Public Housing Portal

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



U.S. Department of Housing and Urban Development

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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 <u>PIH-2015-18</u> "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 <u>HUD-50075-5Y</u> "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: <u>https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal</u>.

Navigating to Portal through Secure Systems

Using the Google Chrome web browser only, go to the portal through the Secure Systems URL:

<u>https://hudapps.hud.gov/HUD_Systems/</u>, 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.



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. <u>The "User Profile Guide"</u> is <u>available to download at the portal Home page</u>.

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).

			(
	Actions	~	
PHA Name	Portal Role Assigned	Role Description	PHA Cod
LAKELAND	OPD	Executive Director Role	AL004
LAKELAND	OPD	Executive Director Role	CA002
		and the second	~
-		Exe	- Contraction
BIRMINGHAM	OPD	Executive Director Role	PA003
			1 - 50
BIRMINGHAM	OPD	Exe	PA
١	Without PHA assignme	or	
al role(s) v act your P	Without PHA assignme 'HA's WASS coordinat	<u>:or</u> .	
al role(s) v r <u>act your P</u> ⁄	WITHOUT PHA assignme 'HA's WASS coordinat	vor.	

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 Rep	PHA Reports & Submissions \ View/Download Portal User Communications							
Qv	Q ~ Go 1. Primary Report ~ Actions ~							
View Details	View CY Communication Type Scope Communication Subject Communication							
Ø	2022	07/11/22 06:27AM	Email	РНА	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		
Ø	2022 04/19/22 08:10AM PHA Test Add New Communication Paragraph Tore Test Add New Communication Paragraph Four					Test Add New Communication Paragraph One Test Add New Communication Paragraph Two Test Add New Communication Paragraph Three Test Add New Communication Paragraph Four		
Ø	2022	10/07/21 04:25PM	Email	РНА	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.

Q~			G	o 1.	Primary Report 🗸 🗸	Actions ~			
View Details	СҮ	Communication Date	Туре	Scope	Communication Subj	, 🆽 Select Columns	Communication		
Ø	2022	07/11/22 06:27AM	Email	РНА	FFY 2022 OpFund Shortfall Fundi Application/Appeal due TOMOR (07/12/2022)	Filter	monitored mailbox. Please do not reply. Contact your local Field Office with ** Public Housing Authority: PHAs eligible for Operating Fund Shortfall		
Ø	2022	04/19/22 08:10AM	Email	РНА	Test Add New Communication	Format > Flashback	Communication Paragraph One Test Add New Communication Paragraph Tw Communication Paragraph Three Test Add New Communication Paragraph		
Ø	2022	10/07/21 04:25PM	Email	РНА	SF-424 for CY 2022 OpFund Grar 11/5/2021	Save Report	monitored mailbox. Please do not reply. Contact your local Field Office with ** Dear Executive Directors: PHAs must submit their SF-424 and, if necessary		
Ø	2021	03/08/21 10:20AM	Email	РНА	Test 6 months	 Reset Help 	Click to download all		
R	2021	09/08/20 10:21AM	Email	РНА	Test 12 months	🕁 Download	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 Repo	orts & Si	ubmissions \ View,	/Downlo	ad Porta	I User Communications	Click here for
Qv	_		Go	4. 1	n last 12 Months V Actions V	Actions
· ·	∇	Communication Date is	in the last	t 12 month	15 🖌 Denotes Filter	
View Details	СҮ	Communication Date	Туре	Scope	Communication Subject	Communication
Ø	2022	07/11/22 06:27AM	Email	РНА	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 Shor

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

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mmunication								
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								
HAs that imp	lement waivers and alternative requirements consistent with Notice PIH 2021-1	4 may submit actions rec	orded on lines 2a	and 2b in the form	HUD-50058 or	HUD-5005		
ater than 90 equirements. equirements 17 of 4000	calendar days from the effective date. PHAs may only submit 90 calendar days Such instances may be waivers and alternative requirements related to reexam up to 90 days to submit their forms, PIH encourages PHAs that have the operat Click here to view & download the message	inations and inspections ional capacity to do so	. Although PIH pro to continue submit	vides PHAs that imp ting HUD-50058 form	lement waive s within the	ers and al enormal 6		
ater than 90 equirements. equirements 17 of 4000	Calendar days from the effective date. PHAs may only submit 90 calendar days Such instances may be waivers and alternative requirements related to reexa up to 90 days to submit their forms, PIH encourages PHAs that have the operat Click here to view & download the message File Name	inations and inspections ional capacity to do so File Description	. Although PIH pro to continue submit Last Update User	vides PHAs that imp ting HUD-50058 form Last Update	lement waive s within the Attach Id	File Id		
ater than 90 equirements. equirements 17 of 4000	Calendar days from the effective date. PHAs may only submit 90 calendar days Such instances may be waivers and alternative requirements related to reexa up to 90 days to submit their forms, PIH encourages PHAs that have the operat Click here to view & download the message File Name 2nd Reminder for timely HUD-50058 and HUD-50058 MTW submissions_20210827_PHA.pdf	sinations and inspections ional capacity to do so File Description Email PDF File format	. Although PIH pro to continue submit Last Update User LIANG ZHOU	Last Update 09/14/21 04:16PM	Attach Id	File Id 35090		

