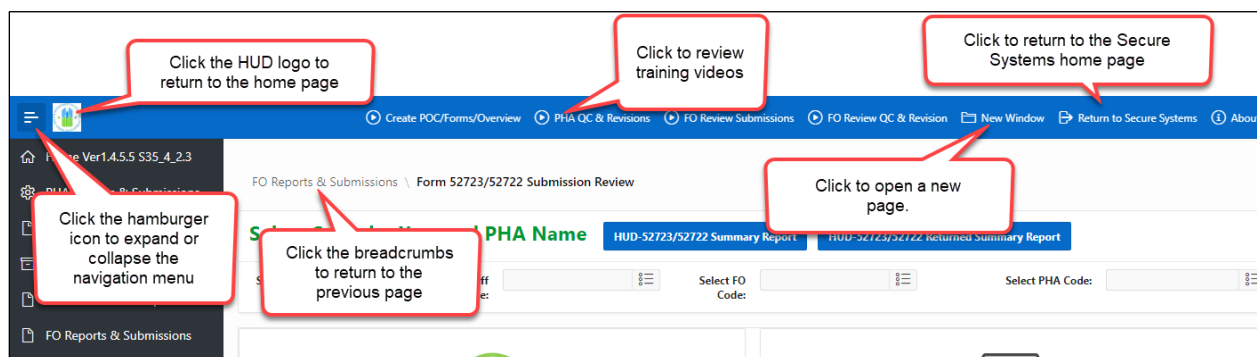
Users may be locked out of the portal during system maintenance and software updates. Users are notified when the system is offline with a warning message displayed on the home page as shown below.



The portal will be available once the system maintenance or software updates are completed.

Navigation Shortcuts and Tips








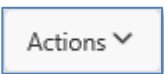


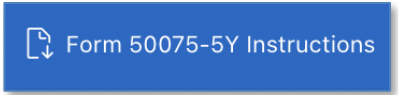
The image below provides basic top navigation shortcuts located near the top of the portal.



Users can click on the HUD logo to return to the portal’s home page or click the **“Return to Secure Systems”** shortcut to return to Secure Systems. The portal provides breadcrumbs which are hyperlinks, indicating user’s location on the website and helping to navigate the user to the

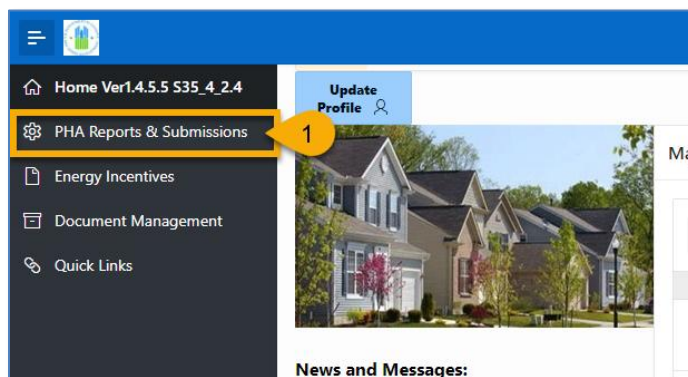
previous web page. The shortcut “**New Window**” opens the current page in a new web browser window. Clicking the “**PHA User Guide**” button downloads this “**PHA User Guide for HUD-50075-5Y.**”

Below is the list of icons the user may encounter while using the portal. These icons provide users with additional functions that include downloading, filtering the reports and tables, and reviewing the definitions of data elements.

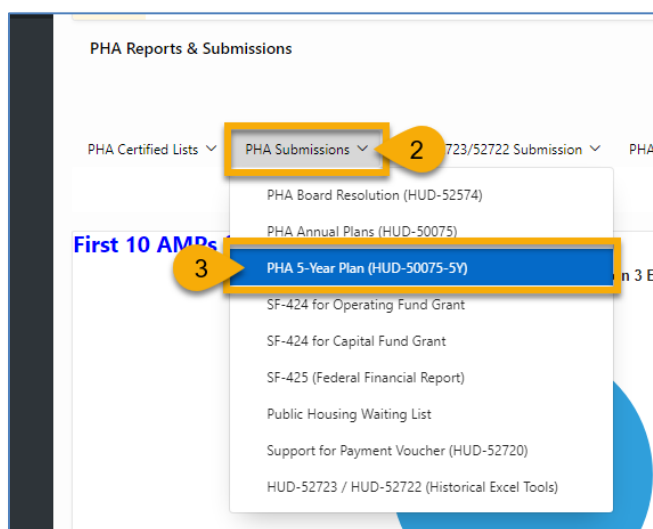
	Click this icon to expand the navigation menu
	Click this icon to minimize the navigation menu
	Click this icon to download the displayed data in CSV/Excel format
	Click this icon to expand or maximize the tables
	Click this icon to minimize the tables
	Click this icon to read the definition of the data element
	Click this icon before the search bar to select a column heading to filter tables
	Click this button to reveal additional features to manipulate reports and tables, such as download the report or filter the data
	Click this button to view and download the Portal PHA user guide
	Click this button to open the module’s training video (videos include options to select subtitles/closed captions and auto-translate to over fifty languages including Spanish)
	Click this button to download the 5-Year Plan Form 50075-5Y instructions. These instructions detail how the 5-Year Plan needs to be completed.

Navigating to the HUD-50075-5Y Module

Follow these steps from any page in the Portal to find the 5-Year PHA Plan Submission module. All 5-Year PHA Plans are done at a PHA level, not a development or AMP level.



1. On the Portal home page, click “PHA Reports & Submissions” in the left side navigation menu.



2. Click the “PHA Submissions” drop-down menu.
3. Select “PHA 5-Year Plan (HUD-50075-5Y).”

Creating HUD-50075-5Y

The 5-Year Plan Template should be submitted by all every fifth (5th) PHA fiscal year. The user can follow the steps listed below to create the HUD-50075-5Y submission:

1. **Select PHA Fiscal Year Beginning (FYB):** Select the appropriate calendar year, which is the funding year for the OpFund grants.
2. **Select PHA Code:** Select the appropriate PHA.
3. Click the **Generate 5-Year Plan** button.

Once the “**Generate 5-Year Plan**” button is clicked, the user must continue on with Step 4 in order to have the plan record created and saved in **Created** status. If the user stops here, the changes will not be saved, and the plan record will not be created.

4. Click the **Create 5-Year Plan** button to finish the process of creating the 5-Year Plan record.



The HUD-50075-5Y Plan has been created.

Completing HUD-50075-5Y

Follow the steps below to complete the PHA Plan submission process.

The menu buttons at the top of the screen appear.

- A. **Return to PHA Selection:** Click this button to return to the HUD-50075-5Y PHA Selection.
- B. **HUD-50077-SL:** Click this button to create the HUD-50077-SL certificate. If there is an existing form created for the same year and same version in the 5-Year Plan submission, the system will automatically identify such form and associate it with the current Annual

Plan submission record. By default, this form is set to be manually signed. To manually sign the HUD-50077-SL certificate, the PHA User or PHA Executive Director will have to enter the required details including the information on how the PHA Plan is consistent with its Consolidate Plan, print the certificate, get the signature from the appropriate state or local official, and upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certificate. The electronic signature is available only for the State or Local Official. Go to Error! Reference source not found. for instruction.

