

Public Housing Portal

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



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:

- 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.

Requesting Access to the 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.

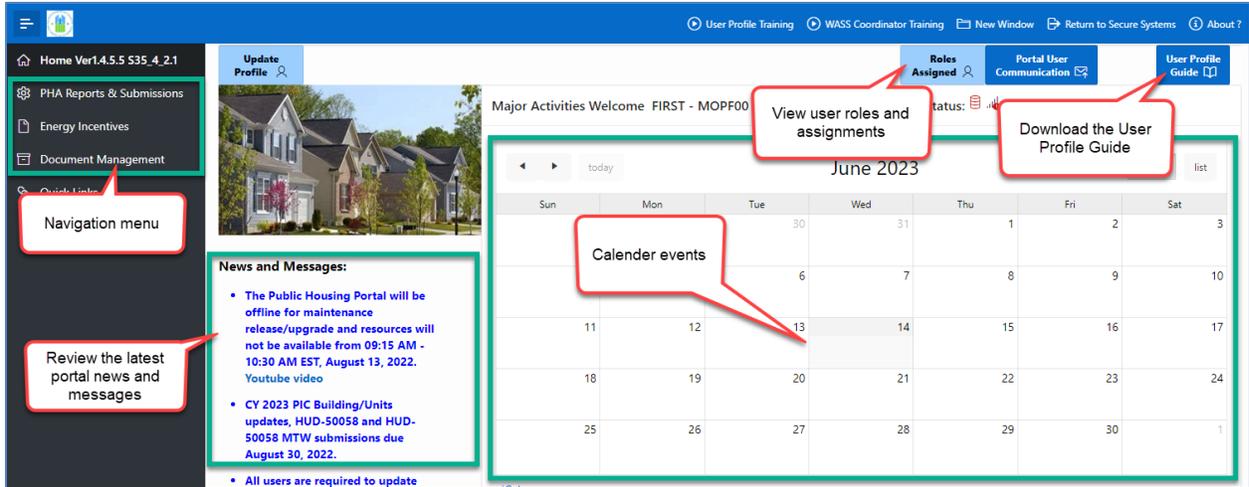
WASS security coordinator can find a user guide to assign user roles from this web page:
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal.

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.

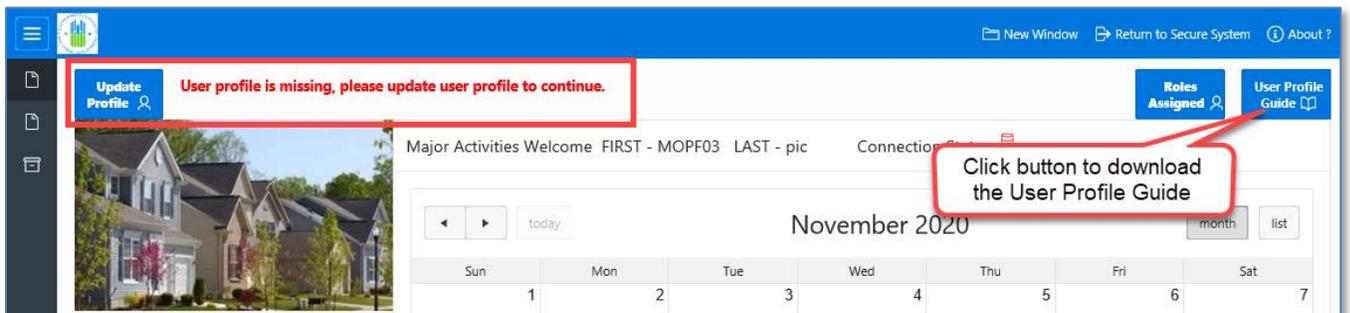


IMPORTANT:

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.**

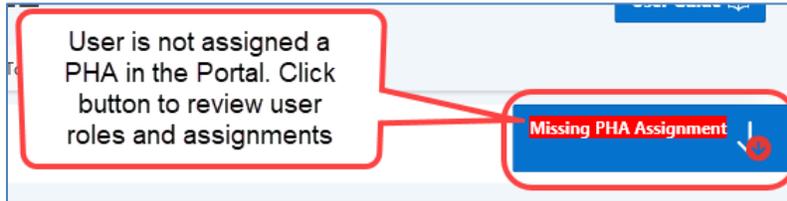


Consult the User Profile user guide to complete your User Profile. The “User Profile Guide” is available to download at the portal Home page.

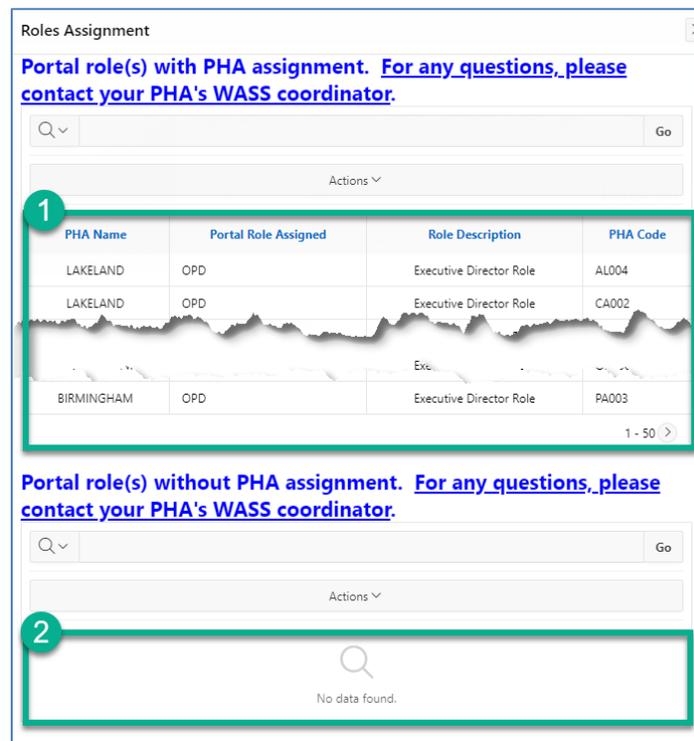
Missing PHA Assignment Warning

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).



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).

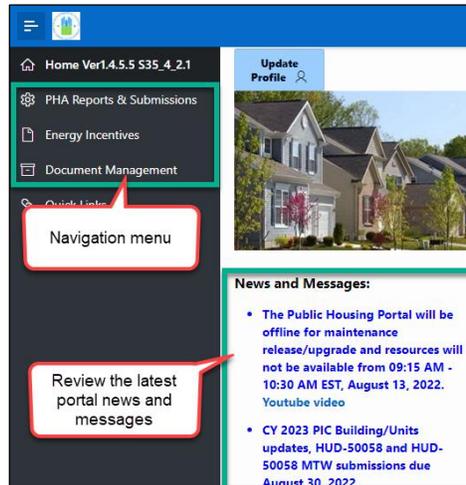
The user should contact the PHA’s WASS security coordinator to assign a PHA.