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.

		>
Your session will e you like to extend	end at 11:27:55 AM. it?	Would

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:

Your session has en	ded	×
	Cancel	Sign In Again

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.

Click the return to t	e HUD logo to he home page	Click to review training videos	C	Click to return to the Secure Systems home page]
= 🛞	Create POC/Forms/Overview PH	IA QC & Revisions () FO Review Submissions	● FO Review QC & Revision	□ New Window 🕞 Return to Secure Systems	(i) About
 A is ever 1.4.5.5 \$35.4.2.3 Click the hamburger icon to expand or collapse the 	FO Reports & Submissions \ Form 52723/52722 Submis	ssion Review NUD-52723/52722 Summary Report	Click to open a new page.	a summary Report	
navigation menu	s to return to the ff previous page e:	Select FO Code:	\$ =	Select PHA Code:	000
FO Reports & Submissions					

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

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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.



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.

PHA Reports & Sub	missions	
PHA Certified Lists 🗡	PHA Submissions × 2 723/52722 Submission ×	PHA
First 10 AMPs	PHA Board Resolution (HUD-52574) PHA Annual Plans (HUD-50075) PHA 5-Year Plan (HUD-50075-5Y)	
	SF-424 for Operating Fund Grant	n 3 E1
	SF-425 (Federal Financial Report) Public Housing Waiting List	
	Support for Payment Voucher (HUD-52720)	

- 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:

Select Calendar Year and PHA Code/Name	
Select CY:	Select PHA Code : AL001 - Housing Authority of the Birmingham Generate 5-Year Plan

- 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.



SYR PHA Plan (HUD-50075-5Y) is created.

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).

PHA Name:	D.C Housing Authority 🕐	PHA Code :	DC001 ⑦	CY:	0	ID: 19
ne Five-Year Period of the Plan (i.e. 2019-2023):	0	* PHA Plan for Fiscal Year Beginning (MM/YYYY):	0	Status:	0	Version: 1
PHA Plan Submission Type:	• 5-Year Plan Submission Revised 5	i-Year Plan Submission ?				
vailability of Information. In oposed PHA Plan, PHA Plan B	addition to the items listed in this form Elements, and all information relevant to	, PHAs must have the elements listed below i the public hearing and proposed PHA Plan a	eadily available to th re available for inspe	e public. A PH. ection by the p	A must identify the ublic. Additionally, t	specific location(s) where t the PHA must provide
vailability of Information. Ir roposed PHA Plan, PHA Plan { formation on how the public ninimum, PHAs must post PHA lans on their official websites.	n addition to the items listed in this form Elements, and all information relevant to may reasonably obtain additional inform A Plans, including updates, at each Asset PHAs are also encouraged to provide ea	, PHAs must have the elements listed below in the public hearing and proposed PHA Plan a nation on the PHA policies contained in the s Management Project (AMP) and main office ach resident council a copy of their PHA Plans	eadily available to th re available for inspe tandard Annual Plan, or central office of th	e public. A PH. ection by the p but excluded t he PHA. PHAs a	A must identify the ublic. Additionally, t rom their streamlin re strongly encoura	specific location(s) where t the PHA must provide ed submissions. At a aged to post complete PHA

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.



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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 <u>Adding PHA Consortia</u> section to follow steps to complete the PHA Consortia.

Navigate to Section B. Plan Elements.