- C. **View/Print HUD-50075-5Y:** Click this button to review the HUD-50075-5Y in printed format.
- D. **Status Log:** Click this button to display the current submission status change details of the PHA plan.
- E. **Apply Changes:** Click this button to save any changes to the HUD-50075-5Y form.
- F. **Delete HUD-50075-5Y:** Click this button to delete the HUD-50075-5Y form.
- G. **Validate:** Click this button to validate the HUD-50075-5Y form prior to submission and to identify any missing plan elements required for submission.
- H. **Submit:** Click this button to submit the HUD-50075-5Y form to the Field Office (this button is available only for PHA Executive Directors).
- I. **View Email Log:** Click this button to review the current and previous email correspondence from FO to PHA related to the current and previous submission.
- J. **View File Attachments:** Click this button to display all the file attachments added to the PHA plan including current submission attachments and any previous submission attachments for the current submission period.

A. PHA Information.

PHA Name: D.C Housing Authority

PHA Code : DC001

CY:

ID: 19

The Five-Year Period of the Plan (i.e. 2019-2023):

* PHA Plan for Fiscal Year Beginning (MM/YYYY):

Status:

Version: 1

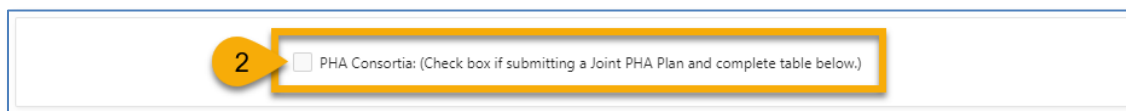
PHA Plan Submission Type: ☒ 5-Year Plan Submission ☐ Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

* How the public can access this PHA Plan

Navigate to Section A. PHA Information.

1. **How the public can access this PHA Plan:** Enter the PHA Plan Locations indicating how the public can access this plan.



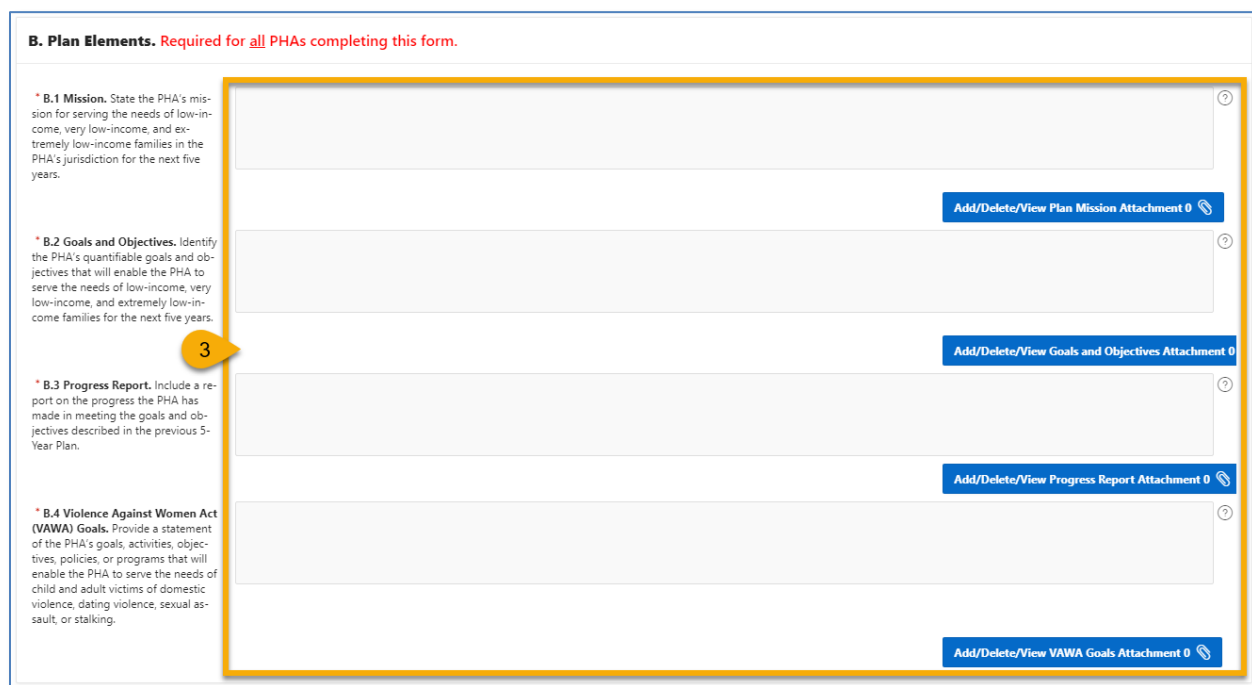
A screenshot of a form field for PHA Consortium. It features a yellow callout bubble with the number '2' pointing to a checkbox. The text next to the checkbox is 'PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)'.

2. Check **PHA Consortia** box, if the PHA is participating in a consortia. The PHA must add itself to the consortia.



Note: Go to the [Adding PHA Consortia](#) section to follow steps to complete the PHA Consortia.

Navigate to Section B. Plan Elements.



A screenshot of the 'B. Plan Elements' section of a form. The title is 'B. Plan Elements. Required for all PHAs completing this form.' Below the title are four rows of input fields, each with a blue button to its right. The first row is for 'B.1 Mission', the second for 'B.2 Goals and Objectives', the third for 'B.3 Progress Report', and the fourth for 'B.4 Violence Against Women Act (VAWA) Goals'. A yellow callout bubble with the number '3' points to the 'B.2 Goals and Objectives' row. Each row has a question mark icon in the top right corner.

3. **Section B. Plan Elements:** For all fields within the **Plan Elements** section must be completed for submission. Attach documentation as needed for each element.



Note: For 2024 and 2025 PHA 5-Year Plan submissions, to be compliant with the regulation requirements of [24 CFR 903.6\(c\)](#), PHA must include a statement of intent as an attachment to section “B.2 Goals and Objectives” if a PHA intends to select one or

more projects for project-based assistance without competition in accordance with [24 CFR983.51\(c\)](#).

The screenshot shows a web form with two main sections. Section C.1, titled 'C.1 Significant Amendment or Modification', has a large text input area with a callout '4' pointing to it. Below this is a button labeled 'Add/Delete/View Amendment Attachment 0'. Section C.2, titled 'C.2 Resident Advisory Board (RAB) Comments', contains a question '(a) Did the RAB(s) have comments to the 5-Year PHA Plan?' with radio buttons for 'Y' and 'N', and a callout '5' pointing to the 'Y' button. Below the question is a large text input area for comments, with a callout '6' pointing to a button labeled 'Add/Delete/View RAB Comments Attachment 0' at the bottom right.

Navigate to Section C. Other document and/or Certification Requirements.