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

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.

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)	monitored mailbox. Please do not reply. Contact your local Field Office with any questions ** Public Housing Authority: PHAs eligible for Operating Fund Shortfall
	2022	04/19/22 08:10AM	Email	PHA	Test Add New Communication	Communication Paragraph One Test Add New Communication Paragraph Two Communication Paragraph Three Test Add New Communication Paragraph
	2022	10/07/21 04:25PM	Email	PHA	SF-424 for CY 2022 OpFund Grants due 11/5/2021	monitored 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,
	2021	03/08/21 10:20AM	Email	PHA	Test 6 months	aaaa
	2021	09/08/20 10:21AM	Email	PHA	Test 12 months	sssss

Actions

- Select Columns
- Filter
- Rows Per Page
- Format
- Flashback
- Save Report
- Reset
- Help
- Download

Click to download all communications

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).

PHA Reports & Submissions \ View/Download Portal User Communications

Go 4. In last 12 Months Actions

Communication Date is in the last 12 months Denotes Filter

Click here for 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 you ** Public Housing Authority: PHAs eligible for Operating Fund Short

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

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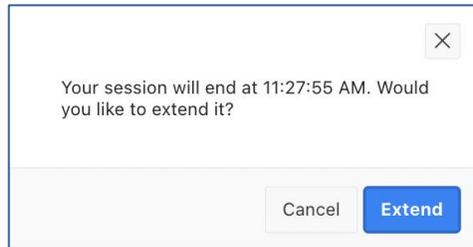
Click here to view & download the message

	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

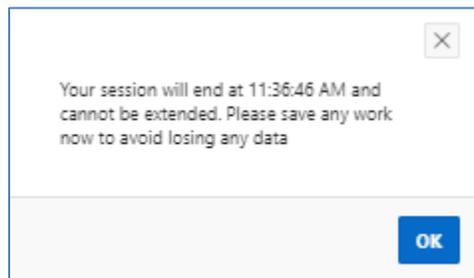
1 - 2

Session Time-Out

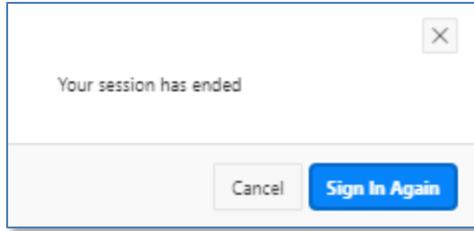
Due to HUD-issued security requirements, if a user is inactive for ten (10) continuous minutes, the portal displays a pop-up message asking the user if the session needs to be extended or not. If the user doesn't extend the session the system will end the session in five (5) minutes after the pop-up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



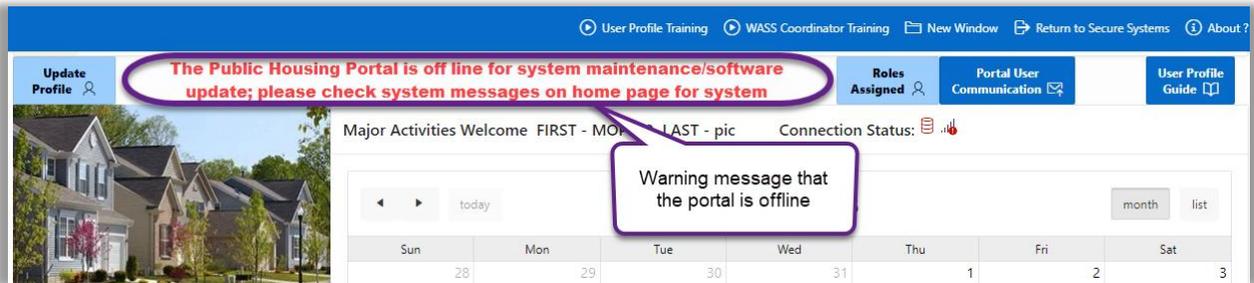
Click the "OK" button and use the remaining five (5) minutes to save any updates to forms. Once the session is terminated, the portal displays the following warning message:



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

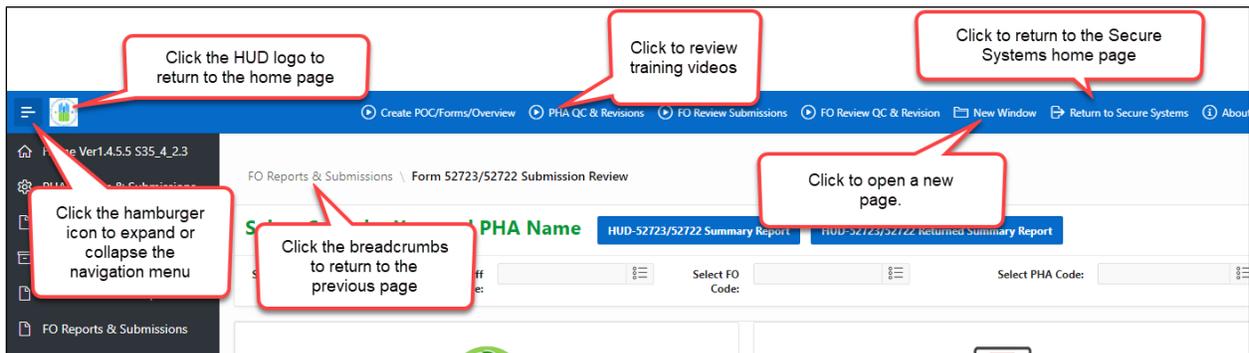
Users may be locked out of the portal during system maintenance and software updates. Users are notified when the system is offline with a warning message displayed on the home page as shown below.



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

Navigation Shortcuts and Tips

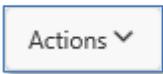
The image below provides basic top navigation shortcuts located near the top of the portal.



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

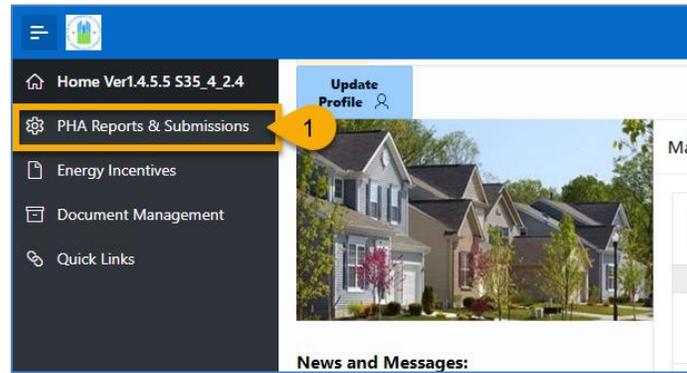
previous web page. The shortcut “**New Window**” opens the current page in a new web browser window. Clicking the “**PHA User Guide**” button downloads this “**PHA User Guide for HUD-50075-5Y.**”

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.

