Public Housing Portal

Public Housing Agency User Guide for HUD-50075 PHA Annual Plan



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

Publish Date: February 13, 2024

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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). It allows PHAs to complete and submit Operating Fund (OpFund) required forms. This guide provides PHAs the steps to create complete and submit the online version of the PHA Annual Plan (form HUD-50075). 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 the Annual Plans which must be completed by all PHAs. For guidance on how to complete the Annual 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.
- Forms <u>HUD-50075-ST, HUD-50075-HP, HUD-50075-SM, HUD-50075-HCV</u> Annual PHA Plans (for all PHAs) provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.
- PHA Certifications of Compliance with PHA Plans and Related Regulations (<u>HUD-50077-CRT-SM, HUD-50077-ST-HCV-HP</u>), Civil Rights Certifications (<u>HUD-50077-CR</u>), Certification by State or Local Office of PHA Consistency with the Consolidated Plan (<u>HUD-50077-SL</u>) These certifications are the standard certification PHAs submit indicating their compliance with PHA Plan, Civil Rights Certification, and related regulations.

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	Description
Role	
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 or submit certifications,
	plans, forms, and other types of submissions.
OPE	This user can create, edit, and upload supporting documents for the submission. This
	user cannot sign or submit certifications, plans, forms, and other types of submissions.
OPI	This user can only read completed submissions. This user cannot create, edit, upload
	supporting documents, sign or submit certifications, plans, forms, and other types of
	submissions.
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, or 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.

					🛅 New Wind	low 🕞 Return to Secur	re System (i) About ?
D	Update User profile is missing, please u	pdate user profile to continue.				Roles	User Profile
D	Profile &				-	Assigned	I R Guide 🖽
8		Major Activities Welcome FIRS	T - MOPF03 LAST	- pic Connec	Click butto	on to download	5
					the User	Profile Guide	
		 ▲ today 		November	2020		month
		Sun Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 5	6	7

Consult the User Profile user guide to complete your User Profile. <u>The **User Profile Guide** is</u> <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
		The second second	
-		Exe	
BIRMINGHAM	OPD	Executive Director Role	PA003
			1 - 50
al role(s) t <u>act your l</u>	without PHA assignmo PHA's WASS coordinat	ent. <u>For any questio</u> cor.	ns, please

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

Area 1: Displays Portal role(s) assigned to the user that has 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								
Q, → Go 1. Primary Report → Actions →									
View Details	СҮ	Communication Date	Туре	Scope	Communication Subject	Communication			
Ø	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			
R	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			
Ø	OB:10AM Communication Paragraph Three Test 2022 10/07/21 04/25PM Email PHA SF-424 for CY 2022 OpFund Grants due 11/5/2021 ** This is an unmonitored mailbox. Plet Dear Executive Directors: PHAs must so					** 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.

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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		Communication Paragraph One Test Add New Communication Paragraph T 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 necessar
Ø	2021	03/08/21 10:20AM	Email	PHA	Test 6 months	 Reset Help 	Click to download all
Ø	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. h	n last 12 Months V Actions V	Actions	
•	7	Communication Date is	in the last	: 12 month	ı₅ 🚽 Denotes Filter		
View Details	СҮ	Communication Date	Туре	Scope	Communication Subject	Communio	cation
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. ** Public Housing Authority: PHAs eligible for Operating	Contact you Fund Short

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

mmunication						
otice PIH 20	21-14. PHAs that implement waivers and alternative requirements may submit fo	orms HUD-50058 or HUD-500	58 MTW no later th	an 90 calendar days	from the ef	ffective d
HAs that imp	lement waivers and alternative requirements					
As 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 inational 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 ei you like to extend i	nd at 11:27:55 AM t?	. 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	X
	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.



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

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window. Clicking the **PHA User Guide (Annual)** button downloads this **PHA Annual User Guide for HUD-50075.**

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 Module

Follow these steps from any page in the Portal to find the PHA Annual Plans Submission module. All PHA Annual 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.

3	PHA Reports & Submis	sions	
gement			
	PHA Certified Lists 🗸 🛛 P	HA Submissions × 2 2723/52722 Submission ×	РНА
	Si	PHA Board Resolution (HUD-52574)	t PHA
	3 >	PHA Annual Plans (HUD-50075)	Jue.
	First 10 AMPs 1	PHA 5-Year Plan (HUD-50075-5Y)	
		SF-424 for Operating Fund Grant	
		SF-425 (Federal Financial Report)	
		Public Housing Waiting List	
	100	Support for Payment Voucher (HUD-52720)	
	ALU	HUD-52723 / HUD-52722 (Historical Excel Tools))6
	AL001000	013	

- 2. Click the PHA Submissions drop-down menu.
- 3. Select PHA Annual Plans (HUD-50075).

Creating New and Revised HUD-50075 Annual Plan Submissions

PHA Reports & Submissions \ Ar	nual PHA Plan (for All PHAs) - HUD-50075				
Select Calendar Year	and PHA Code/Name				
Select CY:	~ 1	Select PHA Code :	DC001 - Houston Housing Authority .	2	Generate Annual Plan

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- 1. **Select CY:** Select the appropriate calendar year.
- 2. Select PHA Code: Select the appropriate PHA.
- 3. Click the **Generate Annual Plan** button.

A pop-up window appears with only one or more options of the PHA Plan types to select from.

Select Annual PHA Plan Type								
This page is for der Development/ Use	monstration an r Acceptance Te	on in Close & Return 🗲						
Create HCV PHA Plan	Create High Perform Plan	ner PHA Crea	Create Qualified PHA Plan					
Version 1	Version 1	Version	1					
4 Create Small PHA Plan	Create Standard PH	IA Plan Crea	te Troubled PHA Plan					
Version 1	Version 1	Version	1					

4. Select an appropriate PHA Plan (if more than one option is provided.)

Note: The system will display only Annual Plan type based on PHA type, PHAS and/or SEMAP designation statuses and PHAS and/or SEMAP scores (whichever is applicable.) For example, for Troubled PHA, the system will display only Create Troubled PHA Plan, while for HCV Only PHA the system will display Create HCV PHA Plan and Create High Performer PHA Plan if this HCV PHA meets the definition of the High Performer under SEMAP score.

Standard PHA

PHAs who have selected this annual plan are completing the <u>HUD-50075-ST</u> standard template. PHAs will also need to complete the certification forms <u>HUD-50077-SL</u> and <u>HUD-50077-ST-HCV-HP</u>.

To qualify as a Standard PHA, the PHA must meet the following requirements:

- Owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550.
- Designated as a Standard Performer (see § 902.11(b)) in the most recent Public Housing Assessment System (PHAS) or Section Eight Management Assessment Program (SEMAP) assessments if administering both programs. Otherwise, PHAS if only administering public housing.



1. Select the Create Standard PHA Plan to begin the submission process.

Once the **Create Standard PHA Plan** is clicked, the user must continue with Step 2 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.



2. Click Create Annual Plan to formally create a submission.



The Annual PHA Plan (HUD-50075) has been created.

Completing the HUD-50075-ST

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



- A. Return to PHA Selection: Click this button to return to the Annual 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. **HUD-50077-ST-HCV-HP:** Click this button to create the HUD-50077-ST-HCV-HP certificate. This is the PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs). By default, this form is set to be manually signed, but it does have an option for an electronic signature submission. To manually sign the HUD-50077-ST-HCV-HP certificate, the PHA User or PHA Execute Director will have to enter the required details, print the certificate, get the signature from both: the PHA ED and the Board Chairperson, then upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certified form. To electronically sign the HUD-50077-ST-HCV-HP certificate PHA Executive Director and the Board Chairperson must log into the Public Housing Portal using the proper credentials, provide the details and submit/certify the form.
- D. View/Print HUD-50075-ST: Click this button to review the HUD-50075-ST in printed format.
- E. **Status Log:** Click this button to review the status changes for the current submission of the Annual PHA Plan.
- F. Apply Changes: Click this button to save any changes to the HUD-50075-ST form.
- G. Delete HUD-50075: Click this button to delete the HUD-50075-ST form.
- H. **Validate:** Click this button to validate the HUD-50075-ST form prior to submission and to identify any missing plan elements required for submission.

- I. **Submit:** Click this button to submit the HUD-50075-ST form to the Field Office (this button is available only for PHA Executive Directors.)
- J. View Email Log: Click this button to review the current and previous email correspondence from FO to PHA related to the current and previous submissions.
- K. View File Attachment: Click this button to review all file attachments associated with the HUD-50075-ST including current submission attachments and any previous submission attachments for the current submission period.

Navigate to Section A. PHA Information.