B. Plan Elements. Required	Plan Elements. Required for <u>all</u> PHAs completing this form.				
* B.1 Mission. State the PHA's mis- sion for serving the needs of low- income, very low-income, and ex- tremely 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 ex- tremely low-income families for next five years.					
* B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and ob- jectives described in the previous 5- Year Plan.					
* B.4 Violence Against Women Act (VAWA) Goals. Provide a state- ment 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 vio- lence, 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 modifi- cation 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?	○ № • Yes 5	
(b) If yes, comments must be submitt sis of the RAB recommendations and	ed by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analy- the decisions made on these recommendations.	6 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.



- 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 <u>Changing the</u> <u>HUD-50075-5Y</u> section to follow the steps to complete the process.
- 2. Go to the <u>Uploading Attachments</u> section to follow steps to complete the uploading process.
- 3. Go to the <u>Completing Supplemental Form HUD-50077-SL (Authorizing Official)</u> section to complete the HUD-50077-SL.



- 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:

 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 <u>Changing the</u> <u>HUD-50075-5Y</u> section to follow the steps to complete the process. 2. Go to the <u>Uploading Attachments</u> section to follow steps to complete the uploading process.

D. Affirmatively Furthe	ring Fair Housing (AFFH).	
D.1 Affirmatively Furtherin Provide a statement of the vided below. (PHAs should to complete this chart. The	Ig Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PH PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of add as many poals as necessary to overcome fair housing issues and contributing factors.) Until PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17,	IA Plan. All qualified PHAs must complete this section.) Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart pro- such time as the PHA is required to submit an AFH, the PHA is not obligated 2015. See Instructions for further detail on completing this item.
Qv	Go Actions ~	9 + Add Fair Housing Goal
	Q 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.



- 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.
- 12. Click the "Create & Close" button to complete the goal.

Q~	Click the Fair	the Fair Go Actions ~			add	+ ^	dd Fair House Goal
Edit	Housing Goal	Fair Housing Goal	Description of Strategies and Actions	unotion	gou	Last Updated User	Delete
1	This is a test.This is a test.This	i 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_N4	Click to delete	
1	Enter text here as needed.		Enter text here as needed.		F_NA	the goal	
							1 - 2 of 2

Scroll down to add additional supporting documents.



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

Note: Go to the <u>Uploading Attachments</u> 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 <u>Submitting</u> <u>HUD-50075-5Y (Executive Director)</u> 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.

2~	Go Actions ∽	4 + Add PHA Conso
	\bigcirc	
	\sim	

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

4. Click "+ Add PHA Consortia" to add a PHA.

	Lead PHA
* Select PHA Code	<u>6</u>
* Program(s) in the Consortia	7
* Program(s) not in the Consortia	8
No. of Units in PH	9
No. of Units in HCV	10
Cancel	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 <u>not part</u> 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.

Pł Q.	HA Consorti	a: (Check	box if submitting a Joint PHA Plan Go Act	a and complete table below.	.)		Click this bu add a Pl	tton to HA	HA Consortia
Edit	Lead PHA		Y marks the Lead F N marks PHA part of the	PHA consortia	Program(s) not in the Consortia	Number Of Units in PH	Number Of Units in HCV	Click the trash	d Delete Id
	Y	AK	Corporation	needed.	Enter text here as needed.	1261	0	delete the PHA	
	N	AK002	METLAKATLA HA	Enter text here as needed.	Enter text here as needed.	50	0	Larissa1 Khon Larissa1 Kho	on 📋
									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.



- 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.



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.

Keturn to PHA 5-Year Plan				Create			
ID :	PHA Name : Housing Authority of District	the Birmingham 🕜	Status: ⑦				
Certification by State or Local Official	of PHA Plans Consistency with the Con	solidated Plan or State Co	onsolidated Plan				
I, , the certify that the 5-Year PHA Plar consistent with the Consolidated Plan applicable to the	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	Uurisdiction	pursuant to 24 CFR Par	t 91 and 24 CFR §903.15.				
Provide a description of how the PHA	Plan's contents are consistent with the C	onsolidated Plan or State (Consolidated Plan.				
Enter text here as needed.							
	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	True V 3		
* Name of Authorized Official:	4	* Title:	5
Signature Text :	0	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.

	PHA Name :	Housing Authority of the Birmingham District	0	Status:	0	6 Create
ہ ا	f PHA Plans Cons	istency with the Consolidated Plan o	r State C	onsolidated	Plan	

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.

Return to PHA Annual Plan	View/Print HUD-50077	-SL 🖶			Apply Changes Delete HUD-5	7 Sign Document	Refresh ED Info	
ID :	141	PHA Name :	Housing Authority of the Birmingham District	0	Status: Created 🤊			
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan								

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.