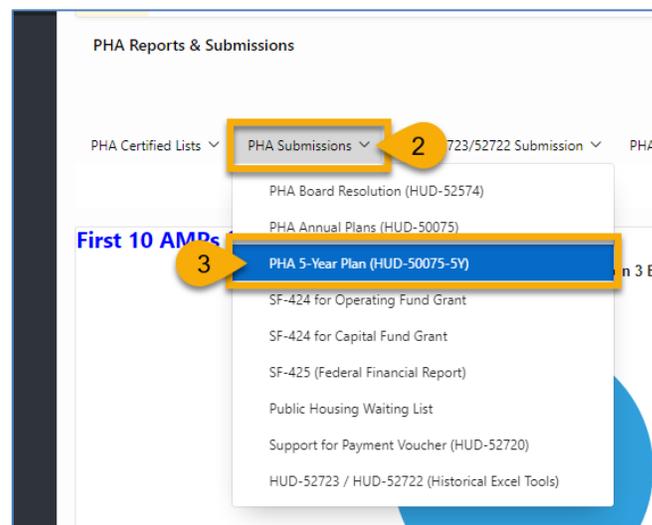
	Click this icon to expand the navigation menu
	Click this icon to minimize the navigation menu
	Click this icon to download the displayed data in CSV/Excel format
	Click this icon to expand or maximize the tables
	Click this icon to minimize the tables
	Click this icon to read the definition of the data 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.



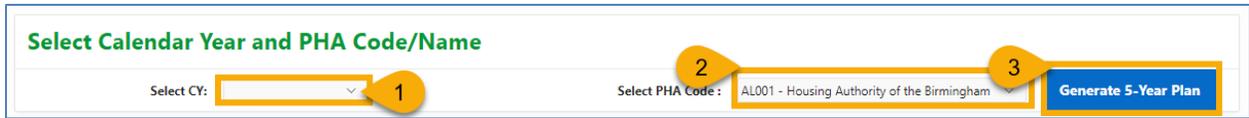
1. On the Portal home page, click “PHA Reports & Submissions” in the left side navigation menu.



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

Creating the 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 CY:** 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 the 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, and does not have an option for an electronic signature submission yet. To manually sign the HUD-50077-SL certificate, the PHA User or PHA Execute 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.

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

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 ⓘ

1

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.

2 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.

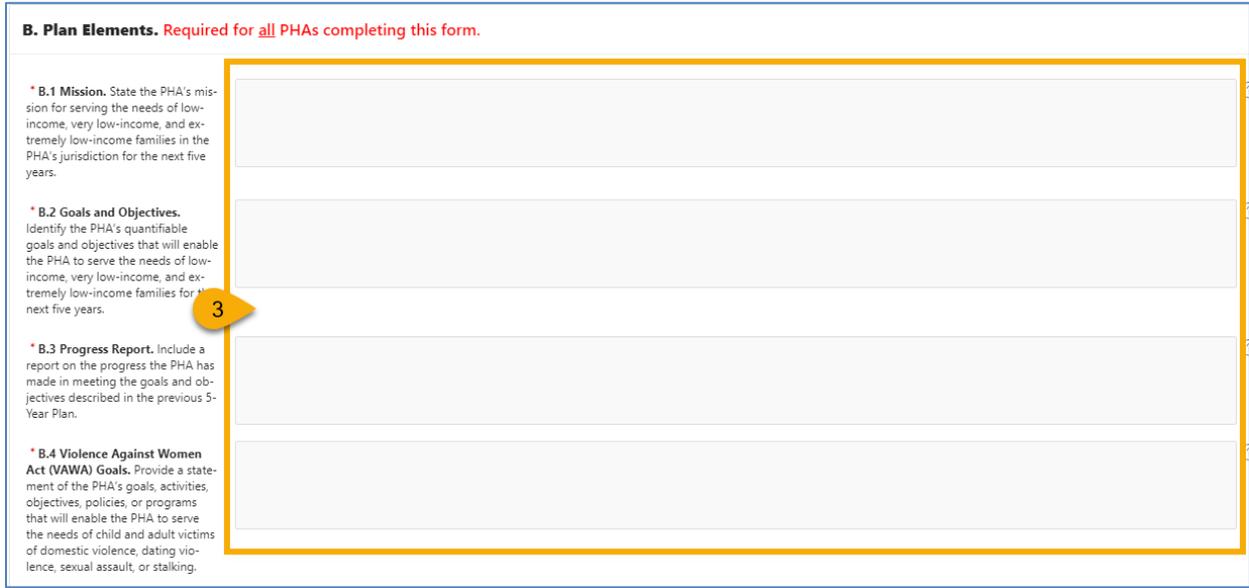
B. Plan Elements. Required for all PHAs completing this form.

* **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.

* **B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.



3. **Section B. Plan Elements:** For all fields within the **Plan Elements** section must be completed for submission.

C. Other Document and/or Certification Requirements.

C.1 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

Enter text here as needed.

C.2 Resident Advisory Board (RAB) Comments.

* (a) Did the RAB(s) have comments to the 5-Year PHA Plan?

No
 Yes

(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

Add/Delete/View RAB Comments 0



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 **Yes** or **No** to answer the question. The PHA should only select **Yes** if the PHA has conducted a public hearing which resulted in a Resident Advisory Board providing comments. In addition, when **Yes** is selected for “**C.2 Resident Advisory Board (RAB) Comments**”, a corresponding file must be attached.
6. Click “**Add/Delete/View RAB Comments Attachment**” to add attachment(s) when Step 5 response is **Yes**.



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 \(Authorizing Official\)](#) 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? No Yes **7**

(b) If yes, include Challenged Elements.