4. **C.1 Significant Amendment or Modification:** Enter text as needed for the amendment or modification to the 5-Year Plan.
5. **C.2 Resident Advisory Board (RAB) Comments.** (a) **Did the RAB(s) have comments to the 5-Year PHA Plan:** Select Y (Yes) or N (No) to answer the question. The PHA should only select Y if the PHA has conducted a public hearing which resulted in a Resident Advisory Board providing comments. When Y is selected for “C.2 Resident Advisory Board (RAB) Comments”, comments must be provided, or a corresponding file must be attached.
6. Click “Add/Delete/View RAB Comments Attachment” to add attachment(s) when Step 5 response is Y.



Note:

1. Every time the user adds or makes any updates to the plan content, the user must click “Apply Changes” at the top of the menu bar prior to opening any pop-up windows. Otherwise, text data will be lost and not saved. Go to the [Changing the HUD-50075-5Y](#) section to follow the steps to complete the process.
2. Go to the [Uploading Attachments](#) section to follow steps to complete the uploading process.
3. Go to the [Completing Supplemental Form HUD-50077-SL \(State or Local Official\)](#) section to complete the HUD-50077-SL.

C.3 Certification by State or Local Officials.

Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

* (a) Did the public challenge any elements of the Plan? ☐ Y ☐ N ☐ ? 7

(b) If yes, include Challenged Elements

Click this button to ensure form is signed

HUD-50077-SL

8 Add/Delete/View Challenged Elements Attachment 0

7. **C.4 Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan:** Select Y (Yes) or N (No) to answer the question. The PHA should only select Y if the PHA has conducted a public hearing which resulted in challenging any elements of the plan. When Y is selected for “C.4 Required Submission for HUD FO Review”, comments must be provided, or a corresponding file must be attached.
8. Click “Add/Delete/View Challenged Elements Attachment” to add attachment(s) if Step 7 is Y.



Note:

1. Every time the user adds or makes any updates to the plan content, the user must click “Apply Changes” at the top of the menu bar prior to opening any pop-up windows. Otherwise, text data will be lost and not saved. Go to the [Changing the HUD-50075-5Y](#) section to follow the steps to complete the process.
2. Go to the [Uploading Attachments](#) section to follow steps to complete the uploading process.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Q Go Actions

9 + Add Fair Housing Goal

No data found.

Navigate to Section D Affirmatively Furthering Fair Housing (AFFH).

9. **Section D.1 Affirmatively Furthering Fair Housing (AFFH):** Click “+ Add Fair Housing Goal” to add fair housing goals.

Describe fair housing strategies and actions to achieve the goal

Warning: This page is for demonstration and testing only (Application in Development/ User Acceptance Testing (UAT) phases).

* Fair Housing Goal:

* Description of Strategies and Actions:

Cancel Create & Close

10. **Fair Housing Goal:** Describe the fair housing goal.

11. **Description of Strategies and Actions:** Describe the fair housing strategies and actions to achieve the goal.

	Fair Housing Goal	Description of Strategies and Actions	Last Updated User	Delete
	This is a test.This is a test.This is a test.This is a test.This is a test.	This is a test.This is a test.This is a test.This is a test.This is a test.	F_NA	
	Enter text here as needed.	Enter text here as needed.	F_NA	

1 - 2 of 2

12. Click the “Create & Close” button.

Scroll down to **Additional Documentation** to add additional supporting documents.

Add/Delete/View Supporting Documents 0

13. Click “Add/Delete/View Supporting Documents” to add attachments.



Note: Go to the [Uploading Attachments](#) section to follow steps to complete the uploading process.

Adding PHA Consortia

To add a Consortia PHA to the 5-Year PHA Plan, follow the instructions below.



Note: If the PHA does not participate in the Consortia, please proceed to the [Submitting HUD-50075-5Y \(Executive Director\)](#) section to complete the submission process.

1. Check this box, if the PHA is included in the consortia and submitting a joint PHA plan.

A popup window appears.

2. Click the “OK” button.

3. Click the “Apply Changes” button.

The PHA Consortia section expands with the ability to add a PHA.

4. Click “+ Add PHA Consortia” to add a PHA.

5. ☐ Lead PHA

6. * Select PHA Code

7. * Program(s) in the Consortia

8. * Program(s) not in the Consortia

9. No. of Units in PH

10. No. of Units in HCV

11. Create & Close

5. Select the “Lead PHA” checkbox to mark the PHA as the prime.
6. **Select PHA Code:** Select the appropriate PHA.
7. **Program(s) in the Consortia:** Enter the programs that are part of the joint consortia.
8. **Program(s) not in the Consortia:** Enter programs that are not part of the joint consortia.
9. **No. of Units in PH:** Number of Public Housing units is displayed for the selected PHA.
10. **No. of Units in HCV:** Number of Housing Choice Voucher units is displayed for the selected PHA.



Note: The number units are pre-populated and if any corrections need to be made, please contact your local HUD Field Office.

11. Click the “Create & Close” button to add the Consortia PHA.

Click the pencil icon to edit the row

Click this button to add a PHA

Click the trash can icon to delete the PHA

Y marks the Lead PHA
N marks PHA part of the consortia

Edit	Lead PHA	PHA Code	PHA Name	Program(s) in the Consortia	Program(s) not in the Consortia	Number Of Units in PH	Number Of Units in HCV	Created	Last Updated	Delete
	Y				aaaaaaaaaaaaaaaaaaaaaaaa	1240	0			
	N				bbbbbbbbbb	0	0			

1 - 2 of 2



Note: It is required to add one lead and at least one non-lead PHA to set up a consortium. Repeat Step 4 to add additional PHA(s) to the consortia.

Completing Supplemental HUD-50077-SL (State or Local Official)

To complete HUD-50077-SL, follow the subsections below.



Note:

1. Once the form is created by the PHA or Executive Director, the State or Local Official who has OPM user role, can log into PIH Operating Fund portal, and electronically sign and submit HUD-50077-SL form or can manually sign (wet signature) and attach the signed HUD-50077-SL form to the PHA 5-Year Plan.
2. Additionally, if a user submits a HUD-50077-SL certificate through the Annual PHA Plan module before the same submission in the 5-Year PHA Plan module, the HUD-50077-SL will carry over to the 5-Year Plan, and vice versa. The portal will default to a submitted signed form.

1. Click the “HUD-50077-SL” button to begin the process to submit the HUD-50077-SL.

The system displays the HUD-50077-SL screen.

Submitting HUD-50077-SL with Electronic Signature

To electronically sign and submit the “**Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan,**” or HUD-50077-SL, PHA/ED user must create the HUD-50077-SL form so the State or Local Official can update and e-sign/submit the form.

[Return to PHA 5-Year Plan](#) Create

ID: PHA Name: **Housing Authority of the Birmingham District** Status:

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, , the certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal year _____ of the **Housing Authority of the Birmingham District** is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

* Local Jurisdiction Name 1 pursuant to 24 CFR Part 91 and 24 CFR §903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

2

1. **Local Jurisdiction Name:** Enter the local jurisdiction name associated with the 5-Year PHA plan.
2. **Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan:** Enter the description details here.