PHA Name:	D.C Housing Authority (?)	PHA Code:	DC001 🕐	CY:	(?)	ID: 22
PHA Type:	0	PHA Plan for Fiscal Year Beginning (MM/YYYY):	?	Status:	Created 🤊	Version: 1
HA Inventory (Based on Annu	ual Contributions Contract (ACC) units	at time of FY beginning, above)				
ber of Public Housing (PH) Units:	8178 ⑦	Number of Housing Choice Vouchers (HCVs):	16469 📀	Total Combined Units/Vouchers:	24647	
PHA Plan Submission Type:	O Annual Submission Revised A	nnual Submission 💿			PHA Pro	ogram Type Code: C
formation relevant to the pub oject (AMP) and main office o upy of their PHA Plans.	14s must nave the elements listed be lic hearing and proposed PHA Plan ai r central office of the PHA. PHAs are	iow readily available to the public. A PHA must iden re available for inspection by the public. At a minimu strongly encouraged to post complete PHA Plans or	ntity the specific I um, PHAs must p n their official we	ocation(s) where th oost PHA Plans, incl obsite. PHAs are als	e proposed PHA PI luding updates, at e o encouraged to pr	an, PHA Plan Elements, and . ach Asset Management ovide each resident council

1. How the public can access this PHA Plan: Enter the PHA Plan Locations indication how the public can access this Annual PHA Plan.



2. **PHA Consortia**: Check this box to see if the PHA is participating in a consortia and submitting a joint PHA plan. The PHA must add itself to the consortia.



Navigate to Section B. Plan Elements.

2~			Go Actions ∽				Add/Delete/View Plan Elements Attachment 0
•	\checkmark	☆	Altmsg = 'pass' 🛛 🕹 🗸	Altmsg = 'warning'			
	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered for a	Click to add	ions (c) The PHA must submit its Deconcentration Policy Field Office Review.
2			3 nt of Housing Needs and Strategy for Addressing Needs		decumentation		
<u>,</u>		4	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.				
•			Financial Resources.				
•			Rent Determination.				
	Q,		have a start of a start of the	- and the second time,	an strand a	a strength	and a second
			Sucass. itial Deviation.				
			Configurat Amondment/Medification				

Respond to **B.1 Revision of Existing PHA Plan Elements.**

- Select Y (Yes) or N (No) for each element. If a PHA selects Y (Yes) for any of the elements, then it must describe the revisions for this revised element so Field Office can review it. For all N (No) choices, additional information is not required.
- 4. Click the pencil (\checkmark) icon to describe the revisions for each revised element.

* (a) Have the following PHA Plan elements been revised by the PHA?	5 · Or On 6
(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):	
Enter text here as needed.	-7
(c) The PHA must submit its Deconcentration Policy for Field Office Review. Enter text here as needed.	8
26 of 3900 Create User	Create Date
Last Update User	Last Update Date
Cancel	9 Update & Close

5. (a) Have the following PHA Plan elements been revised by the PHA Ensure the appropriate element is selected.

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- 6. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 9.
- 7. (b) If the PHA answered yes for any element, describe the revisions for each revised element(s): Enter the information that describes the revision for the revised element (text only.)
- (c) The PHA must submit its Deconcentration Policy for Field Office Review: This text box is <u>only</u> available for the Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions revised element. Provide the details in the text box and upload the Deconcentration Policy using the Add/Delete/View Plan Elements Attachment.
- 9. Click Update & Close to save the entered data.

* B.1 Re	B.1 Revision of Existing PHA Plan Elements.									
Q.~	Q ~ 60 Actions ~ 10 Add/Delete/View Plan Elements Attachment 0									
•	\checkmark	☆	Altmsg = 'pass' 🗸 🗸	Altmsg = 'warning'	×	۲ ۲				
	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for an each revise	Must upload documentation	c) The PHA must submit its Deconcentration Policy for Field Office Review.				
1			Statement of Housing Needs and Strategy for Addressing Housing Needs							
			Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	Enter text here as needed.		Enter text here as needed.				

10. Click the Add/Delete/View Plan Elements Attachment button to upload documentation related to the revisions of the PHA Plan elements, including the Deconcentration policy and other policies that govern eligibility, selection, and admissions.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.2	New /	Activiti	e5.	
Q	Q~ Go Actio		Go Actio	Click to add
•	\checkmark	∕ ☆	Altmsg = 'pass'	X Altmsg = 'warning'
	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?	(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.
1			11) or Choice Neighborhoods.	
1		12	Mixed Finance Modernization or Development.	
1			Demolition and/or Disposition.	
4			Designated Housing for Elderly and/or Disabled Families	
			NOTES	
1			Project-Based Vouchers.	
1			Units with Approved Vacancies for Modernization.	

Respond to **B.2 New Activities**.

- 11. Select **Y** (Yes) or **N** (No) for each activity. If a PHA selects **Y** (Yes) for any of the activities, then it must describe each new activity for the Field Office review. For all **N** (No) choices, additional information is not required.
- 12. Click the pencil (🥓) icon to describe the new activity.

* (a) Does the PHA intend to undertake any new activities related to	the following in the PHA's current Fiscal Year?	
	13 v <mark>0</mark> r	O N 14
(b) If any of these activities are planned for the current Fiscal Year, describe the thereof, owned by the PHA for which the PHA has applied or will apply for dem demolition/disposition approval process. If using Project-Based Vouchers (PBVs) project basing would be consistent with the DHA plan.	activities. For new demolition activities, describe any public h olition and/or disposition approval under section 18 of the 19), provide the projected number of project-based units and g	ousing development or portion 937 Act under the separate eneral locations, and describe how
		15
Create User	Create Date	
Last Update User	Last Update Date	
Cancel		16 Update & Close

- 13. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Ensure the appropriate element is selected.
- 14. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 16.
- 15. (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan: Enter the information that describes the planned new activity (text only.)
- 16. Click Update & Close to save the entered data.

* B.3	2 Nev	N Ac	tivitie	s.		
C	ζ~			Go Actio	ns ~	17 Add/Delete/View New Activities Attachment 0 📎
•	,	\checkmark	☆	Altmsg = 'pass'		×
		Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Vear?	Upload documentation as needed for "Y" activities	the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project- eral locations and describe how project basing would be consistent with the PHA Plan.
1	•	2		Hope VI or Choice Neighborhoods.	Enter text here as needed.	
		_	_	Mixed Einanco Medernization or		

17. Click the **Add/Delete/View Plan New Activities Attachment** button to upload documentation related to the new activity.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.3 Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.	Click to upload documentation	Add/Delete/View Progress Report Attachment 0 📎
Enter text here as needed.		18

Respond to **B.3 Progress Report**.

18. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. Enter the information that provides a description of the PHA's progress towards meeting its Mission and Goals (text only.)

Return to PHA Selection	HUD-50077-SL	HUD-50077	View/Print HUD-50075	Sta 19	Apply Changes	Delete HUD-50075	Validate	Submit	View Email Log	View File Attachmen	
* B.3 Progress Report.											
Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.											
Enter text here as needed			Notice all bi	Notice all buttons are grayed out after text is entered							
25 of 3900											

19. Click Apply Changes to save the entry.



The annual PHA plan is updated.

* B.3 Progress Report.	
Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.	20 Add/Delete/View Progress Report Attachment 0 📎
Enter text here as needed.	
26 of 3000	

20. Once saved, click the Add/Delete/View Progress Report Attachment button to upload related documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EP	PIC and the date that it was approved	Add/Delete/View Capital Improvements Attachment
Enter text here as needed.	Click to upload documentation	21

Respond to **B.4 Capital Improvements**.

21. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved: Enter the information related to the most recently HUD-approved 5-Year Action Plan in EPIC and the date it was approved (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077 View/Pi	tint HUD-50075 Stat 22 Apply Changes Delete HUD-50	0075 Validate Submit View Email Log View File Attachmen				
* B.4 Capital Improvements. Include a reference here to the most recent H	UD-approved 5-Year Action Plan in EPIC and the date that it was ap	oroved. Add/Delete/View Capital Improvements Attachment				
Enter text here as needed	Notice all buttons are grayed out after text is entered					
25 of 3900						

22. Click **Apply Changes** to save the entry.



The annual PHA plan is updated.

* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
Enter text here as needed.
26 of 3900

23. Once saved, click the Add/Delete/View Capital Improvements Attachment button to upload documentation related to capital improvements.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit? (b) If yes, please describe:	OY ○N 24	Click to upload documentation
Enter text here as needed. 26 of 3900	25	

Respond to **B.5 Most Recent Fiscal Year Audit**.

- 24. (a) Were there any findings in the most recent FY Audit? Select Y (Yes) or N (No).
- 25. (b) If yes, please describe: If Y (Yes) is selected for (a), then enter a description of the audit findings in the most recent FY Audit (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077	View/Prin	t HUD-50075 Stat 26 Apply Changes Delete HUD-	50075 Validate Submit	View Email Log View File Attachment
 B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit? 	O Y	🔘 N	Add/Delete/Vio	ew Audit Attachment 0 📎
(b) If yes, please describe:		Notice all buttons are grayed out after text is		
Enter text here as needed		entered		
25 of 3900				

26. Click **Apply Changes** to save the entry.



The annual PHA plan is updated.