8 Add/Delete/View Challenged Elements Attachment 0

HUD-50077-SL

Click this button to ensure form is signed

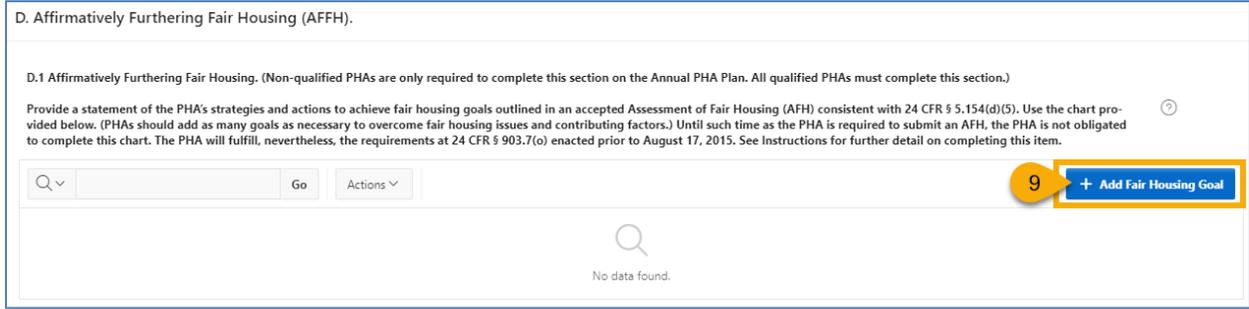
7. **C.4 Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan:** Select **Yes** or **No** to answer the question. The PHA should only select **Yes** if the PHA has conducted a public hearing which resulted in challenging any elements of the plan. In addition, when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



Note:

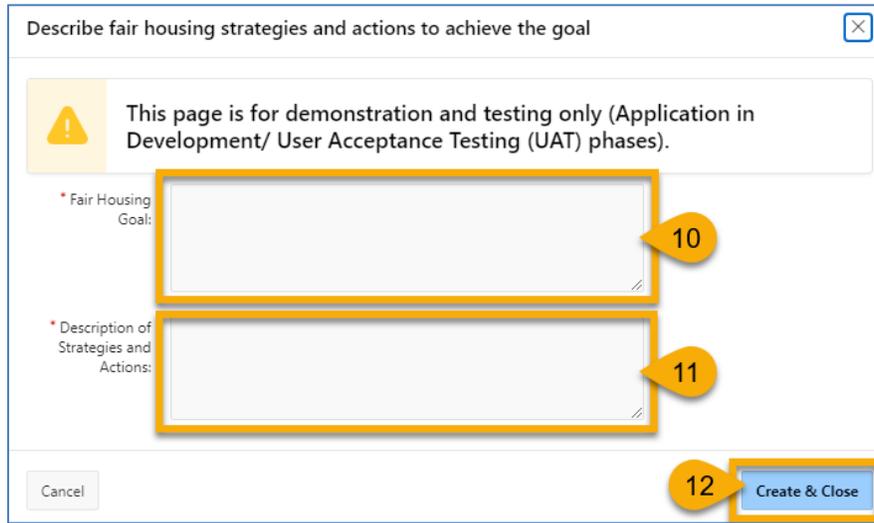
1. Every time the user adds or makes any updates to the plan content, the user must click “**Apply Changes**” at the top of the menu bar prior to opening any pop-up windows. Otherwise, text data will be lost and not saved. Go to the [Changing the HUD-50075-5Y](#) section to follow the steps to complete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

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



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

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



- Fair Housing Goal:** Describe the fair housing goal.
- Description of Strategies and Actions:** Describe the fair housing strategies and actions to achieve the goal.
- Click the “**Create & Close**” button to complete the goal.



Scroll down to add additional supporting documents.



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



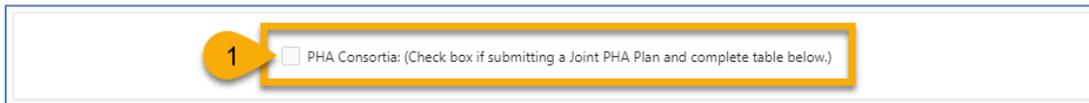
Note: Go to the [Uploading Attachments](#) section to follow steps to complete the uploading process.

Adding PHA Consortia

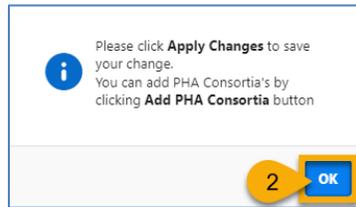
To add a Consortia PHA to the 5-Year PHA Plan, follow the instructions below.



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 part of a consortia and are submitting a joint PHA plan.

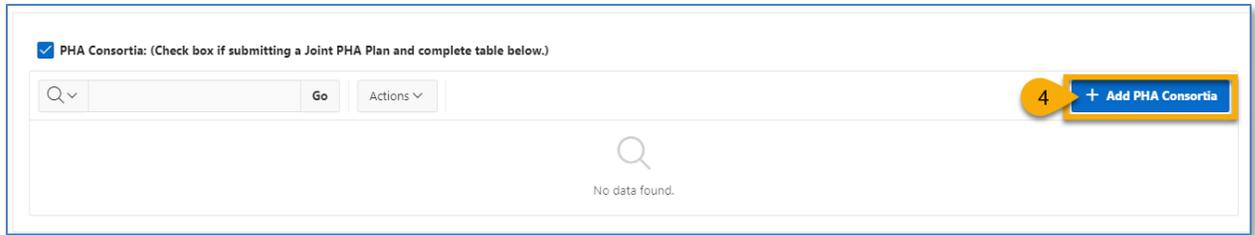


A popup window appears.

2. Click the “OK” button.



3. Click the “Apply Changes” button.



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

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

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

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

☑ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Search: Go Actions ▾

Click this button to add a PHA **+ Add PHA Consortia**

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

Click the trash can icon to delete the PHA

Edit	Lead PHA	Program(s) not in the Consortia	Number Of Units in PH	Number Of Units in HCV	PH	Delete	
<input type="checkbox"/>	Y	AK001 Corporation	needed.	Enter text here as needed.	1261	0	
<input type="checkbox"/>	N	AK002 METLAKATLA HA	Enter text here as needed.	Enter text here as needed.	50	0	

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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 (Authorizing Official)

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



Note:

1. The Authorized Official must submit their signature as an attachment (wet signature.) The electronic signature option is not currently available for HUD-50077-SL.
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.

Return to PHA Selection **1** HUD-50077-SL View/Print HUD-50075-5Y

5-Year PHA Plan (for All PHAs)

A. PHA Information.

PHA Name: **Housing Authority of the Birmingham District** ? PHA Code: **AL001** ?

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

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

Submit the HUD-50077-SL with Electronic Signature



Note: The Authorized Official must submit their signature as an attachment (wet signature.) The electronic signature option is not currently available for HUD-50077-SL.

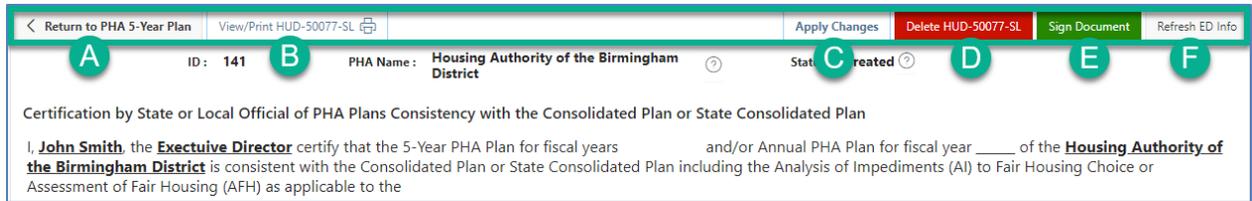
To electronically sign the “Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan,” or HUD-50077-SL, follow the directions below.