Keturn to PHA 5-Year Plan	Print HUD-50077-SL 6믑					Delete HUD-50077-SL			
ID: 14	+I PHA Name :	Housing Authority of the Birmingham District	?	Status: Ele	Click here to delete the signed form.				
Certification by State or Local	Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan								
I, John Smith, the Exectuive Director 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 Enter Local Jurisdiction 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.									

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.

Keturn to PHA 5-Year Plan	Create						
Certification by State or Local Official of PHA Pla	ns Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)						
CY: ⑦ PHA Code/Name:	AL001 - Housing Authority of the ③ HUD 50077-SL ③ Status: ⑦ Birmingham District ID:						
Form: HUD-50077-SL ⑦	5YR PHA Plan Version: ③ ID:						
Certification by State or Local Official of PHA Pla	ns 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 <u>AL001 - Housing Authority of the Birmingham</u> <u>District</u> 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 content	is are consistent with the Consolidated Plan or State Consolidated Plan.						
	-						

- 1. Local Jurisdiction Name: Enter the local jurisdiction name associated with the 5-Yeah 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	False v 3	
* Name of Authorized Official:	4 Title:	5
Signature Text :	⑦ Date (mm/dd/yyyy):	\odot

- 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.

PHA Name : Housing Authority of the Birmingham District	0	Status:	0	6		
of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan						

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.

	Status: Creat		Print	1 sheet of par
Certification by State or Local	U.S. Demotorent of Mandala and Urban	Т	FILL	raneet of pag
Official of PHA Plans Consistency	Development		_	
with the Consolidated Plan or	Office of Public and Indian Housing			
State Consolidated Plan	OMB No. 2577-0226		Destination 8	Microsoft Print to PDF
(All PHAs)	Expires 3/31/2024		<u> </u>	
Certification by State or Local Off Consistency with the Consolidated Plan o	icial of PHA Plans r State Consolidated Plan		Pages	All
John Smith, the Authorized Offical certify that the 5-Year PH nnual PHA Plan for fiscal year 2024 of the <u>ALOO1 - Housing A</u> onsistent with the Consolidated Plan or State Consolidated P	A Plan for fiscal years <u>2024-2028</u> and/or <u>uthority of the Birmingham District</u> is lan including the Analysis of Impediments		Layout	Portrait
Al) to Fair Housing Choice or Assessment of Fair Housing (AF ursuant to 24 CFR Part 91 and 24 CFR § 903.15. rovide a description of how the PHA Plan's contents are cons	 as applicable to the <u>Enter text here</u> istent with the Consolidated Plan or State 		Color	Color
		-		
Name of Authorized Official: John Smith Signature:	Title: Authorized Offical Date:			
Name of Authorized Official: John Smith Signature: In that fails bysteries of failing of this hadgest a safet of table to be because	Title: Authorized Offical Date: metaliation for the second	10		
Name of Authorized Official: John Smith Signature: In Mol Series Systems: A Swalig and Shari Devices a safet and in which the devices of galaxies produced Amade of This 12 and Amade Systems Response to Amade Shari Series and Shari Sha	Title: Authorized Offical Date: metaline by other offic 1215 Cole, Sectors 1911 et al., and metaline by other offic 1215 Cole, Sectors 1911 et al., and where the metaline of all and a short the translation of plane. You the metaline of plane or our metaline plane.	10		
Name of Authorized Official: John Smith Signature: In blind Jack Systems of Name and	Title: Authorized Offical Date: which adduction by stress of 700 11,115 Oak decise 1201 of eas, and means an equilated which adduce is easies as which the stress area required which adduce is a stress that The system of the mean of the stress and the system of the stress area of the stress and the stress and the stress and the stress and the stress area of the stress and the st	10		
Name of Authorized Official: John Smith Signature: In the basis beginner of Autoparticle State of the State State International State State State State State State State State State Autoparticle State Sta	Title: Authorized Offical Date: 	10		

- 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.

Signature					
Electronic Signature:	False 🤊	Signed form HUD-50077-SL Add/Delete/View Attachment 0			
* Name of Authorized Official:	John Smith	0	* Title:	Authorized Offical	0

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.

view/edit/delet	e/add File Attach		
Document Type	Signed HUD-50077-SL	12 Document View PHA and HUD Viel	13
File browse	Contract Choose File	15	
Upload File [16	Close & Retur	n 🗲

- 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.