Signature

Electronic Signature: 3
Electronic signature indicator. Select "True" if the form is going to be electronically signed; otherwise, select "False" to manually sign and attach the form.

* Name of Authorized Official: 4 * Title: 5 * Email of State or Local Official: 6

Signature Text: ? Date (mm/dd/yyyy): ?

3. **Electronic Signature:** Select "True."
4. **Name of Authorized Official:** Enter the name of the authorized official for HUD-50077-SL.
5. **Title:** Enter the title of the authorized official.
6. **Email of State or Local Official:** Enter the email address of the state or local official that needs to sign the HUD-50077-SL certificate.

7 Create

Consolidated Plan (All PHAs)

7. **For PHA Users Only:** Click the "Create" button.



Note: If there is an existing HUD-50077-SL under the Annual PHA Plan, the newly created HUD-50077-SL form under the 5-Year PHA Plan will be automatically linked to an earlier

created HUD-50077-SL under the Annual PHA Plan and will carry over the content from the existing form.

The system displays the menu buttons at the top of the screen.

The screenshot shows the top section of the HUD-50077-SL form. At the top left, there is a navigation bar with two buttons: 'Return to PHA 5-Year Plan' (labeled A) and 'View/Print HUD-50077-SL' (labeled B). To the right of these buttons are two more buttons: 'Apply Changes' (labeled C) and 'Sign Document' (labeled D). Below the navigation bar, the title of the form is 'Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)'. Below the title, there is a form field for 'CY: 2025' and a dropdown menu for 'PHA Code/Name: CA003 - Oakland Housing Authority'. To the right of this is a field for 'HUD 50077-SL ID: 4083' and a 'Status: Created' indicator.

- A. **Return to PHA 5-Year Plan:** Click this button to return to the PHA's HUD-50075-5Y submission.
- B. **View/Print HUD-50077-SL:** Click this button to review the HUD-50077-SL in printed form.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-SL form.



Note: If the HUD-50077-SL form under the 5-Year PHA Plan is linked to the existing HUD-50077-SL under the Annual PHA Plan, the content of the form will get automatically updated based on the most recent changes applied to the form.

- D. **Sign Document:** Click this button to sign and submit the HUD-50077-SL as part of the HUD-50075-5Y submission.



Note: The electronic signature option is available only to the State and Local Officials (users with OPM user role).

This screenshot is similar to the previous one, showing the top section of the HUD-50077-SL form. The 'Sign Document' button (labeled 8) is highlighted with a yellow box.

- 8. Click the “Sign Document” button to submit the HUD-50077-SL as part of the HUD-50075-5Y submission.

The screenshot shows a 'Sign Form' dialog box. At the top, there is a warning icon and a message: 'This page is for demonstration and testing only (Application in Development/ User Acceptance Testing (UAT) phases)'. Below this, there is a 'Signature Text' field containing the text 'John Smith' (labeled 9). To the right of the field, there is a note: 'Signature text must be a minimum length of 6 letters.' Below the signature field, there is a 'Certification' section with a text area containing a certification statement: 'I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. I am aware that HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)'. At the bottom right of the dialog box, there is a 'Sign Document' button (labeled 10) and a 'Cancel' button.

9. **Signature Text:** Type your name in the field.
10. Click the “Sign Document” button to electronically sign the form.

11. Click the “OK” button to agree to the certifications.

12. The form has been signed and submitted. Click the “OK” button to continue the process.

13. Click the “Return to PHA 5-Year Plan” button to return to the HUD-50075-5Y submission.

Submitting HUD-50077-SL with Wet Signature

HUD requires PHAs to submit HUD-50077-SL with the State or Local Official’s signature. To manually sign the form, the PHA or Local Official must print the form, obtain the State or Local Official’s wet signature or sign the form, and upload a scanned version of the signed form.

To sign the “Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan,” or HUD-50077-SL, follow the directions below.

[Return to PHA 5-Year Plan](#) Create

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)

CY: PHA Code/Name: **AL001 - Housing Authority of the Birmingham District** HUD 50077-SL ID: Status:

Form: **HUD-50077-SL** 5YR PHA Plan ID: Version:

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, , the certify that the 5-Year PHA Plan for fiscal years and/or Annual PHA Plan for fiscal year of the **AL001 - Housing Authority of the Birmingham District** is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

* Local Jurisdiction Name pursuant to 24 CFR Part 91 and 24 CFR §903.15.

* Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.

1. **Local Jurisdiction Name:** Enter the local jurisdiction name associated with the 5-Year PHA plan.
2. **Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan:** Enter the description details here.

Signature

Electronic Signature:

* Name of Authorized Official: * Title:

Signature Text: Date (mm/dd/yyyy):

3. **Electronic Signature:** Set to "False" by default.
4. **Name of Authorized Official:** Enter the name of the authorized official for HUD-50077-SL.
5. **Title:** Enter the title of the authorized official.

6 Create

PHA Name: **Housing Authority of the Birmingham District** Status:

of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

6. Click the "Create" button.



Note: If there is an existing HUD-50077-SL under the Annual PHA Plan, the newly created HUD-50077-SL form under the 5-Year PHA Plan will be automatically linked to an earlier created HUD-50077-SL under the Annual PHA Plan and will carry over the content from the existing form.

The system displays the menu buttons at the top of the screen.

< Return to PHA 5-Year Plan View/Print HUD-50077-SL Apply Changes Delete HUD-50077-SL Submit Document

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)

CY: 2025 PHA Code/Name: AL007 - Housing Authority of the City of Dothan HUD-50077-SL ID: 5893 Status: Created

Form: HUD-50077-SL SYR PHA Plan ID: 659 Version: 1

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, **Name Name**, the **Title Title** certify that the 5-Year PHA Plan for fiscal years **2025-2029** and/or Annual PHA Plan for fiscal year **2025** of the **AL007 - Housing Authority of the City of Dothan** is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

- A. **Return to PHA 5-Year Plan:** Click this button to return to the PHA’s HUD-50075-5Y submission.
- B. **View/Print HUD-50077-SL:** Click this button to review the HUD-50077-SL in printed form.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-SL form.



Note: If the HUD-50077-SL form under the 5-Year PHA Plan is linked to the HUD-50077-SL under the Annual PHA Plan, the content of the form will get automatically updated based on the most recent changes applied to the form.

- D. **Delete HUD-50077-SL:** Click this button to delete the HUD-50077-SL form.
- E. **Submit Document:** Click this button to submit the HUD-50077-SL as part of the HUD-50075-5Y submission.

< Return to PHA 5-Year Plan View/Print HUD-50077-SL 7

ID: 142 PHA Name: Housing Authority District

- 7. Click the “View/Print HUD-50077-SL” button to view and print the form for signature.

4/28/25, 11:59 AM HUD-50077-SL Print Status: Created

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 09/30/2027

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, Name Name, the Title Title certify that the 5-Year PHA Plan for fiscal years 2025-2029 and/or Annual PHA Plan for fiscal year 2025 of the AL007 - Housing Authority of the City of Dothan is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the Town pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.
Enter text here as needed.