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.

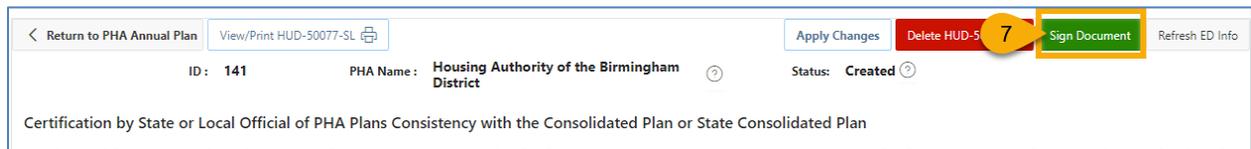
3. **Electronic Signature:** Select “True.”
4. **Name of Authorized Official:** Enter the name of the authorized official for HUD-50077-SL.
5. **Title:** Enter the title of the authorized official.

6. Click the “Create” button.

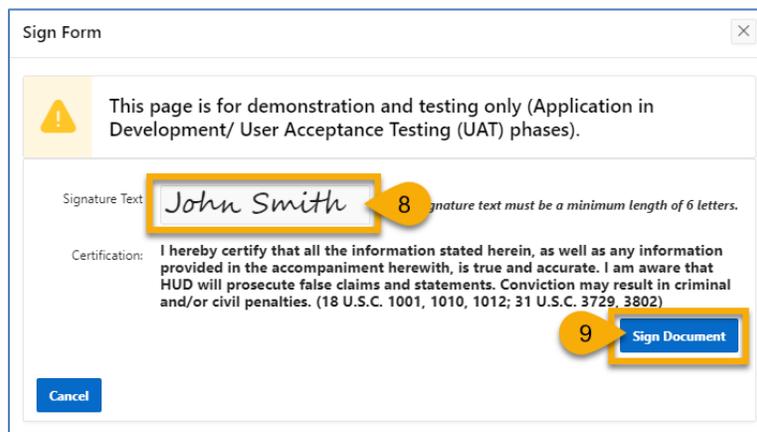
The system displays the menu buttons at the top of the screen.



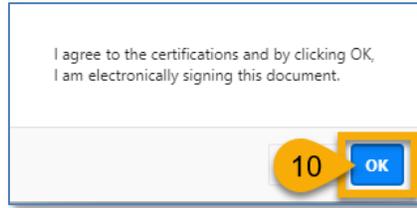
- A. **Return to PHA 5-Year Plan:** Click this button to return to the PHA’s HUD-50075-5Y submission.
- B. **View/Print HUD-50077-SL:** Click this button to review the HUD-50077-SL in printed form.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-SL form.
- D. **Delete HUD-50077-SL:** Click this button to delete the HUD-50077-SL form.
- E. **Sign Document:** Click this button to sign and submit the HUD-50077-SL as part of the HUD-50075-5Y submission.
- F. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-SL submission. The “Refresh ED Info” button updates the details based on the latest changes in IMS/PIC. If the ED information is inaccurate, you’ll need to correct this data in IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to sync and appear in the Public Housing Portal.



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



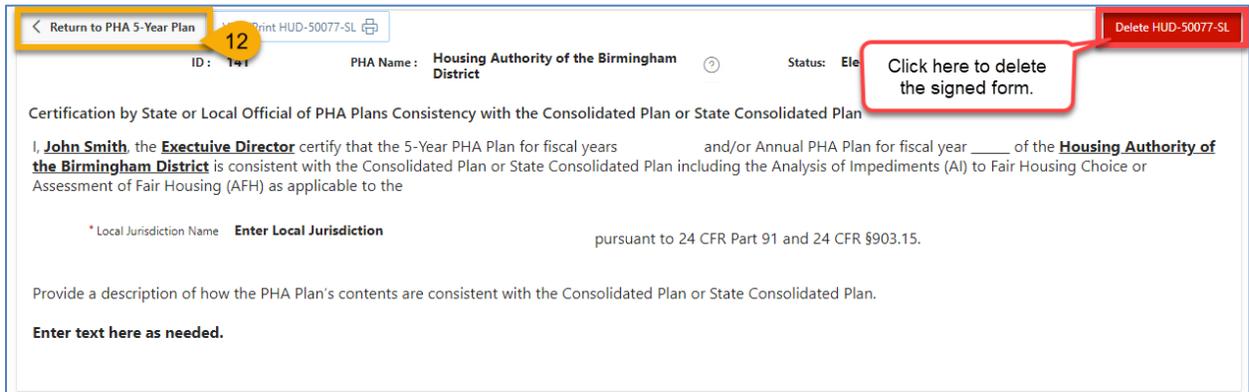
8. **Signature Text:** Type your name in the field.
9. Click the “**Sign Document**” button to electronically sign the form.



10. Click the “**OK**” button to agree to the certifications.



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



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

Submit the HUD-50077-SL with Wet Signature



Note: The Authorized Official must submit their signature as an attachment (wet signature.) The electronic signature option is not currently available for HUD-50077-SL.

HUD requires PHAs to submit HUD-50077-SL with the Authorized Official’s signature. To manually sign the form, the PHA must print the form, obtain the Authorized Official’s wet signature, 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.

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.

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. Click the “Create” button.

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

- 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.
- 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.

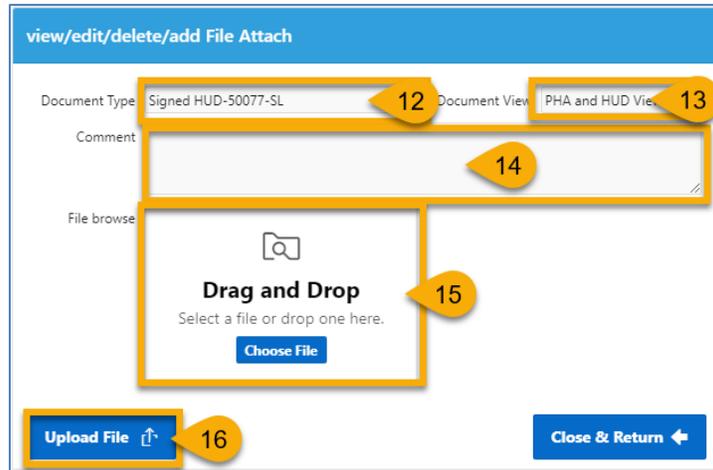
- 7. Click the “View/Print HUD-50077-SL” button to view and print the form for signature.