Qv	-			on is estimated to every	e 0.16 hours per s			onnevlewing instr	actions, search
Document ID	Download	Click to download and	ile Name	File Description	Comment	Upk	Click to delete	Delete File	Document
4990	Download	view the file	st File.docx		-		Larissa1 Khon	Ū	Uploaded
			·						

Click the **"Download**" hyperlink to open and download the file. Click the trash bin icon (¹) to delete the file.



17. Click the "Close & Return" button when finished.

Keturn to PHA 5-Year Plan	View/Print HUD-50077-SL 다음			Apply Changes	Delete HUD-5 18 Submit Document				
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	⑦ HUD 50077-SL ID:	124 🤊	Status: Created 🕗				
Form: HUD-50077-SL 🤇	9		5YR PHA Plan ID:	45	Version: 1				
Certification by State or L	Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan								
I, <u>John Smith</u> , the <u>Authoriz</u> <u>Authority of the Birmingha</u> Choice or Assessment of Fai	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 (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 Certification by State or Local Officiation	Click here to delet the signed form	Delete HUD-50077-SL			
CY: ③	PHA FL004 - Orlando Code/Name:	Housing Authority ⑦ HUD 5007	7-SL 161 () Status:	Submitted ⑦
Form: HUD-50077-SL 🧿		SYR PHA	Plan 56 ID:	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	
Add/Delete/View Supporting Documents 0 🔇	

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

view/edit/delet	e/add File Attach	
Document Type	2 rent View PHA and HUD View	3
Comment	4	7
File browse	[]	_
	Drag and Drop Select a file or drop one here. Choose File	
Upload File [1	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. 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.

Q~	~			on is estimated to average	0.16 hours pers			on noveming instr	uctions search
Document ID	Download	Click to download and view the file	ile Name	File Description	Comment	Uple	Click to delete	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 (



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.

8 errors have occurred	5
 "C.2 Did the RAB(s) have comments to the 5-Year PHA Plan?" is a required field. Event Id: 29,079 	
 "C.4 (a) Did the public challenge any elements of the Plan?" is a required field. Event Id: 29,081 	
 Please click the <u>HUD-50077-SL</u> button at the top of the screen or in C.3 field to attach a signed HUD-50077-SL form. Event Id: 29,080 	

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.

9/13/23,	5:33 PM	HUD_50075_5YR Print		*	Deint	2 shouts
5-Y (fo	'ear PHA Plan r All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024		Print	3 sheets
Purpose operation needs of Applica	c. The 5-Year and Annual PHA Plans provi as, programs, and services, and informs H low-income, very low-income, and extrem bility. The Form HUD-50075-5Y is to be a bility.	side a ready source for interesting parties to locate basic PHA policies, ratios, and re RUD, families served by the PHA, and members of the public of the PHA's mission mely low-income families. completed once every 5 PHA fiscal years by all PHAs.	paircovents concerning the PILVs n, goals, and objectives for serving the		Destination 2	🖶 Microsoft Print to P
А.	PHA Information.				Pages	All
	PHA Name: ANNISTON HA PHA Plan for Fiscal Year Beginning; The Five-Year Period of the Plan (i.e., Plan Submission Type S -Year Pi Availability of Information. In addition identify the specific heatinn(s) where H	PHAC offer: ALBH4 (MM/YYYY): 44/284 J. 019-3233; 328-3283 Tan Salomination Critical Science Plan Submission to the items listed in this form; PHAs must have the classest listed below readily the provessed PHA PHA. PHA PHA DEBENDENCEs and all information relevant to the or the provessed PHA PHA. PHAP PHAC DEBENDENCEs and PHAP	available to the public. A PHA must blc locating and processed PHA Plan are		Layout	Portrait
AI	available for inspection by the public. A PHA policies contained in the standard J updates, at each Asset Management Proj on their official websites. PHAs are also PHA Location(s): Enter commetts here	Addinianity, the PHA must provide information on how the public may reasonable Around Pats, but excluded from their whereaffield and the provide the provide the provide the provide the provide the PHA. PHAs are strongly or or encouraged to provide each resident council a copy of freir PHA Plan. er as needed.	obtain additional information on the IAs must post PHA Plans, including accounged to post complete PHA Plans		Color	Color
	PHA Conserie: (Check bes if subes Participating PHAs	niting a Inist PHA Pins and complete table below) PHA Program(s) in the Caule Consortia Consortia	No. of Units in Each Program PH HCV		More settings	
B.	Plan Elements. Required for a	all PHAs completing this form.				
8.1	Mission. State the PHA's mission for se next five years. Enter text here as needed	erving the needs of low-income, very low-income, and extremely low-income fa	milies in the PHA's jurisdiction for the			
B.2	Grah and Objectives. Identify the PBJ extremely low-income families for the n Enter text here as needed	Uv quantifuble goals and objectives that will enable the PHA to serve the needs o next five years.	flow-income, very low-income, and			
8.3	Progress Report. Include a report on th Enter text here as needed	the progress the PHA has made in meeting the goals and objectives described in the	: previous 5-Year Plan.			
8.4	Violence Against Women Act (VXWA) serve the needs of child and adult victor Enter text here as needed	x) Graik. Provide a statement of the PHA's goals, activities objectives, policies, or j on of domenic violence, during violence, sexual assault, or stalking.	programs that will enable the PHA to			
<u> </u>						J Print