B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit?	O Y _ N	27 Add/Delete/View Audit Attachment 0 📎
(b) If yes, please describe:		
Enter text here as needed.		
26 of 3900		

27. Once saved, click the Add/Delete/View Audit Attachment button to upload related documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

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

C.1 Resident Advisory Board (RAB) Comments.						
* (a) Did the RAB(s) have comments to the PHA Plan?	О Ү 🔿 № 🖊 28	Click to upload	Add/Delete/View RAB Comments Attachment 0 📎			
(b) If yes, comments must be submitted by the PHA as an attachme	nt to the PHA Plan. PHAs must also include a narra	documentation	the RAB recommendations and the decisions made on			
Enter text here as needed.						

Respond to C.1 Resident Advisory Board (RAB) Comments.

- 28. (a) Did the RAB(s) have comments to the PHA Plan: Select Y (Yes) or N (No).
- 29. (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations: If Y (Yes) is selected for (a), then submit the narrative with recommendations and attach comments.

Return to PHA Selection HUD-50077-SL HUD-50077 View/Print	nt HUD-50075 Sta 30 Apply Changes	Delete HUD-50075	Validate Submit	View Email Log	View File Attachments
C.1 Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? (b) for a superscript set to a schedule d backs PHA Plan and backs and backs PHA Plan and backs and backs PHA Plan and backs and backs PHA Plan a	○ N		Add/Delete/V	iew RAB Comments	Attachment 0 🕥
(b) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. Enter text here as needed	Notice all buttons are grayed out after entered	text is lysis of	the KAB recommenda	tions and the deci	sions made on
25 of 3900					

30. Click Apply Changes to save the entry.



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The annual PHA plan is updated.



31. Once saved, click the Add/Delete/View RAB Comments Attachment button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.



Respond to C.2 Certification by State or Local Officials.

32. Click the **HUD-50077-SL** button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-SL (Authorizing Official)</u> section to complete the supplemental certification.

C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.		
Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed, must be submitted by the PHA as an electronic attachment to the PHA Plan.	33	HUD-50077-ST-HCV-HP

Respond to C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

33. Click the HUD-50077-ST-HCV-HP button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-ST-HCV-HP (Board Chair)</u> and <u>Completing Supplemental</u> <u>Form HUD-50077-ST-HCV-HP (Executive Director)</u> section to complete the supplemental certification.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? () Y N 34 If yes, include Challenged Elements.	an attachment with a description of any challenges to Plan elements, the source of the Click to upload documentation
Enter text here as needed.	35

Respond to C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

- 34. (a) Did the public challenge any elements of the Plan? Select Y (Yes) or N (No).
- 35. **If yes, include Challenged Elements.** If Y (Yes) is selected for (a), then submit the Challenged Elements details using the text box and/or attaching the description of Annual Plan challenged elements.

Return to PHA Selection HUD-50077-SL HUD-50077 View,	Print HUD-50075 Stat 36 Apply Changes Delete HUD-5007	75 Validate Submit View Email Log View File Attachments
C.4 Challenged Elements. If any element of the PHA Plan is challenged, a challenge, and the PHA's response to the public. * (a) Did the public challenge any elements of the Plan?	PHA must include such information as an attachment with a description	of any challenges to Plan elements, the source of the Add/Delete/View Challenged Elements Attachment 0
If yes, include Challenged Elements. Enter text here as needed	Notice all buttons are grayed out after text is entered	
25 of 3900		

36. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.4 Challenged Elements. If any element of the PHA Plan is ch challenge, and the PHA's response to the public.	allenged, a PHA must include such information as an attac	chment with a description of any challenges to Plan elements, the source of the
* (a) Did the public challenge any elements of the Plan?	OY N	37 Add/Delete/View Challenged Elements Attachment 0
If yes, include Challenged Elements.		
Enter text here as needed.		
26 of 3900		

37. Once saved, click the Add/Delete/View Challenged Elements Attachment button to upload Challenged Elements documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

C.5 Troubled PHA. • (a) Does the PHA have any current Memorandum of Agreement. Performance Improvement Plan, or Recovery Plan in place?	● N/A ③ 38	Add/Delete/View M Do not upload documentation	OA/Improvement/Recovery Plan 0
--	------------	---	--------------------------------

Respond to C.5 Troubled PHA.

38. (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Select N/A.

Keturn to PHA Selection Keturn to FO Report HUD-50077-SL HUD-50077-ST-HCV-HR	P View/Print HUD-50075-ST	Stat 39 Apply Changes Dele	te HUD-50075 Validate Submit	View Email Log
C.5 Troubled PHA.	Notice all buttons are	grayed out after selection		
* (a) Does the PHA have any current Memorandum of Agreement, Performance Improvem	ent Plan, or Recovery Plan in place?	O N/A ⑦	Add/Delete/View MOA	/Improvement/Recovery Plan 0 📎

39. Click Apply Changes to save the entry.



The annual PHA plan is updated.

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

D.1 Affirmatively Furth	ering Fair Housing (AFFH).		
Provide a statement of 5.154(d)(5). Use the ch PHA is required to sub to August 17, 2015. Se	the PHA's strategies and actions to a art provided below. (PHAs should ac mit an AFH, the PHA is not obligated a Instructions for further detail on co	chieve fair housing goals outlined in d as many goals as necessary to over to complete this chart. The PHA will mpleting this item.	an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § come fair housing issues and contributing factors.) Until such time as the fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior
Qv	$_{\rm Go}$ Actions \sim		40 + Add Fair Housing Goal
		Q	
		No data found.	

Respond to D.1 Affirmatively Furthering Fair Housing (AFFH).

40. Click + Add Fair Housing Goal to add fair housing goals.



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

	C	Click the Fair Housing Go Actions ✓		Click to add a	another	+ Add Fair	Housing Goal
	5	Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	goui		Last Updated User	Delete
	1	Enter test here as needed. Enter test here as needed.	Enter test here as needed. Enter test here as needed.	ED Us	Click to	delete	
	1	Enter test here as needed.	Enter test here as needed.	ED US the g		goal	Ü
l							1 - 2 of 2

Scroll down to add additional supporting documents.



44. Click Add/Delete/View Additional Supporting Document button to add any other additional documents to this Annual Plan.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Troubled PHA

PHAs who have selected this annual plan are completing the <u>HUD-50075-ST</u> standard template. PHAs will also need to complete the certification forms <u>HUD-50077-SL</u> and <u>HUD-50077-ST-HCV-HP</u>.

The designation of the PHA as Troubled is based on the following criteria:

• Any PHA that is designated Troubled (see § 902.75) on the most recent PHAS or SEMAP assessments if administering both programs. Otherwise, PHAS if only administering public housing or SEMAP if only administering Housing Choice Vouchers.



1. Select the **Create Troubled PHA Plan** to begin the submission process.

Once the **Create Troubled PHA Plan** is clicked, the user must continue with Step 2 in order to have the plan record created and saved **Created** status. If the user stops here, the changes will not be saved, and the plan record will not be created.



2. Click Create Annual Plan to formally create a submission.



The Annual PHA Plan (HUD-50075) has been created.

Completing the HUD-50075-ST

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



- A. Return to PHA Selection: Click this button to return to the Annual 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. **HUD-50077-ST-HCV-HP:** Click this button to create the HUD-50077-ST-HCV-HP certificate. This is the PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs). By default, this form is set to be manually signed, but it does have an option for an electronic signature submission. To manually sign the HUD-50077-ST-HCV-HP certificate, the PHA User or PHA Execute Director will have to enter the required details, print the certificate, get the signature from both: the PHA ED and the Board Chairperson, then upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certified form. To electronically sign the HUD-50077-ST-HCV-HP certificate PHA Executive Director and the Board Chairperson must log into the Public Housing Portal using the proper credentials, provide the details and submit/certify the form.
- D. View/Print HUD-50075-ST: Click this button to review the HUD-50075-ST in printed format.
- E. **Status Log:** Click this button to review the status changes for the current submission of the Annual PHA Plan.
- F. Apply Changes: Click this button to save any changes to the HUD-50075-ST form.
- G. Delete HUD-50075: Click this button to delete the HUD-50075-ST form.
- H. **Validate:** Click this button to validate the HUD-50075-ST form prior to submission and to identify any missing plan elements required for submission.

- I. **Submit:** Click this button to submit the HUD-50075-ST form to the Field Office (this button is available only for PHA Executive Directors.)
- J. View Email Log: Click this button to review the current and previous email correspondence from FO to PHA related to the current and previous submissions.
- K. View File Attachment: Click this button to review all file attachments associated with the HUD-50075-ST including current submission attachments and any previous submission attachments for the current period.