8. Select the **Destination** you want to print to.
9. Click the “**Print**” button to print the form.
10. The Authorized Official must sign and date the form.

11. 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).

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



12. **Document Type:** Select the “Signed HUD-50077-SL” document type.
13. **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.
14. **Comment:** Enter comments related to the document.
15. **File browse:** Either “Drag and Drop” the file or click the “Choose File” button to search and select the file.
16. Click the “Upload File” button.

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

Document ID	Download	File Name	File Description	Comment	Upload	Delete File	Document
4990	Download	st File.docx		-	Larissa1 Khon		Uploaded

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



17. Click the “Close & Return” button when finished.

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

Apply Changes Delete HUD-50077-SL **18** Submit Document

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

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

Form: HUD-50077-SL 5YR 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 [dropdown] and/or Annual PHA Plan for fiscal year [dropdown] 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

18. 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 users.

< Return to PHA 5-Year Plan **19** Print HUD-50077-SL

Click here to delete the signed form Delete HUD-50077-SL

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

CY: [dropdown] PHA Code/Name: FL004 - Orlando Housing Authority HUD 50077-SL ID: 161 Status: Submitted

Form: HUD-50077-SL 5YR PHA Plan ID: 56 Version: 2

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

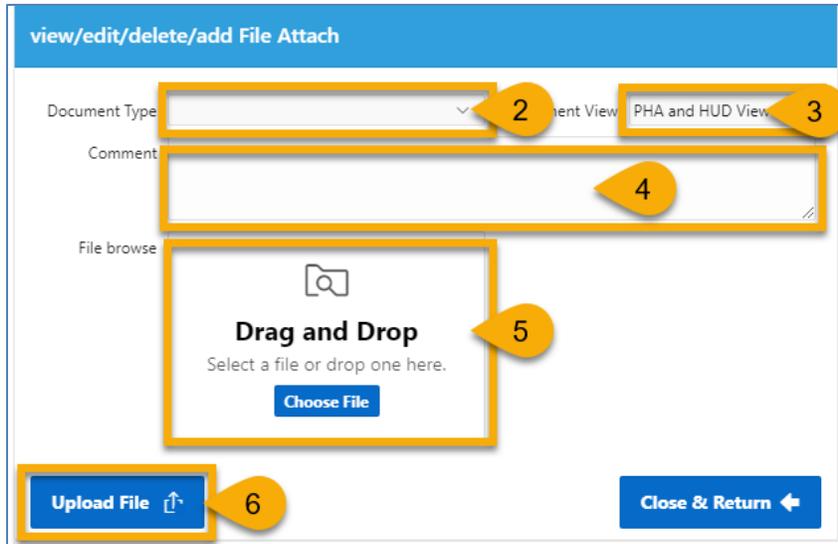
Uploading Attachments

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.



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. **File browse:** 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 Name	File Description	Comment	Upload	Delete File	Document
4990	Download	st File.docx		-	Larissa1 Khon		Uploaded

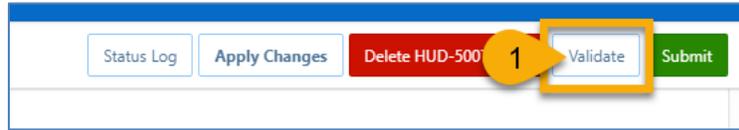
Click the “Download” hyperlink to open and download the file. Click the trash bin icon () to delete the file.



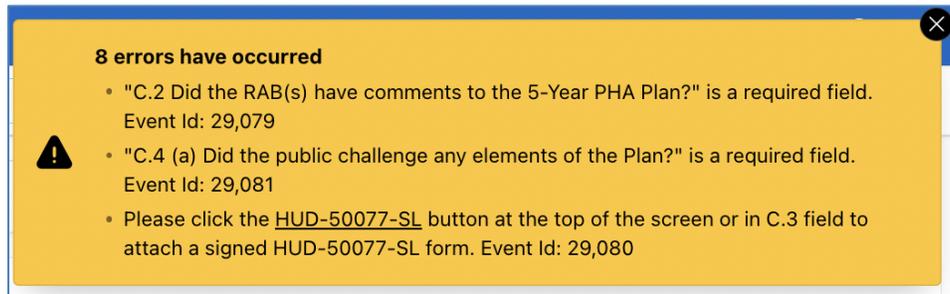
7. Click the “Close & Return” button when finished.

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.



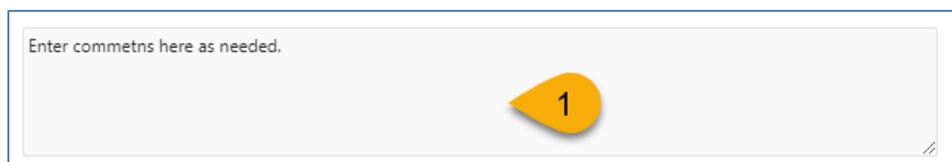
If the system displays error messages, the user must address them prior to the submission of the form. The yellow box outlines the specific errors that need to be addressed.



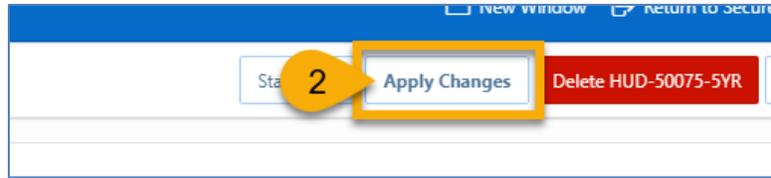
Once all errors have been addressed. Go back to Step 1. The system displays “**The form is ready for submission**” message.

Changing the HUD-50075-5Y

Follow the general directions below to make and save changes to the submission.