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.

PHA User Guide for HUD-50075-5Y - 2/13/2024



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 Char	ige Detail										
Current S	ubmission S	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.

View Er	mail Log													
Curr	rent Submission Emails													
Close	& Return 🗲 🔶 2													
Q~		Go Action	s∨											
ID	D Click to view the	Development No.	Email Scope	Level	Mail Mo	essage	Mail To	Mail From	Mail Su	bject	Mail CC	Mail BCC	Mail Attach- ment Count	
518	16 T_HUD_50075_5YR FL004		РНА	РНА	Send email t 2222222222	est 222222222	vbryant @orl- oha.orgF L004	daniel.m. lassila@h ud.gov	CY-2024 Foll HUD 50075- ID-16 for FL0	low-up on 5Y with 104		publicho usingpor tal@hud. gov	0	
(1.1	
Prev	vious Submission Emails													
Q~		Go Action	s V											
ID	Click to view the	Development No.	Email Scope	Level	Mail Message	Mail To	Mail From	Mail	Subject	Mail CC	Mail BCC	Mail Attach- ment Count	Last Update User	
517	15 T_HUD_50075_5YR FL004		РНА	РНА	Enter comments here as	vbryant @orl- oha.orgF	daniel.m. lassila@h	CY-2024 Fr HUD 5007	ollow-up on 5-5Y with		publicho usingpor tal@hud.	0	Daniel Lassila	

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.



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.



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)."

Select Calendar Year and PHA Code/Name	5
Select CY:	Select PHA Code : AL001 - Housing Authority of the Birmingham Generate 5-Year Plan

- 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.

* PHA Plan for Fiscal Yea Beginning: (MM/YYYY	PHA Submission	n type is	Revised and Version 2)
PHA Plan Submission Type:	 5-Year Plan Submission Revised 5-Year Plan Submission 	?	N	Version: 2

Go to <u>Completing the HUD-50075-5Y</u> 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, <u>Resubmit HUD-50075-5Y</u>, 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)."

Sel	Select Calendar Year and PHA Code/Name																	
	Select CY: Control Code: AL004 - Houston Housing Authority. Select PHA Code: AL004 - Houston Housing Authority.																	
Q~					Go	$Actions \curlyvee$												
	ID	сү	PHA Code	PHA Name	Version	Status	Returned Comment	Con	Review Returned Comments here or for more detail open the submission		Goals and Objectives	Progress Report	VAWA Goals	Amendment or Modification	RAB Comments	Public Challenge?		
/	6	24	AL004	ANNISTON HA	1	Returned	Enter text here as needed.	Y	т			Enter text here as needed.	Enter text here as needed.	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 Nam	ne: Orlando Housing Authority 🕐	PHA Code	FL004	CY:	0	ID:	56			
The Five-Year Period of the Plan (i. 2019-2023	e. ⑦	* PHA Plan for Fiscal Year Beginnin (MM/YYYY)	0	Status: Re	eturned 🤊	Version:	2			
PHA Plan Submission Type: 5-Year Plan Submission Revised 5-Year Plan Submission 3 Submission has been returned lic. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan, PHA Plan, PHA Plan Lements, 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 PH. Pla	A Enter text here as needed. ③	Field Offic Returner Commen	Enter text here	e 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 <u>REAC_TAC@hud.gov</u>.
- For questions regarding technical issues with using the Public Housing Portal, contact <u>publichousingportal@hud.gov</u>.