PHA Type: ⑦ PHA Plan for Fiscal Year Beginning (MM/YYYY): ⑦ Status: Created ⑦ Version: 1 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Imber of Public Housing (PH) Units: 8178 ⑦ Number of Housing Choice Vouchers (HCVs): 16469 ⑦ Total Combined Units/Vouchers: 24647 Year PHA Plan Submission Type: PHA Plan Submission Type: O Annual Submission Revised Annual Submission ⑦ PHA Plan must identify the specific location(s) where the proposed PHA Plan, PHA Plan Element PHA Plan Submission PHA Plan Submission<th>PHA Type: PHA Inventory (Based on Annual Cor umber of Public Housing (PH) Units: 8178 PHA Dian Submission Time: •</th><th>⑦ ntributions Contract (ACC) uni 8 ⑦</th><th>PHA Plan for Fiscal Year Beginning (MM/YYYY): is at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs):</th><th>0</th><th>Status:</th><th>Created 🕐</th><th>Version: 1</th>	PHA Type: PHA Inventory (Based on Annual Cor umber of Public Housing (PH) Units: 8178 PHA Dian Submission Time: •	⑦ ntributions Contract (ACC) uni 8 ⑦	PHA Plan for Fiscal Year Beginning (MM/YYYY): is at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs):	0	Status:	Created 🕐	Version: 1
PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Total Combined 24647 umber of Public Housing (PH) Units: 8178 ③ Number of Housing Choice Vouchers (HCVs); 16469 ③ Total Combined 24647 PHA Plan Submission Type: • Annual Submission @ PHA Program Type Code; C Availability of Information. 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 Element	PHA Inventory (Based on Annual Cor umber of Public Housing (PH) Units: 8178	ntributions Contract (ACC) uni 8 ⑦	s at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs):	0			
umber of Public Housing (PH) Units 8178 (*) Number of Housing Choice Vouchers (HCVs); 16469 (*) Total Combined Units/Vouchers; 24647 PHA Plan Submission Type; Annual Submission Revised Annual Submission (*) PHA Plan function (*) PHA Plan fu	PHA Plan Submission Type:	8 💿	Number of Housing Choice Vouchers (HCVs):	~			
PHA Plan Submission Type: • Annual Submission · Revised Annual Submission · PHA Program Type Code: C Availability of Information. 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 Element	PHA Plan Submission Type:			16469 🕐	Total Combined Units/Vouchers:	24647	
Availability of Information. 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 Element		Annual Submission Revised	Annual Submission			PHA Pro	ogram Type Code: C
information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Manageme Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident c copy of their PHA Plans.	information relevant to the public hea Project (AMP) and main office or centr copy of their PHA Plans.	aring and proposed PHA Plan a ral office of the PHA. PHAs are	are available for inspection by the public. At a minimus strongly encouraged to post complete PHA Plans of	um, PHAs must p n their official we	oost PHA Plans, incl bsite. PHAs are als	uding updates, at e o encouraged to pr	ach Asset Management ovide each resident council

Navigate to section A. PHA Information.

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



2. **PHA Consortia**: Check this box, if the PHA is participating in a consortia and submitting a joint PHA plan. The PHA must add itself to the consortia.



Navigate to section B. Plan Elements.

2~			Go Actions ∽				Add/Delete/View Plan Elements Attachment 0
•	\checkmark	☆	Altmsg = 'pass' 🛛 🕹 🗸	Altmsg = 'warning'			
	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered for	Click to add	ions (c) The PHA must submit its Deconcentration Policy Field Office Review.
2			3 nt of Housing Needs and Strategy for Addressing Needs		decumentation		
<u>,</u>		4	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.				
•			Financial Resources.				
•			Rent Determination.				
	Q,		have a start of a start of the	- and the second data ,	an strand a		and the second
			Sucass. itial Deviation.				
			Configurat Amondment/Medification				

Respond to **B.1 Revision of Existing PHA Plan Elements:**

- Select Y (Yes) or N (No) for each element. If a PHA selects Y (Yes) for any of the elements, then it must describe the revisions for this revised element so Field Office can review it. For all N (No) choices, additional information is not required.
- 4. Click the pencil (\checkmark) icon to describe the revisions for each revised element.

* (a) Have the following PHA Plan elements been revised by the PHA?	5 · Or Or 6
(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):	
Enter text here as needed.	-7
(c) The PHA must submit its Deconcentration Policy for Field Office Review. Enter text here as needed.	8
26 of 3900 Create User	Create Date
Last Update User	Last Update Date
Cancel	9 Update & Close

5. (a) Have the following PHA Plan elements been revised by the PHA? Ensure the appropriate element is selected.

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- 6. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and continue to Step 9.
- 7. (b) If the PHA answered yes for any element, describe the revisions for each revised element(s): Enter the information that describes the revision for the revised element (text only).
- (c) The PHA must submit its Deconcentration Policy for Field Office Review: This text box is <u>only</u> available for the Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions revised element. Provide the details in the text box and upload the Deconcentration Policy using the Add/Delete/View Plan Elements Attachment.
- 9. Click Update & Close to save the entered data.

* B.1 Re	evisio	n of E	xisting PHA Plan Elements.				
Q.~	,		Go Actions ~		10	Add/Delete/View Plan Elements Attachment 0 📎	
•	\checkmark	☆	Altmsg = 'pass' 🗸 🗸	Altmsg = 'warning'	×	L L	
	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for an each revise	Must upload documentation :) The PHA must submit its Deconcentrat Field Office Review.		
1			Statement of Housing Needs and Strategy for Addressing Housing Needs				
			Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	Enter text here as needed.	E	Inter text here as needed.	

10. Click the Add/Delete/View Plan Elements Attachment button to upload documentation related to the revisions of the PHA Plan elements, including the Deconcentration policy and other policies that govern eligibility, selection, and admissions.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.2	New /	Activiti	e5.	
Q	~		Go Actio	Click to add
•	\checkmark	∕ ☆	Altmsg = 'pass'	X V Altmsg = 'warning'
	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?	(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.
1			11) or Choice Neighborhoods.	
1		12	Mixed Finance Modernization or Development.	
1			Demolition and/or Disposition.	
4			Designated Housing for Elderly and/or Disabled Families	
			NOTES	
1			Project-Based Vouchers.	
1			Units with Approved Vacancies for Modernization.	

Respond to **B.2 New Activities**.

- 11. Select **Y** (Yes) or **N** (No) for each activity. If a PHA selects Y (Yes) for any of the activities, then it must describe each new activity for the Field Office review. For all N (No) choices, additional information is not required.
- 12. Click the pencil (🥓) icon to describe the new activity.

* (a) Does the PHA intend to undertake any new activi	ties related to the following in the PHA's current Fiscal Year?	
	13 ~ Or On 14	
(b) If any of these activities are planned for the current Fiscal Ye thereof, owned by the PHA for which the PHA has applied or w demolition/disposition approval process. If using Project-Based project basing would be consistent with the PHA Plan	ar, describe the activities. For new demolition activities, describe any public housing development Il apply for demolition and/or disposition approval under section 18 of the 1937 Act under the sep Vouchers (PBVs), provide the projected number of project-based units and general locations, and	or portion varate describe how
	-15	
Create User	Create Date	
Last Update User	Last Update Date	
Cancel	16 Up	date & Close

- 13. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Ensure the appropriate element is selected.
- 14. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 16.
- 15. (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan: Enter in information that describes the planned new activity (text only.)
- 16. Click **Update & Close** to save the entered data.
| * B.3 | * B.2 New Activities. | | | | | | | | | |
|-------|-----------------------|--------------|---|---|--|--|--|--|--|--|
| C | ζ~ | | | Go Actio | ns ~ | 17 Add/Delete/View New Activities Attachment 0 📎 | | | | |
| • | , | \checkmark | ☆ | Altmsg = 'pass' | | × | | | | |
| | | Y | N | (a) Does the PHA intend to undertake
any new activities related to the
following in the PHA's current Fiscal
Vear? | Upload documentation as
needed for "Y" activities | the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing
PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18
disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-
eral locations and describe how project basing would be consistent with the PHA Plan. | | | | |
| 1 | • | 2 | | Hope VI or Choice Neighborhoods. | Enter text here as needed. | | | | | |
| | | _ | _ | Mixed Einanco Medernization or | | | | | | |

17. Click the **Add/Delete/View Plan New Activities Attachment** button to upload documentation related to the new activity.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.3 Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.	Click to upload documentation	Add/Delete/View Progress Report Attachment 0 📎
Enter text here as needed.		18

Respond to **B.3 Progress Report**.

18. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. Enter the information that provides a description of the PHA's progress towards meeting its Mission and Goals (text only.)

Return to PHA Selection	HUD-50077-SL	HUD-50077	View/Print HUD-50075	Sta 19	Apply Changes	Delete HUD-50075	Validate	Submit	View Email Log	View File Attachmen
* B.3 Progress Report.										
Provide a description of	Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.									
Enter text here as need	ed		Notice all b	outtons are g enter	rayed out afte red	er text is				
25 of 3900										

19. Click Apply Changes to save the entry.



* B.3 Progress Report.	
Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.	20 Add/Delete/View Progress Report Attachment 0 📎
Enter text here as needed.	
26 of 3000	

20. Once saved, click the Add/Delete/View Progress Report Attachment button to upload related documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.									
	Enter text here as needed.	Click to upload documentation	21						

Respond to **B.4 Capital Improvements**.

21. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved: Enter the information related to the most recently HUD-approved 5-Year Action Plan in EPIC and the date that it was approved (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077 View/Pi	tint HUD-50075 Stat 22 Apply Changes Delete HUD-50	Validate Submit View Email Log View File Attachmen							
* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.									
Enter text here as needed	Notice all buttons are grayed out after text is entered								
25 of 3900									

22. Click **Apply Changes** to save the entry.



* B.4	4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
Ent	iter text here as needed.
26 of 3	3900

23. Once saved, click the Add/Delete/View Capital Improvements Attachment button to upload documentation related to capital improvements.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

B.5 Most Recent Fiscal Year Audit. • (a) Were there any findings in the most recent FY Audit? (b) If yes please describe:	○ Ÿ ○N 24	Click to upload documentation
Enter text here as needed.	25	

Respond to B.5 Most Recent Fiscal Year Audit.

- 24. (a) Were there any findings in the most recent FY Audit? Select Y (Yes) or N (No).
- 25. **If yes, please describe**: If Y (Yes) is selected for (a), then enter a description of the audit findings in the most recent FY Audit (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077	View/Pri	int HUD-50075	Apply Changes	Delete HUD-50	075 Validate	Submit View Email Log	View File Attachment
 B.5 Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? 	O Y	N			Ade	d/Delete/View Audit Attachmo	ent 0 📎
(b) If yes, please describe:		Notice all buttons are grayed out after text is					
Enter text here as needed	entered						
25 of 9900							

26. Click Apply Changes to save the entry.



B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit?	O Y _ N	27 Add/Delete/View Audit Attachment 0 🕥
(b) If yes, please describe:		
Enter text here as needed.		
26 of 3900		

27. Once saved, click the Add/Delete/View Audit Attachment button to upload related documentation.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

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

C.1 Resident Advisory Board (RAB) Comments.									
* (a) Did the RAB(s) have comments to the PHA Plan?	О Ү 🗌 № 🔽 28	Click to upload	Add/Delete/View RAB Comments Attachment 0 📎						
(b) If yes, comments must be submitted by the PHA as an attachme	ent to the PHA Plan. PHAs must also include a narra	documentation	the RAB recommendations and the decisions made on						
these recommendations.	these recommendations.								
Enter text here as needed.	Enter text here as needed.								
	29								

Respond to C.1 Resident Advisory Board (RAB) Comments.

- 28. (a) Did the RAB(s) have comments to the PHA Plan: Select Y (Yes) or N (No.)
- 29. (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations: If Y (Yes) is selected for (a), then submit the narrative with recommendations and attach comments.

Return to PHA Selection HUD-50077-SL HUD-50077 View/Prin	nt HUD-50075 Sta 30 Apply Changes Delete H	HUD-50075 Validate Submit View Email Log View File Attachments
C.1 Resident Advisory Board (RAB) Comments. * (a) Did the RAB(s) have comments to the PHA Plan? (b) If yes, comments must be submitted by the PHA as an attachment to the these recommendations.	Notice all buttons are grayed out after text is entered	Add/Delete/View RAB Comments Attachment 0 📎
Enter text here as needed		

30. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.1 Resident Advisory Board (RAB) Comments.		
* (a) Did the RAB(s) have comments to the PHA Plan?	O Y	31 Add/Delete/View RAB Comments Attachment 0 📎
(b) If yes, comments must be submitted by the PHA as an attachm these recommendations.	ent to the PHA Plan. PHAs must also include a narrative describing their ar	nalysis of the RAB recommendations and the decisions made on
Enter text here as needed.		
26 of 3900		

31. Once saved, click the Add/Delete/View RAB Comments Attachment button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

C.2 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 electronic attachment to the PHA Plan.	2 HUD-50077-SL

Respond to C.2 Certification by State or Local Officials.

32. Click the **HUD-50077-SL** button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-SL (Authorizing Official)</u> section to complete the supplemental certification.



Respond to C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

33. Click the HUD-50077-ST-HCV-HP button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-ST-HCV-HP (Board Chair)</u> and <u>Completing Supplemental</u> <u>Form HUD-50077-ST-HCV-HP (Executive Director)</u> section to complete the supplemental certification.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? () Y N 34 If yes, include Challenged Elements.	an attachment with a description of any challenges to Plan elements, the source of the Click to upload documentation
Enter text here as needed.	35

Respond to C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

- 34. (a) Did the public challenge any elements of the Plan? Select Y (Yes) or N (No).
- 35. **If yes, include Challenged Elements.** If Y (Yes) is selected for (a), then submit the Challenged Elements details using the text box and/or attaching the description of Annual Plan challenged elements.

Return to PHA Selection HUD-50077-SL HUD-50077 View,	Print HUD-50075 Stat 36 Apply Changes Delete HUD-5007	75 Validate Submit View Email Log View File Attachments
C.4 Challenged Elements. If any element of the PHA Plan is challenged, a challenge, and the PHA's response to the public. * (a) Did the public challenge any elements of the Plan?	PHA must include such information as an attachment with a description	of any challenges to Plan elements, the source of the Add/Delete/View Challenged Elements Attachment 0
If yes, include Challenged Elements. Enter text here as needed	Notice all buttons are grayed out after text is entered	
25 of 3900		

36. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.4 Challenged Elements. If any element of the PHA Plan is ch challenge, and the PHA's response to the public.	allenged, a PHA must include such information as an at	tachment with a description of any challenges to Plan elements, the source of the
* (a) Did the public challenge any elements of the Plan?	OY N	37 Add/Delete/View Challenged Elements Attachment 0
If yes, include Challenged Elements.		
Enter text here as needed.		
26 of 3900		

37. Once saved, click the Add/Delete/View Challenged Elements Attachment button to upload Challenged Elements documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

C.5 Troubled PHA. * (a) Does the PHA have any current Memorandum of Agreement, Performance In in place? (b) If yes, please describe:	mprovement Plan, or Recovery Plan	⊖ y	8 Add/Delete/V Click to upload documentation	iew MOA/Improvement/Recovery Plan
		39		

Respond to C.5 Troubled PHA.

- 38. (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Select Y (Yes) or N (No.)
- 39. **If yes, please describe:** Provide the description of the Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place.

Return to PHA Selection HUD-50077-SL HUD-50077 View/Pri	it HUD-50075 Stat 40 Apply Changes	Delete HUD-50075	Validate Submit	View Email Log	View File Attachments
C.5 Troubled PHA.	are Improvement Plan or Recovery Plan in O Y	N (2)	Add/Delete/V	iew MOA/Improver	nent/Recovery Plan
(a) Does the FTA have any current menoralicant of Agreement, renormal place? (b) If ves, please describe: (?)	Notice all buttons are grayed out after	r text is			
Enter text here as needed.	entered				
26 of 3800					

40. Click **Apply Changes** to save the entry.



The annual PHA plan is updated.

C.5 Troubled PHA. * (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?) Y 🔵 N	?	41 Add/Delete/View MOA/Improvement/Recovery Plan
(b) If yes, please describe:			

41. Once saved, click the Add/Delete/View MOA/Improvement/Recovery Plan button to upload related documentation.

PHA User Guide for HUD-50075 - 2/13/24



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

D.1 Affirmatively Furth	nering Fair Housing (AFFH).	
Provide a statement of 5.154(d)(5). Use the ch PHA is required to sub to August 17, 2015. Se	f the PHA's strategies and actions to achieve fair housi lart provided below. (PHAs should add as many goals mit an AFH, the PHA is not obligated to complete this ee Instructions for further detail on completing this ite	ng goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § as necessary to overcome fair housing issues and contributing factors.) Until such time as the : chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior m.
Qv	Go Actions ~	42 + Add Fair Housing Goal
		Q
		No data found.

Respond to D.1 Affirmatively Furthering Fair Housing (AFFH).

42. Click + Add Fair Housing Goal to add fair housing goals.

Describe fair ho	ousing strategies and actions to achieve the goal	\times
1 This Dev	s page is for demonstration and testing only (Application in /elopment/ User Acceptance Testing (UAT) phases).	
* Fair Housing Goal:	43	
* Description of Strategies and Actions:	44	
Cancel	45 Create & C	Close

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

C	С	Click the Fair Housing Goal to review		Click to add a	another		dd Fair Hous	sing Goal
	7	Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	goui		Last Update	d User	Delete
1		Enter test here as needed. Enter test here as needed.	Enter test here as needed. Enter test here as needed.	ED Us	Click to	delete		
/		Enter test here as needed.	Enter test here as needed.	ED Us	the g	goal		Ū
								1 - 2 of 2

Scroll down to add additional supporting documents.



46. Click Add/Delete/View Supporting Documents to add attachments.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

High-Performer PHA

PHAs who have selected this annual plan are completing the <u>HUD-50075-HP</u> template. PHAs will also need to complete the certification forms <u>HUD-50077-SL</u> and <u>HUD-50077-ST-HCV-HP</u>.