1. Enter changes you would like to make.



2. Click the “Apply Changes” button to save the changes.



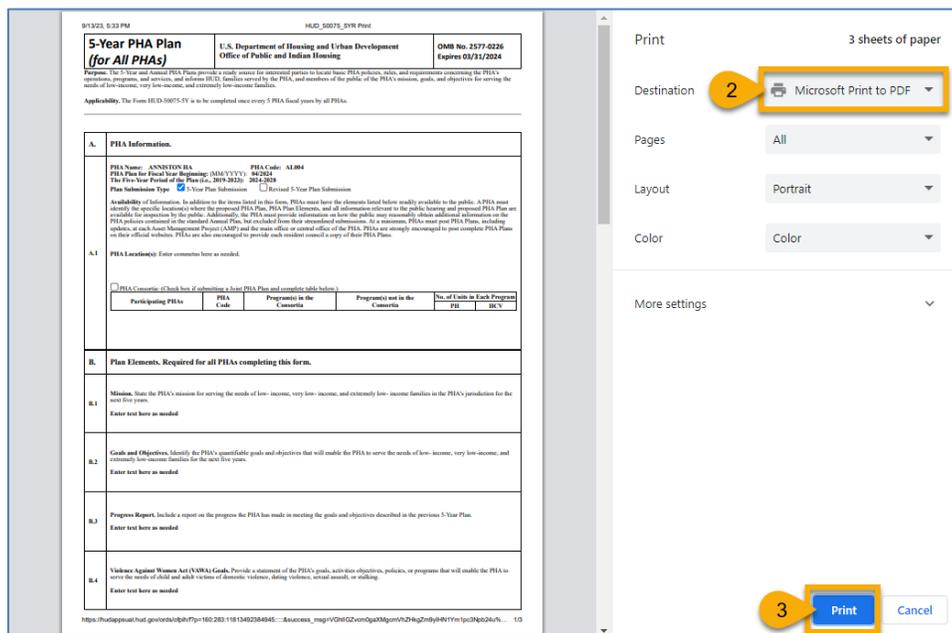
The changes have been saved. The user can proceed with the submission.

View and Print 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.

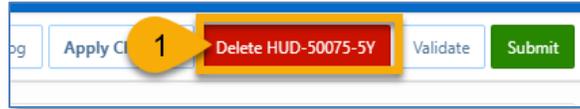


2. Select the **Destination** you want to print to.

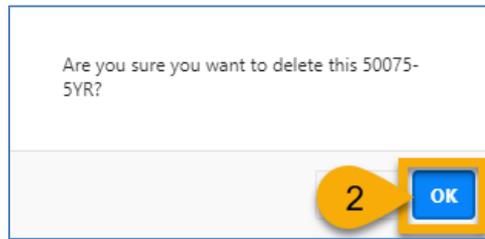
3. Click the “Print” button to print the form.

Delete HUD-50075-5Y

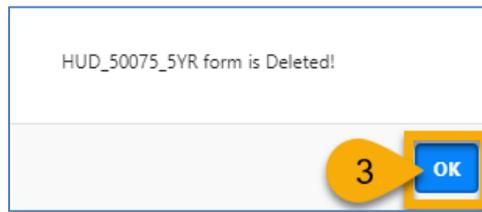
To delete the HUD-50075-5Y submission, follow the steps below.



1. Click the “Delete HUD-50075-5Y” button.



2. Click the “OK” button to continue.



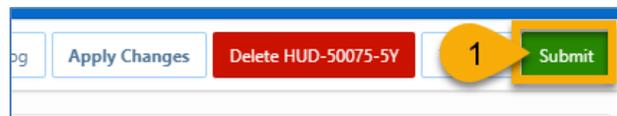
3. Click the “OK” button again to finish.

Submitting HUD-50075-5Y (Executive Director)

Once the form HUD-50075-5Y is created, updated, along with signed and submitted HUD-50077-SL certificate, and any 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.



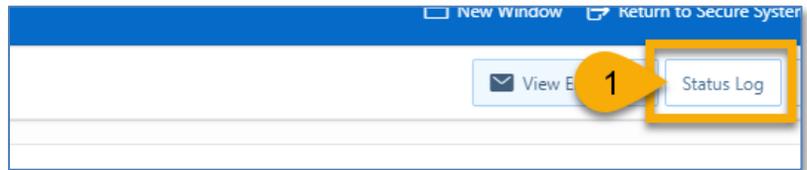
1. Click the “Submit” button to submit the HUD-50075-5Y plan.



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.



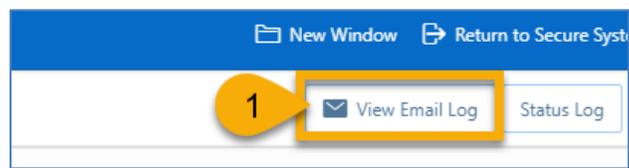
1. Click the “**Status Log**” button.

Status Change Detail											
Current Submission Status											
Module ID	Calendar Year	Module Ref. No.	Development No.	User Name	Update Date /Time	Old Status	New Status	FO Submission Comments	HUD Comments	Return Comments	Cor
2	2024			Khon, Larissa1	09/13/23 05:53PM	Created	Submitted				
2	2024			Khon, Larissa1	09/13/23 05:52PM	Submitted	Created				
2	2024			Abraham, Johnson1	09/12/23 05:44PM	Accepted	Submitted				
2	2024			Abraham, Johnson1	09/12/23 05:40PM	Submitted	Accepted	FO review comments			

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

View Email Log

To view the email log, follow the directions below.



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

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.

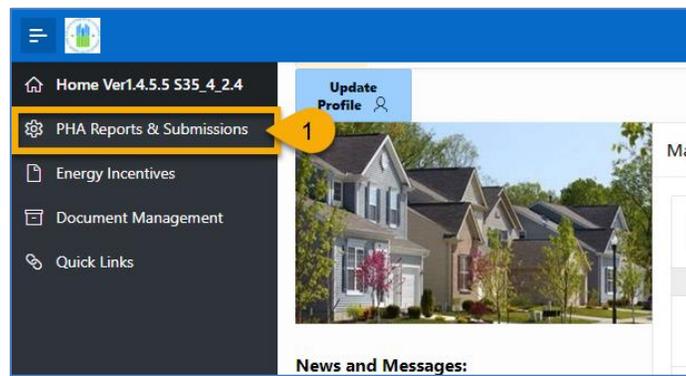
Sincerely,

Office of Public Housing

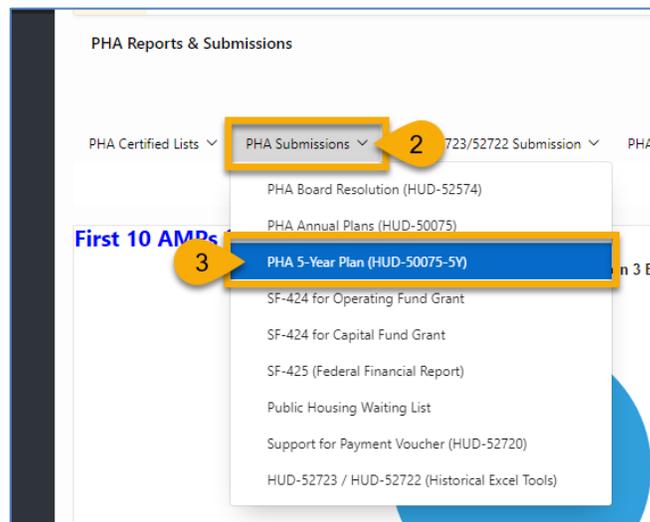
US Department of Housing & Urban Development

Creating a 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. Follow the steps below.