I hereby certify that all the information stated herein, as well as any information provided in the accompanying herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official:	Name Name	Title:	Title Title
Signature:		Date:	

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. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

Form identification: AL007-Housing Authority of the City of Dothan form HUD-50077-SL (Form ID - 5893) printed by ED User in HUD Secure Systems/Public Housing Portal at 04/28/2025 11:59AM EST

https://hudappusast.hud.gov/ords/solphi/lopfundf_7520163981160186160/50077-sl?session=16459840602030 1/1

Print 1 sheet of paper

Destination: **8** Microsoft Print to PD

Pages: All

Layout: Portrait

Color: Color

9 More settings

Paper size: Letter

Pages per sheet: 1

Margins: Default

Scale: Default

Options: **10** ☒ Headers and footers ☐ Background graphics

11 **Print** Cancel

12

8. Select the **Destination** you want to print to.
9. Click the **"More settings"** option.
10. Select **"Headers and Footers"** checkbox.
11. Click the **"Print"** button to print the form.
12. The Authorized State or Local Official must sign and date the form.

Electronic Signature: **False**

Electronic Signature indicator. Select "True" if the form is going to be electronically signed; otherwise, select "False" to manually sign and attach the form.

13 **Signed form HUD-50077-SL Add/Delete/View Attachment 0**

13. Click the **"Signed form HUD-50077-SL Add/Delete/View Attachment"** button.

PHA must ensure that HUD-50077-SL Form ID number in the signed, scanned, and uploaded attachment matches the HUD-50077-SL ID in the portal (see the image below).

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)

CY: PHA Code/Name: AL001 - Housing Authority of the Birmingham District HUD 50077-SL ID: 124 Status: Created

Form: HUD-50077-SL SYR PHA Plan ID: 45 Version: 1

Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, John Smith, the Authorized Official certify that the 5-Year PHA Plan for fiscal years and/or Annual PHA Plan for fiscal year of the AL001 - Housing Authority of the Birmingham District is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing.

Form Identification: AL001-Housing Authority of the Birmingham District form HUD-50077-SL (Form ID - 124) printed by Larissa_MOPF00 Khon in HUD Secure Systems/Public Housing Portal at 12/19/2023 03:06PM EST

<https://hudappsuat.hud.gov/ords/otph/f?p=160:284:15150999808317:::> 1/1

Continue to follow the steps below for uploading the signed HUD-50077-SL.

view/edit/delete/add File Attach

Document Type: Signed HUD-50077-SL Document View: PHA and HUD View

Comment:

File browse:

Drag and Drop
Select a file or drop one here.
[Choose File](#)


If you selected "False" for "Electronic Signature", you must complete/print the form from the Public Housing Portal, physically sign it, and then upload the signed form here. The Form ID on the printed/signed form must match the Form ID in the online Portal. Do not use forms from other sources including HUD.gov.

[Upload File](#) [Close & Return](#)

14. **Document Type:** Select the "Signed HUD-50077-SL" document type.
15. **Document View** This field is defaulted to "PHA and HUD View" and cannot be changed by PHA users. The "PHA and HUD View" option makes the attachment visible to both PHA and HUD users.
16. **Comment:** Enter comments related to the document.
17. **Choose File:** Either "Drag and Drop" the file or click the "Choose File" button to search and select the file.
18. Click the "Upload File" button.

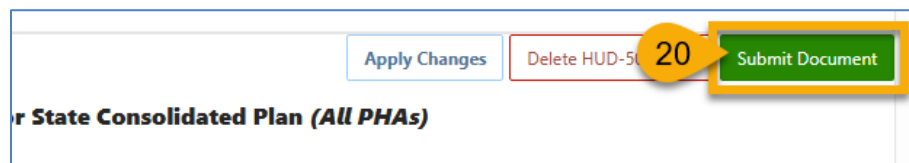
The file appears in the table at the bottom of the pop-up window.

Document ID	Download	File Description	Comment	Upload Date	Upload User	Delete File	Document Scope	Document Status (PHA)
15483	Download	Signed HUD-50077-SL	-	12/18/24 08:45PM	ED User		PHA	Uploaded

Click the “**Download**” hyperlink to open and download the file. Click the trash bin icon () to delete the file.



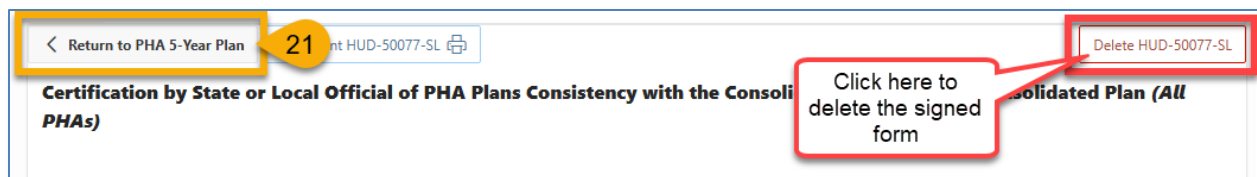
19. Click the “**Close & Return**” button when finished.



20. **For Executive Director only:** Click the “**Submit Document**” button to submit the HUD-50077-SL as part of the HUD-50075-5Y submission.



Note: Only Executive Director can submit the HUD-50077-SL form. The “**Submit Document**” button is not available for PHA or State or Local Official users.



21. Click the “**Return to PHA 5-Year Plan**” button to return to the HUD-50075-5Y submission.



Note:

1. Only PHA user or Executive Director can delete the HUD-50077-SL form. The “**Delete HUD-50077-SL**” button is not available to State or Local Official users.
2. Once the HUD-50077-SL form under the 5-Year PHA Plan gets linked to the HUD-50077-SL under the Annual PHA Plan, the delete HUD-50077-SL functionality becomes unavailable for PHA users.

Uploading Attachments

To upload additional documentation, follow the instructions below.

Additional Documentation

1 Add/Delete/View Supporting Documents 0

1. Click the “Add/Delete/View Supporting Documents” button to upload attachments.

view/edit/delete/add File Attach

Document Type 2 Document View PHA and HUD View 3

Comment 4

File browse

Drag and Drop 5
Select a file or drop one here.
Choose File

Upload File 6

Close & Return

2. **Document Type:** Select the appropriate document type.
3. **Document View:** This field is defaulted to “PHA and HUD View” and cannot be changed by PHA users. The “PHA and HUD View” option makes the attachment visible to both PHA and HUD users.
4. **Comment:** Enter comments related to the document.
5. **Choose File:** Either “Drag and Drop” the file or click the “Choose File” button to search and select the file.
6. Click the “Upload File” button.

The file appears in the table at the bottom of the pop-up window.