To qualify as a High-Performer PHA, the PHA must meet the following requirements:

- Owns or manages any number of public housing units and any number of vouchers where the total combined units exceed 550.
- Designated as a high performer (see § 902.11(a)) on both of the most recent PHAS and SEMAP assessments if administering both programs. Otherwise, PHAS if only administering public housing or SEMAP if only administering Housing Choice Vouchers.



1. Select the Create High Performer PHA Plan to begin the submission process.

Once the **Create High Performer PHA Plan** is clicked, the user must continue with Step 2 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.



2. Click Create Annual Plan to formally create a submission.



The Annual PHA Plan (HUD-50075) has been created.

Completing the HUD-50075-HP

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



- A. Return to PHA Selection: Click this button to return to the Annual 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 forms 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. **HUD-50077-ST-HCV-HP:** Click this button to create the HUD-50077-ST-HCV-HP certificate. This is the PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs). By default, this form is set to be manually signed, but it does have an option for an electronic signature submission. To manually sign the HUD-50077-ST-HCV-HP certificate, the PHA User or PHA Execute Director will have to enter the required details, print the certificate, get the signature from both: the PHA ED and the Board Chairperson, then upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certified form. To electronically sign the HUD-50077-ST-HCV-HP certificate PHA Executive Director and the Board Chairperson must log into the Public Housing Portal using the proper credentials, provide the details and submit/certify the form.
- D. View/Print HUD-50075-HP: Click this button to review the HUD-50075-HP in printed format.
- E. **Status Log:** Click this button to review the status changes for the current submission of the Annual PHA Plan.
- F. Apply Changes: Click this button to save any changes to the HUD-50075-HP form.
- G. Delete HUD-50075: Click this button to delete the HUD-50075-HP form.
- H. **Validate:** Click this button to validate the HUD-50075-HP form prior to submission and to identify any missing plan elements required for submission.

- L. **Submit:** Click this button to submit the HUD-50075-HP form to the Field Office (this button is available only for PHA Executive Directors.)
- I. **View Email Log**: Click this button to review the current and previous email correspondence from FO to PHA related to the current and previous submissions.
- J. View File Attachment: Click this button to review all file attachments associated with the HUD-50075-HP including current submission attachments and any previous submission attachments for the current submission period.

Navigate to Section A. PHA Information.

PHA Name:	D.C Housing Authority (?)	PHA Code:	DC001 🕐	CY:	(?)	ID: 22
PHA Type:	0	PHA Plan for Fiscal Year Beginning (MM/YYYY):	?	Status:	Created 🤊	Version: 1
HA Inventory (Based on Ann	ual Contributions Contract (ACC) uni	ts at time of FY beginning, above)				
ber of Public Housing (PH) Units:	8178 🥑	Number of Housing Choice Vouchers (HCVs):	16469 🔊	Total Combined Units/Vouchers:	24647	
PHA Plan Submission Type:	O Annual Submission Revised	Annual Submission 💿			PHA Pro	ogram Type Code: C
railability of Information. Pl formation relevant to the pub oject (AMP) and main office of you of their PHA Plans	HAs must have the elements listed b vlic hearing and proposed PHA Plan or central office of the PHA. PHAs are	elow readily available to the public. A PHA must iden are available for inspection by the public. At a minimi e strongly encouraged to post complete PHA Plans o	tify the specific l um, PHAs must p n their official we	ocation(s) where th ost PHA Plans, incl bsite. PHAs are als	ne proposed PHA Pli luding updates, at e o encouraged to pr	an, PHA Plan Elements, and ach Asset Management ovide each resident council

1. How the public can access this PHA Plan: Enter the PHA Plan Locations indication how the public can access this PHA Plan associated with the Annual PHA Plan.



2. **PHA Consortia:** Check this box, if the PHA is participating in a consortia and submitting a joint PHA plan. The PHA must add itself to the consortia.



Navigate to section B. Plan Elements.

2~	/		Go Actions ~			Add/Delete/View Plan Elements Attachment 0
•	\checkmark	☆	Altmsg = 'pass' 🛛 🕹 🗸	Altmsg = 'warning'		
	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	b) If the PHA answered for e	Click to add	ions (c) The PHA must submit its Deconcentration Policy Field Office Review.
2			3 nt of Housing Needs and Strategy for Addressing Needs		documentation	
2	<	4	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.			
•			Financial Resources.			
•			Rent Determination.			
•	Q,		and a start of the		an and a set of the	and the second s
			ວບແລະພະ,tial Deviation.			
0			Significant Amendment/Modification			

Respond to **B.1 Revision of Existing PHA Plan Elements.**

- Select Y (Yes) or N (No) for each element. If a PHA selects Y (Yes) for any of the elements, then it must describe the revisions for this revised element so Field Office can review it. For all N (No) choices, additional information is not required.
- 4. Click the pencil (\checkmark) icon to describe the revisions for each revised element.

st (a) Have the following PHA Plan elements been revised by the PHA since its last ${f An}$	nual <u>PHA Plan</u> submission?
	5 ∨ 0 Y ∩ M 6
(b) If the PHA answered yes for any element, describe the revisions for each element below:	
	-7
(c) The PHA must submit its Deconcentration Policy for Field Office Review.	
	8
Create User	Create Date
Last Update User	Last Update Date
Cancel	9 Update & Close

5. (a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission? Ensure the appropriate element is selected.

- 6. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 9.
- 7. (b) If the PHA answered yes for any element, describe the revisions for each element below: Enter in information that describes the revision for the revised element (text only.)
- (c) The PHA must submit its Deconcentration Policy for Field Office Review: This text box is <u>only</u> available for the Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions revised element. Provide the details in the text box and upload the Deconcentration Policy using the Add/Delete/View Plan Elements Attachment.
- 9. Click Update & Close to save the entered data.

Q ~ Go Actions ~ 10 Add/Delete/View Plan Elements Attachme V Q Actions ~ Q Attmsg = 'pass' X Q Attmsg = 'warning' V N (a) Have the following PHA Plan elements been revised by the PHA? (b) If the PHA answered yes for a each revise Must upload documentation The PHA must submit its Deconcentration Phase Statement of Housing Needs and Strategy for Addressing Housing Needs Statement of Housing Needs and Strategy for Addressing Housing Enter text here as needed. Enter text here as needed.	* B.1 I	Revisio	on of I	xisting PHA Plan Elements.		
✓ ★ Altmsg = 'pass' × ✓ ▲ Altmsg = 'warning' Y N (a) Have the following PHA Plan elements been revised by the PHA? (b) If the PHA answered yes for at each revise Must upload documentation ✓ N Statement of Housing Needs and Strategy for Addressing Housing Needs (b) If the PHA answered yes for at each revise Must upload documentation ✓ D Deconcentration and Other Policies that Govern Eligibility. Enter text here as needed. Enter text here as needed.	Q	~		Go Actions ∽		10 Add/Delete/View Plan Elements Attachment 0 📎
v N (a) Have the following PHA Plan elements been revised by the PHA? (b) If the PHA answered yes for a each revise Must upload documentation (c) The PHA must submit its Deconcentration Pried Office Review. v Image: Statement of Housing Needs and Strategy for Addressing Housing Needs Image: Statement of Housing Needs and Strategy for Addressing Housing Image: Statement of Housing Needs and Other Policies that Govern Eligibility. Image: Enter text here as needed. Image: Enter text here as needed.	•	\checkmark	☆	Altmsg = 'pass' 🗸 🗸	Altmsg = 'warning'	
 Statement of Housing Needs and Strategy for Addressing Housing Needs Deconcentration and Other Policies that Govern Eligibility. Selection and Admissions Enter text here as needed. 		Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for an each revise documentation	c) The PHA must submit its Deconcentration Policy for Field Office Review.
Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. Enter text here as needed.	1			Statement of Housing Needs and Strategy for Addressing Housing Needs		З î
	1			Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	Enter text here as needed.	Enter text here as needed.

10. Click the Add/Delete/View Plan Elements Attachment button to upload documentation related to the revisions of the PHA Plan elements, including the Deconcentration policy and other policies that govern eligibility, selection, and admissions.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.2	New /	Activiti	e5.	
Q	Qv		Go Actio	Click to add
•	\checkmark	∕ ☆	Altmsg = 'pass'	X Altmsg = 'warning'
	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?	(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.
1			11) or Choice Neighborhoods.	
1		12	Mixed Finance Modernization or Development.	
1			Demolition and/or Disposition.	
4			Designated Housing for Elderly and/or Disabled Families	
			NOTES	
1			Project-Based Vouchers.	
1			Units with Approved Vacancies for Modernization.	

Respond to **B.2 New Activities**.

- 11. Select **Y** (Yes) or **N** (No) for each activity. If a PHA selects **Y** (Yes) for any of the activities, then it must describe each new activity for the Field Office review. For all **N** (No) choices, additional information is not required.
- 12. Click the pencil (🥕) icon to describe the new activity.