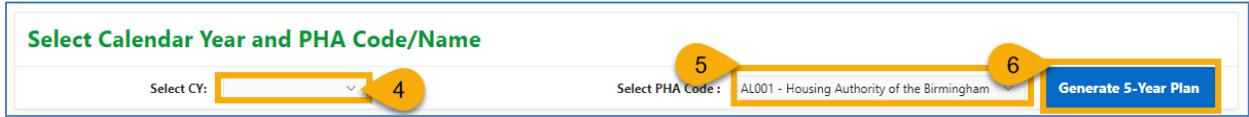


1. On the Portal home page, click “PHA Reports & Submissions” in the left side navigation menu.

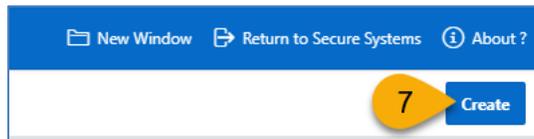


2. Click the “PHA Submissions” drop-down menu.

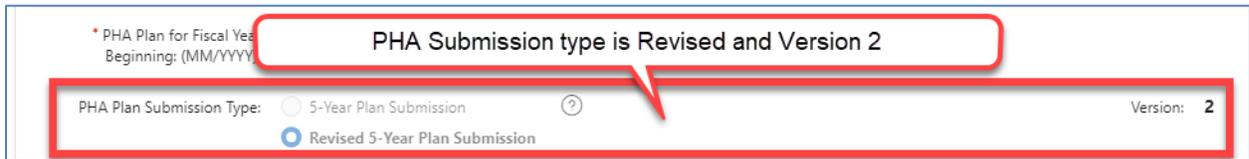
3. Select “PHA 5-Year Plan (HUD-50075-5Y).”



- 4. **Select CY:** 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.



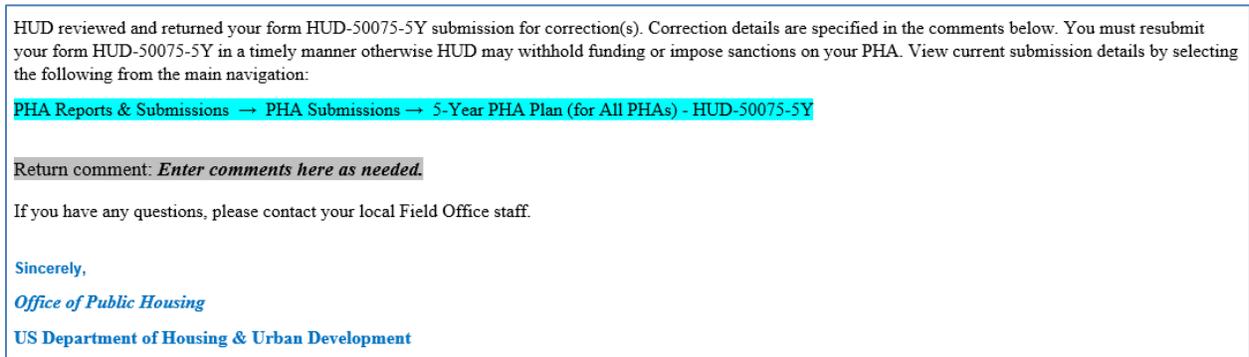
7. Click the “**Create**” button again.



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

Returned HUD-50075-5Y

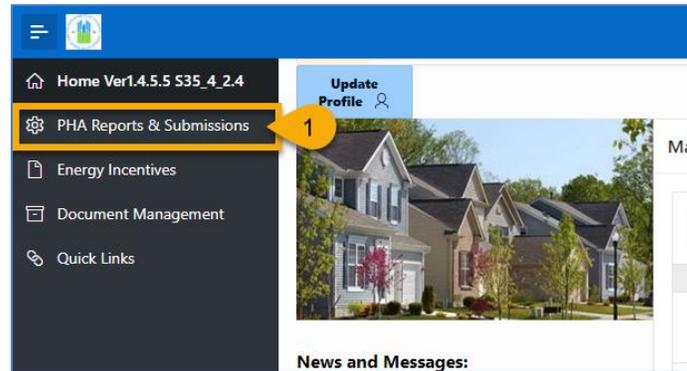
The Field Office may return the PHA’s HUD-50075-5Y submission if the submission contains errors, omissions, missing or incorrect documentation, or any other reason. The Portal notifies the PHA’s Executive Director by email when the FO returns their forms.



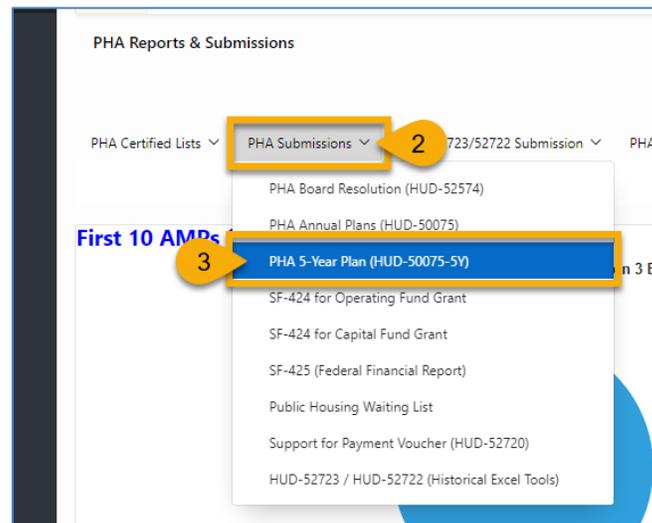
Refer to instructions on how to resubmit the HUD-50075-5Y in the next section, [Resubmit HUD-50075-5Y](#), in response to a Return.

Resubmit 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 CY: 4 Select PHA Code: AL004 - Houston Housing Authority. 5 create

ID	CY	PHA Code	PHA Name	Version	Status	Returned Comment	Goals and Objectives	Progress Report	VAWA Goals	Amendment or Modification	RAB Comments	Public Challenge?	
24	AL004	ANNISTON HA	1	Returned	Enter text here as needed.	Y	T	-	Enter text here as needed.	Enter text here as needed.	Enter text here as needed.	N	N

4. **Select CY:** 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**

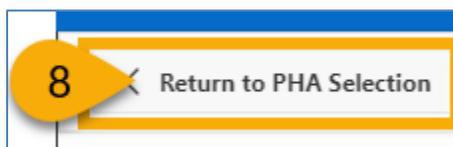
The Five-Year Period of the Plan (i.e. 2019-2023): PHA Plan for Fiscal Year Beginning (MM/YYYY): Status: **Returned** Version: **2**

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 in the PHA Plan. 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

7. **Field Office Returned Comment:** Review the reasons for the returned HUD-50075-5Y.



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: The 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: The 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: The 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: The 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.

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.