Document ID	Download	File Description	Comment	Upload Date	Upload User	Delete File	Document Scope	Document Status (PHA)
15483	Download	Signed HUD-50077-SL	-	12/18/24 08:45PM	ED User		PHA	Uploaded

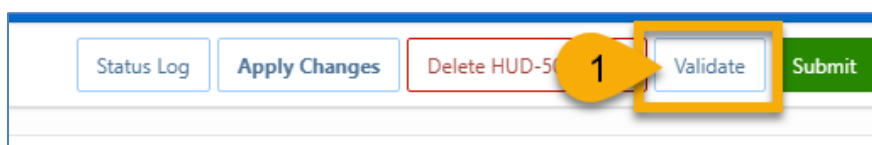
Click the “**Download**” hyperlink to open and download the file. Click the trash bin icon (🗑️) to delete the file.



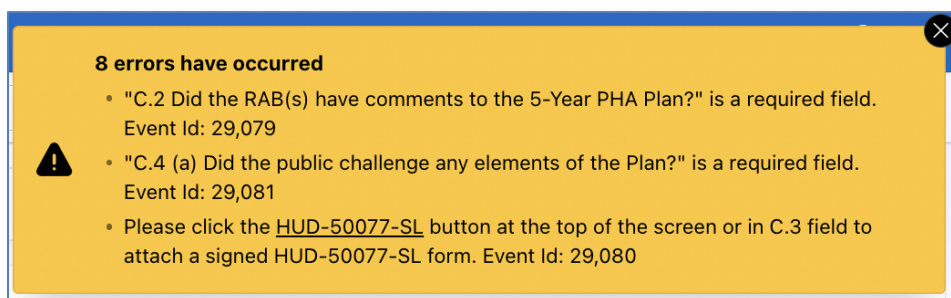
7. Click the “**Close & Return**” button when finished.

Validating HUD-50075-5Y

The user must validate the HUD-50075-5Y before submitting the form. To validate the submission, follow the instructions below.



1. Click the “**Validate**” button to ensure there are no error messages.



If the system displays error messages, the user must address them prior to the submission of the form. The yellow box outlines the specific errors that need to be addressed.

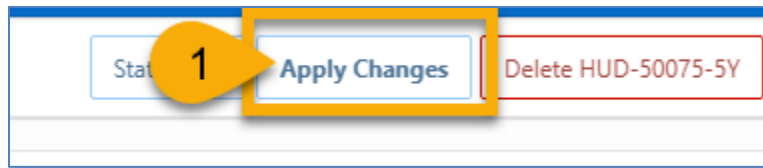


Once all errors have been addressed. Go back to Step 1. The system displays “**The form is ready for submission**” message.

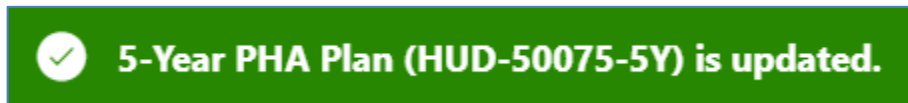
Changing the HUD-50075-5Y

Follow the general directions below to make and save changes to the submission. Enter the changes you would like to make to the desired field.

Enter the changes you would like to make.



1. Click the “**Apply Changes**” button to save the changes.



The changes have been saved. The user can proceed with the submission.

Viewing and Printing HUD-50075-5Y

You may print the HUD-50075-5Y at any time while the form is in the created status or after submitting the form submission.



1. Click the “**View/Print HUD-50075-5Y**” button.

12/18/24, 8:59 PM HUD-50075-5YR Status: Created

5-Year PHA Plan (for All PHAs) U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 03/31/2024

Purpose: The 5-Year and Annual PHA Plan provides 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, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability: The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.

PHA Name: Oklahoma Housing Authority PHA Code: CARI
 PHA Plan for Fiscal Year Beginning: (YYYYYY) 07/2025
 The Five-Year Period of the Plan (i.e., 2019-2023): 2025-2029
 PHA Submission Type: ☒ 5-Year Plan Submission ☐ Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public housing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the Annual PHA Plan, not excluded from their structural submission. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident contact a copy of their PHA Plan.

How the public can access this PHA Plan:

A.1 ☒ PHA Consents (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consensus	Program(s) not in the Consensus	No. of Units in Each Program	PH	HH V
Lead PHA: Alaska Housing Finance Corporation	AK001	xxxxxxxxxxxxxxxx	xxxxxxxxxxxxxxxx	1240	0	
PART VIEW MANOR	AK002	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	0	0	

B. Plan Elements. Required for all PHAs completing this form.

B.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.

B.2 **Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.

B.3 **Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

https://hudapp.usast.hud.gov/orders/dp/hv/hvfundr_7502016398116016050075-5y?session=16445958770956 1/2

Print 2 sheets of paper

Destination 2 Microsoft Print to PDF

Pages All

Layout Portrait

Color Color

More settings

Paper size Letter

Pages per sheet 1

Margins Default

Scale Default

Options 4 ☒ Headers and footers

☐ Background graphics

5 Print Cancel

2. Select the **Destination** you want to print to.
3. Click the **"More settings"** option.
4. Select **"Headers and Footers"** checkbox.
5. Click the **"Print"** button to print the form.

Deleting HUD-50075-5Y

To delete the HUD-50075-5Y submission, follow the steps below.

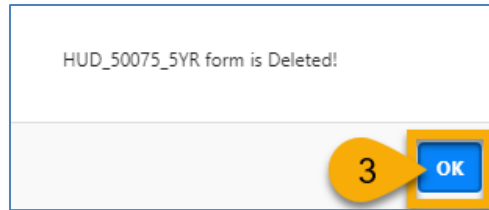
pg Apply C 1 Delete HUD-50075-5Y Validate Submit

1. Click the **"Delete HUD-50075-5Y"** button.

Are you sure you want to delete this 50075-5YR?

2 OK

2. Click the **"OK"** button to continue.



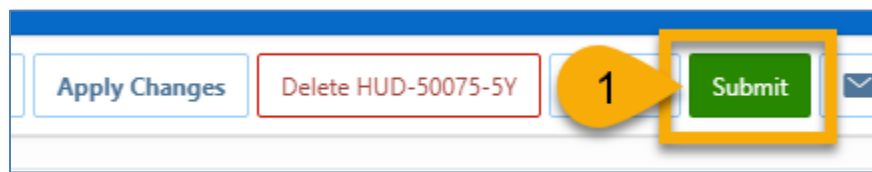
3. Click the “OK” button again to finish.

Submitting HUD-50075-5Y (Executive Director)

Once the form HUD-50075-5Y is created and updated along with the signed and submitted HUD-50077-SL certificate, and all necessary supporting documents are attached, the PHA’s Executive Director can officially submit the form.



Note: Only Executive Director can submit the HUD-50075-5Y Plan. The “Submit” button is not available for PHA users.



1. Click the “Submit” button to submit the HUD-50075-5Y plan.



The 5-Year PHA Plan (HUD-50075-5Y form) is submitted.

Status Log

To view the status log for the PHA, follow the directions below.