* (a) Does the PHA intend to undertake any new activi	ties related to the following in the PHA's current Fiscal Year?	
	13 v Or ON 14	
(b) If any of these activities are planned for the current Fiscal Ye thereof, owned by the PHA for which the PHA has applied or w demolition/disposition approval process. If using Project-Based project basing would be consistent with the PHA Plan	ar, describe the activities. For new demolition activities, describe any public housing development II apply for demolition and/or disposition approval under section 18 of the 1937 Act under the sep Vouchers (PBVs), provide the projected number of project-based units and general locations, and	or portion parate describe how
	-15	
Create User	Create Date	
Last Update User	Last Update Date	
Cancel	16	odate & Close

- 13. (a) Does the PHA intend to undertake any new activities related to the following in the 'HA's current Fiscal Year? Ensure the appropriate element is selected.
- 14. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 16.
- 15. (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/ disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan: Enter the information that describes the planned new activity (text only.)
- 16. Click Update & Close to save the entered data.

* B.3	2 Nev	v Ac	tivitie	·S.		
C	λ~			Go Actic	ns ~	17 Add/Delete/View New Activities Attachment 0 📎
`	,	\checkmark	☆	Altmsg = 'pass'		×
	,	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Vear?	Upload documentation as needed for "Y" activities	the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-
1		-		Hope VI or Choice Neighborhoods.	Enter text here as needed.	
		_	_	Mixed Einanco Medernization or		

17. Click the **Add/Delete/View Plan New Activities Attachment** button to upload documentation related to the new the new activity.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.3 Progress Report.	Click to upload
Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.	documentation
	18

Respond to **B.3 Progress Report.**

[^]

18. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. Enter the information that provides a description of the PHA's progress towards meeting its Mission and Goals (text only.)

Return to PHA Selection	HUD-50077-SL	HUD-50077-ST-HCV-HP	View/Print HUD-500	5-HP Sta	19	Apply Changes	Delete HUD-50075	Validate	Submit	View Email Log	View File Attachments
* B.3 Progress Report.											
Provide a description of	the PHA's progres	s in meeting its Mission	and Goals described	in the PHA 5-Ye	ear Plan			A	ld/Delete/Vi	ew Progress Repor	t Attachment 0 🕥
Enter text here as need	ed.		Notic	e all buttons	s are <u>c</u> ente	grayed out afte red	er text is				
			_								

19. Click **Apply Changes** to save the entry.



* B.3 Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.	20 Add/Delete/View Progress Report Attachment 0 🕥

20. Once saved, click the Add/Delete/View Progress Report Attachment button to upload related documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in	EPIC and the date that it was approve	d. Add/Delete/View Capital Improvements Attachment
Enter text here as needed.	Click to upload documentation	21

Respond to **B.4 Capital Improvements.**

21. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved: Enter the information related to the most recently HUD-approved 5-Year Action Plan in EPIC and the date it was approved (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077 View/Pr	int HUD-50075 Stat 22 Apply Changes Delete HUD-50	075 Validate Submit View Email Log View File Attachmen
* B.4 Capital Improvements. Include a reference here to the most recent H	UD-approved 5-Year Action Plan in EPIC and the date that it was app	roved. Add/Delete/View Capital Improvements Attachment
Enter text here as needed	Notice all buttons are grayed out after text is	
25 of 3900		

22. Click Apply Changes to save the entry.



* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
Enter text here as needed.
26 of 3900

23. Once saved, click the Add/Delete/View Capital Improvements Attachment button to upload documentation related to capital improvements.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit? (b) If yes, please describe:	OY ○N 24	Click to upload documentation
Enter text here as needed. 26 of 3900	25	

Respond to B.5 Most Recent Fiscal Year Audit.

- 24. (a) Were there any findings in the most recent FY Audit? Select Y (Yes) or N (No.)
- 25. **If yes, please describe**: If Y (Yes) is selected for (a), then enter a description of the audit findings in the most recent FY Audit (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077	View/Pri	int HUD-50075	Apply Changes	Delete HUD-50	075 Validate	Submit View Email Log	View File Attachment
 B.5 Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? 	O Y	N			Ade	d/Delete/View Audit Attachmo	ent 0 📎
(b) If yes, please describe:		Notice all butto	ns are grayed out afte	er text is			
Enter text here as needed			entered				
25 of 9900							

26. Click **Apply Changes** to save the entry.



B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit?	O Y _ N	27 Add/Delete/View Audit Attachment 0 🕥
(b) If yes, please describe:		
Enter text here as needed.		
26 of 3900		

27. Once saved, click the Add/Delete/View Audit Attachment button to upload related documentation.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

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

C.1 Resident Advisory Board (RAB) Comments.							
* (a) Did the RAB(s) have comments to the PHA Plan?	О Ү 🗌 № 🔽 28	Click to upload	Add/Delete/View RAB Comments Attachment 0 📎				
(b) If yes, comments must be submitted by the PHA as an attachme	ent to the PHA Plan. PHAs must also include a narra	documentation	the RAB recommendations and the decisions made on				
these recommendations.			-				
Enter text here as needed.							
	29						
	-						

Respond to C.1 Resident Advisory Board (RAB) Comments.

- 28. (a) Did the RAB(s) have comments to the PHA Plan: Select Y (Yes) or N (No.)
- 29. (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations: If Y (Yes) is selected for (a), then submit the narrative with recommendations and attach comments.

Return to PHA Selection HUD-50077-SL HUD-50077 View/Pri	nt HUD-50075 Sta 30 Apply Changes Dele	ete HUD-50075 Validate Submit View Email Log View File Attachments
C.1 Resident Advisory Board (RAB) Comments. * (a) Did the RAB(s) have comments to the PHA Plan? (b) If yes, comments must be submitted by the PHA as an attachment to the these recommendations.	Notice all buttons are grayed out after text entered	Add/Delete/View RAB Comments Attachment 0 📎
Enter text here as needed		

30. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.1 Resident Advisory Board (RAB) Comments.		
* (a) Did the RAB(s) have comments to the PHA Plan?	O Y _ N	Add/Delete/View RAB Comments Attachment 0 📎
(b) If yes, comments must be submitted by the PHA as an attachn these recommendations.	ent to the PHA Plan. PHAs must also include a narrative describing the	eir analysis of the RAB recommendations and the decisions made on
Enter text here as needed.		
26 of 3900		

31. Once saved, click the Add/Delete/View RAB Comments Attachment button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

C.2 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 electronic attachment to the PHA Plan.	

Respond to C.2 Certification by State or Local Officials.

32. Click the **HUD-50077-SL** button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-SL (Authorizing Official)</u> section to complete the supplemental certification.



Respond to C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

33. Click the HUD-50077-ST-HCV-HP button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-ST-HCV-HP (Board Chair)</u> and <u>Completing Supplemental</u> <u>Form HUD-50077-ST-HCV-HP (Executive Director)</u> section to complete the supplemental certification.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as challenge, and the PHA's response to the public. * (a) Did the public challenge any elements of the Plan? If yes, include Challenged Elements.	s an attachment with a description of any challenges to Plan elements, the source of the Click to upload documentation
Enter text here as needed.	35

Respond to C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

- 34. (a) Did the public challenge any elements of the Plan? Select Y (Yes) or N (No).
- 35. **If yes, include Challenged Elements.** If Y (Yes) is selected for (a), then submit the Challenged Elements details using the text box and/or attaching the description of Annual Plan challenged elements.

Return to PHA Selection HUD-50077-SL HUD-50077 View/	trint HUD-50075 Stat 36 Apply Changes Delet	te HUD-50075	Validate Submit	View Email Log	View File Attachments
C.4 Challenged Elements. If any element of the PHA Plan is challenged, a challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? If yes, include Challenged Elements. Enter text here as needed	PHA must include such information as an attachment with a one of the such information as an attachment with a one of the subscripts of the	description of a	any challenges to Plan Add/Delete/Vi	elements, the so	urce of the nents Attachment 0
25 of 3900					

36. Click Apply Changes to save the entry.

C.4 Challenged Elements. If any element of the PHA Plan is challe challenge, and the PHA's response to the public. * (a) Did the public challenge any elements of the Plan?	nged, a PHA must include such information as an attachment with a descriptio ${f V}$ ${igcup}$ N	on of any challenges to Plan elements, the source of the
Enter text here as needed.		

37. Once saved, click the Add/Delete/View Challenged Elements Attachment button to upload documentation.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

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

PHA User Guide for HUD-50075 - 2/13/24

D.1 Affirmatively Furt	hering Fair Housing (AFFH).			
Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.				
Q~	Go Actions ~	38 + Add Fair Housing Goal		
	(2		
	No di	ta found.		