1. Click the “Status Log” button.

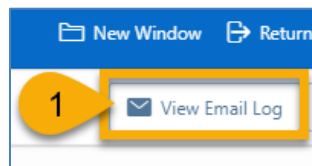
Current Submission Status											
Module ID	Calendar Year	Module Ref. No.	Development No.	User Name	Update Date /Time	Old Status	New Status	Return /Withdrawn /Denied Comments	PHA Comments	Last Update User	Last Update Date
488	2025			User, ED	12/17/24 05:41PM		Created			User, ED	12/17/24 05:41PM

1 - 1

The status log displays the status changes in status through the lifecycle of the form, from **Created** to **Accepted** or **Returned**.

Viewing Email Log

To view the email log, follow the directions below.



1. Click the “**View Email Log**” button to open the popup window.

View Email Log													
Current Submission Emails													
<div>Close & Return</div> <div>Q Go Actions</div>													
ID	Source ID	Development No.	Email Scope	Level	Mail Message	Mail To	Mail From	Mail Subject	Mail CC	Mail BCC	Mail Attachment Count	Up	U
518	16	T_HUD_50075_5YR	FL004	-	PHA	PHA	Send email test 22222222222222222222	vbryant@ori-oha.orgF L004	daniel.m.lassila@hud.gov	CY-2024 Follow-up on HUD 50075-5Y with ID-16 for FL004	publicho usingpor tal@hud.gov	0	D
1 - 1 of 1													
Previous Submission Emails													
Q Go Actions													
ID	S	Development No.	Email Scope	Level	Mail Message	Mail To	Mail From	Mail Subject	Mail CC	Mail BCC	Mail Attachment Count	Last Update User	U
517	15	T_HUD_50075_5YR	FL004	-	PHA	PHA	Enter comments here as needed -	vbryant@ori-oha.orgF	daniel.m.lassila@hud.gov	CY-2024 Follow-up on HUD 50075-5Y with ID-15 for FL004	publicho usingpor tal@hud.gov	0	Daniel Lassila 09/10/24

2. Click the “**Close & Return**” button to return to HUD-50075-5Y.

Received HUD-50075-5Y

The Portal notifies the PHA’s Executive Director by email when HUD Field Office (FO) has received their HUD-50075-5Y submission.

HUD received your form HUD-50075-5Y submission. Your current submission can be viewed by selecting the following from the main navigation:

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [5-Year PHA Plan \(for All PHAs\) - HUD-50075-5Y](#)

If you have any questions, please contact your local Field Office staff.

Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

Accepted HUD-50075-5Y

The Portal notifies the PHA's Executive Director by email when the HUD Field Office (FO) accepts their HUD-50075-5Y submission.

HUD reviewed and accepted your form HUD-50075-5Y submission. You may review further and resubmit a new form 50075-5Y with any additional updates as required. Your current submission can be viewed by selecting the following from the main navigation:

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [5-Year PHA Plan \(for All PHAs\) - HUD-50075-5Y](#)

If you have any questions, please contact your local Field Office staff.

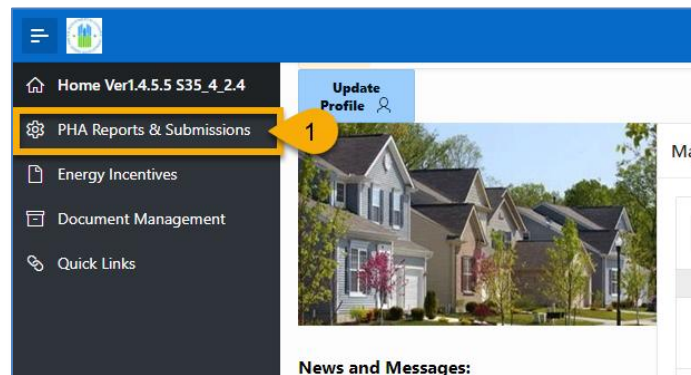
Sincerely,

Office of Public and Indian Housing

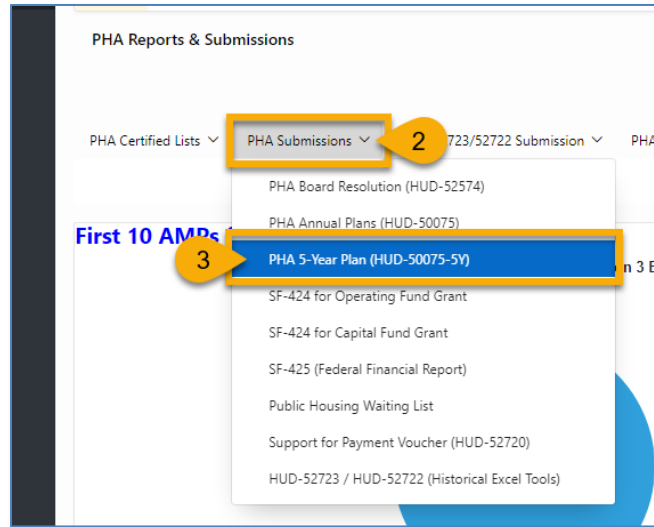
U.S. Department of Housing and Urban Development

Creating Revised HUD-50075-5Y

Once the Plan submission is accepted by the FO, the PHA has the ability to submit a revised HUD-50075-5Y to the FO for another review, if needed. Follow the steps below.



1. On the Portal home page, click “PHA Reports & Submissions” in the left side navigation menu.



2. Click the “PHA Submissions” drop-down menu.
3. Select “PHA 5-Year Plan (HUD-50075-5Y).”

4. **Select PHA Fiscal Year Beginning (FYB):** Select the appropriate calendar year, which is the funding year for the OpFund grants.
5. **Select PHA Code:** Select the appropriate PHA.
6. Click the “Generate 5-Year Plan” button to start a revised 5-Year Plan submission.

7. Click the “Create” button again.

Go to [Completing HUD-50075-5Y](#) section to complete Version 2 (or above) of the submission.

Reverted HUD-50075-5Y Submission

Occasionally, PHAs may ask to have their submissions reverted, or Field Offices will revert the submission in order to avoid returning the submission. The revert functionality helps PHAs to avoid a full resubmission of the HUD-50075-5Y form. The system will revert the submission from “Submitted” status back to “Created” status. This is done when a PHA has to fix some minor issues, such as forgotten to upload a specific document, updating a number, or some other light changes that need to take place. The Portal notifies the PHA’s Executive Director by email when the FO reverts their submission.

HUD reviewed and reverted your form HUD-50075-5Y submission for correction(s). Correction details are specified in the comments below. If your PHA fails to submit an acceptable PHA Plan in a timely manner, HUD may withhold or reduce future Capital Funding, Operating Funding, or Section 8 administrative fees. View current submission details by selecting the following from the main navigation:

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [5-Year PHA Plan \(for All PHAs\) - HUD-50075-5Y](#)

If you have any questions, please contact your local Field Office staff.

Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

Returned HUD-50075-5Y

The Field Office may return the PHA’s HUD-50075-5Y submission if the submission contains errors, omissions, missing or incorrect documentation, or for any other reason. The Portal notifies the PHA’s Executive Director by email when FO returns their forms.

HUD reviewed and returned your form HUD-50075-5Y submission for correction(s). Correction details are specified in the comments below. If your PHA fails to submit an acceptable PHA Plan in a timely manner, HUD may withhold or reduce future Capital Funding, Operating Funding, or Section 8 administrative fees. View current submission details by selecting the following from the main navigation:

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [5-Year PHA Plan \(for All PHAs\) - HUD-50075-5Y](#)

Return comment: *Return comments*

If you have any questions, please contact your local Field Office staff.

Sincerely,

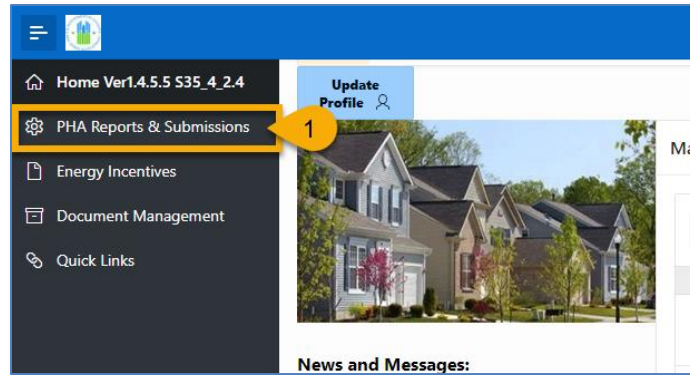
Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

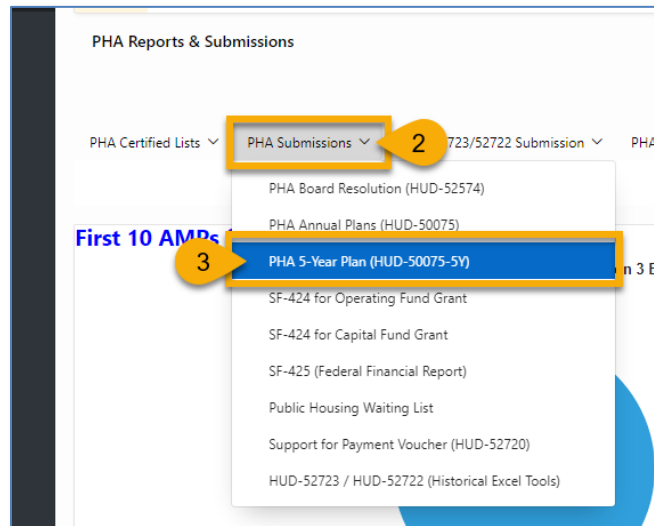
Refer to instructions on how to resubmit the HUD-50075-5Y in the next section, [Resubmitting HUD-50075-5Y](#), in response to a Return.

Resubmitting HUD-50075-5Y

Once the Plan submission was returned by the FO, the PHA must submit a revised HUD-50075-5Y form to the FO for another review. Follow the directions below.



1. On the Portal home page, click “PHA Reports & Submissions” in the left side navigation menu.



2. Click the “PHA Submissions” drop-down menu.
3. Select “PHA 5-Year Plan (HUD-50075-5Y).”

Select Calendar Year and PHA Code/Name

Select PHA Fiscal Year Beginning (FYB): 2025 4 Select PHA Code: AL001 - Housing Authority of the Birmingham District 5 Create 5-Year Plan


Go Actions

Active Indicator = 'TRUE'

ID	CY	PHA Code	PHA Name	Version	Status	HUD POC	Returned Comment	Co	PHA Location	B1 Mission	B2 Goals Objectives	B3 Progress Report	B4 VAWA Goals
	2025	AL001	Housing Authority of the Birmingham District	1	Returned	FO User - HOPF07 IV&V	Please enter a return comment in the "Field Office Returned Comment" field with	N	Initial	07/2025	2025-2029	FALSE	

Review Returned Comments here or for more detail open the submission

6

4. **Select PHA Fiscal Year Beginning (FYB):** Select the appropriate calendar year, which is the funding year for the OpFund grants.
5. **Select PHA Code:** Select the appropriate PHA.
6. Click the () pencil icon to review returned FO comments.

A. PHA Information.

A.1 PHA Name: Orlando Housing Authority PHA Code: FL004 CY: ? ID: 56

The Five-Year Period of the Plan (i.e. 2019-2023): ? * PHA Plan for Fiscal Year Beginning (MM/YYYY): ? Status: Returned Version: 2

PHA Plan Submission Type: ☐ 5-Year Plan Submission ☒ Revised 5-Year Plan Submission

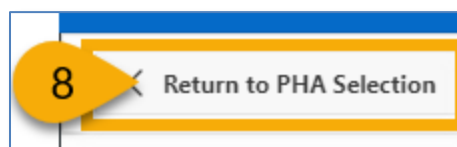
Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

* How the public can access this PHA Plan Enter text here as needed. ?

Field Office Returned Comment Enter text here as needed. 7

Submission has been returned

7. **Field Office Returned Comment:** Review the reason(s) for the returned HUD-50075-5Y submission.



8. Click the "Return PHA Selection" button to create a new submission.

Go to the [Creating a Revised HUD-50075-5Y](#) section to resubmit the HUD-50075-5Y.

The Public Housing Portal Statuses

The Portal tracks five (5) different form HUD-50075-5Y statuses.

Created: PHA created the 5-Year Plan form and may have started reviewing and updating the form. The PHA must review, update, and submit the form and associated certificate in created status.

Submitted: PHA submitted the 5-Year Plan to HUD. PHA cannot edit the form in “**Submitted**” status, cannot delete existing file attachments, but can upload new documentation if needed.

In Review Status: The HUD field office has started to review the form. PHA cannot edit the form in “**In Review**” status, cannot delete existing file attachments, but can upload new file attachments if needed.

Accepted: FO has accepted the form. PHA cannot edit the form in “**Accepted**” status. PHA cannot delete existing file attachments and cannot upload new documentation.

Returned: FO has returned the form to PHA to correct errors or omitted data. PHA cannot edit the form in “**Returned**” status. PHA cannot delete existing file attachments and cannot upload new documentation. The PHA must fix any errors and omissions and resubmit for HUD’s review.

The Portal also tracks three (3) different form HUD-50077-SL statuses.

Created: PHA has created the HUD-50077-SL form, but the form has not been signed and/or submitted yet.

Electronically Signed: PHA has created the HUD-50077-SL form, and the form has been electronically signed and submitted by the State or Local Official.

Submitted: PHA has created the HUD-50077-SL form, the State or Local Official has manually signed the form, the Executive Director has attached and submitted the form.

Questions

Do you have any comments, questions, or need help finding information in the Portal? We are here to help!

- For questions about OpFund grants, calculating or understanding OpFund eligibility, PIH regulations, or notices, contact your local FO.
- For questions or technical issues regarding your access to the Portal, contact the Real Estate Assessment Center – Technical Assistance Center (REAC-TAC) by calling 1-888-245-4860 Option #4 or by sending an email to REAC_TAC@hud.gov.
- For questions regarding technical issues with using the Public Housing Portal, contact publichousingportal@hud.gov.