Respond to D.1 Affirmatively Furthering Fair Housing (AFFH):

38. Click + Add Fair Housing Goal to add fair housing goals.

Describe fair housing strategies and actions to achieve the goal		
1 This Dev	s page is for demonstration and testing only (Application in /elopment/ User Acceptance Testing (UAT) phases).	
* Fair Housing Goal:	39	
* Description of Strategies and Actions:	40	
Cancel	41 Create &	Close

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

(C	lick the Fair Housing Goal to review	Click to add another	+ Add Fair Housing Goal		
	Fair Housing Goal		Describe fair housing strategies and actions to achieve the goal	gou	Last Updated User	Delete
	/	Enter test here as needed. Enter test here as needed.	Enter test here as needed. Enter test here as needed.	ED Us Click to	delete	
- 4	/	Enter test here as needed.	Enter test here as needed.		goal	Ū
						1 - 2 of 2

Scroll down to add additional supporting documents.



42. Click **Add/Delete/View Supporting Documents** button to add any other additional documents to this Annual Plan.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Small PHA

PHAs who have selected this annual plan are completing the <u>HUD-50075-SM</u>, template. PHAs will also need to complete the certification forms <u>HUD-50077-SL</u> and <u>HUD-50077-CRT-SM</u>.

To qualify as a Small PHA the PHA must meet the following requirements:

- Owns or manages between 1 and 249 public housing units and any number of vouchers where the total combined units exceed 550.
- Not designated as a troubled PHA in the most recent PHAS or SEMAP assessment, or at risk of being designated as troubled.
- Small PHAs may also be High Performer PHAs if they meet the definition of High Performer above. Small PHAs that choose to submit Annual PHA Plans as High Performers must submit streamlined Annual PHA Plans using the 50075-HP template.



1. Select the Create Small PHA Plan to begin the submission process.

Once the **Create Small PHA Plan** is clicked, the user must continue with Step 2 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.

SMALL PHAs: Please answer the following question. Please note that	at you will not be able to change this answer once you created annual PHA plan	
* Are you submitting a 5-Year PHA Plan along with the Annual PHA Plan for this year?		

2. Are you submitting a 5-Year PHA Plan along with the Annual PHA Plan for this year?: Select Y (Yes) or N (No.)



Note: If the PHA user selected Y for submitting the 5-Year Plan, then follow the <u>Completing the HUD-50075-SM (Plan Elements Submitted with 5-Year PHA Plan)</u> section. If the PHA user selected N for submitting the 5-Year Plan, then follow the <u>Completing the</u> <u>HUD-50075-SM (Plan Elements Submitted Years 1-4)</u>.

	3 Create Annual Plan
te basic PHA policies, rules, and require	ments concerning the PHA's
ies served by the PHA, and members of - income families	the public of the PHA's mission,

3. Click **Create Annual Plan** to formally create a submission.



The Annual PHA Plan (HUD-50075) has been created.

Completing the HUD-50075-SM (Plan Elements Submitted with 5-Year PHA Plan)

Follow the steps below to complete the created Annual PHA Plan submission process to submitted status.



- A. Return to PHA Selection: Click this button to return to the Annual 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. **HUD-50077-CRT-SM:** Click this button to create the <u>HUD-50077-CRT-SM</u> certificate. This is the PHA Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs.) By default, this form is set to be manually signed, but it does have an option for an electronic signature submission. To manually sign the HUD-50077-CRT-SM certificate, the PHA User or PHA Execute Director will have to enter the required details, print the certificate, get the signature from both: the PHA ED and the Board Chairperson, then upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certified form. To electronically sign the HUD-50077-CRT-SM certificate PHA Executive Director and the Board Chairperson must log into the Public Housing Portal using the proper credentials, provide the details and submit/certify the form.
- D. View/Print HUD-50075-SM: Click this button to review the HUD-50075-SM in printed format.
- E. **Status Log:** Click this button to review the status changes for the current submission of the Annual PHA Plan.
- F. Apply Changes: Click this button to save any changes to the HUD-50075-SM form.
- G. Delete HUD-50075: Click this button to delete the HUD-50075-SM form.
- H. **Validate:** Click this button to validate the HUD-50075-SM form prior to submission and to identify any missing plan elements required for submission.

- I. **Submit:** Click this button to submit the HUD-50075-SM form to the Field Office (this button is available only for PHA Executive Directors.)
- J. View Email Log: Click this button to review the current and previous and current email FO correspondence from FO to PHA related to the current and previous submissions.
- K. View File Attachment: Click this button to review all file attachments associated with the HUD-50075-SM including current submission attachments and any previous submission attachments for the current submission period.

Navigate to Section A. PHA Information.

PHA Name:	D.C Housing Authority 🕐	PHA Code:	DC001 🕐	CY:	(?)	ID: 22
PHA Type:	0	PHA Plan for Fiscal Year Beginning (MM/YYYY):	?	Status:	Created 🤊	Version: 1
HA Inventory (Based on Ann	ual Contributions Contract (ACC) unit	at time of FY beginning, above)				
ber of Public Housing (PH) Units:	8178 ⑦	Number of Housing Choice Vouchers (HCVs):	16469 ?	Total Combined Units/Vouchers:	24647	
PHA Plan Submission Type:	O Annual Submission O Revised A	nnual Submission 💿			PHA Pr	ogram Type Code: C
formation relevant to the pub roject (AMP) and main office of	HAs must have the elements listed be lic hearing and proposed PHA Plan a or central office of the PHA. PHAs are	iow readily available to the public. A PHA must iden re available for inspection by the public. At a minimi strongly encouraged to post complete PHA Plans o	ntify the specific l um, PHAs must p n their official we	ocation(s) where th ost PHA Plans, inc ibsite. PHAs are als	ne proposed PHA PI luding updates, at e so encouraged to pr	an, PHA Plan Elements, and ach Asset Management ovide each resident council

1. How the public can access this PHA Plan: Enter the PHA Plan Locations indication how the public can access this PHA Plan associated with the Annual PHA plan.



2. **PHA Consortia**: Check this box, if the PHA is participating in a consortia and submitting a joint PHA plan. The PHA must add itself to the consortia.

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

Navigate to Section B. Plan Elements with 5-Year PHA Plans.

* B.1	* B.1 Revision of Existing PHA Plan Elements.										
Q	~		Go Actions ∽				Add/Delete/View Plan Elements Attachment 0 🔇				
•	\checkmark	☆	Altmsg = 'pass' 🗙 🖌 🛃 Altmsg = 'wa	ming'	Click to add						
	Y	N	(a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-</u> <u>Year PHA Plan</u> submission?	(b) If the PHA a re	documentation	ibe the	(c) The PHA must submit its Deconcentration Policy for Field Office Review.				
1			3 nt of Housing Needs and Strategy for Addressing Housing Needs.				<u>^</u>				
1		4	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.								
1		~	Financial Resources.								
~	9	0	Rent Determination	and and and	الر المر المر المر	A.A	and a present				
/	-		Significant Amendment/Modification								
4							•				
							1 - 7 of 7				

Respond to **B.1 Revision of Existing PHA Plan Elements:**

- 3. Select **Y** (Yes) or **N** (No) for each element. If a PHA selects the element **Y** (Yes) for any of the elements, then it must describe the revisions for this revised element so Field Office can review it. For all N (No) choices, additional information is not required.
- 4. Click the pencil (\checkmark) icon to describe the revisions for each revised element.

* (a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?								
Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	5 ~ Or Or 6							
(b) If the PHA answered yes for any element, describe the revisions for each element(s):								
	-7							
(c) The PHA must submit its Deconcentration Policy for Field Office Review.								
	8							
Create User	Create Date							
Last Update User	Last Update Date							
Cancel	9 Update & Close							

- 5. (a) Have the following PHA Plan elements been revised by the PHA since its last <u>Five-Year</u> <u>PHA Plan submission</u>? Ensure the appropriate element is selected.
- Ensure the selection of Y (Yes) is correct. Otherwise change it to N (No) and proceed to Step 9.

- 7. (b) If the PHA answered yes for any element, describe the revisions for each element(s): Enter the information that describes the revision for the revised element (text only.)
- (c) The PHA must submit its Deconcentration Policy for Field Office Review: This text box is <u>only</u> available for the Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions revised element. Provide the details in the text box and upload the Deconcentration Policy using the Add/Delete/View Plan Elements Attachment.
- 9. Click Update & Close to save the entered data.

*	* B.1 Revision of Existing PHA Plan Elements.											
Q ~ Go Actions ~ 10 Add/Delete/View Plan Elem												
	•	\checkmark	☆	Altmsg = 'pass' 🗸 🗸	Altmsg = 'warning'							
		Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for an each revise Must upload documentation Field Office Revi	ncentration Policy for ew.						
	/			Statement of Housing Needs and Strategy for Addressing Housing Needs		^						
	1	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.		Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.	Enter text here as needed.							

10. Click the Add/Delete/View Plan Elements Attachment button to upload policy related to Deconcentration policy and other policies that govern eligibility, selection, and admissions.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.2	New A	ctiviti	es.	Click to add
Q	~		Go Act	documentation Add/Delete/View New Activities Attachment 0 S
•	\checkmark	☆	Altmsg = 'pass'	X V Altmsg = 'warning' X
	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?	(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.
1			11 or Choice Neighborhoods.	
1			Mixed Finance Modernization or Development.	
1	12		Demolition and/or Disposition.	
_			Conversion of Public Housing to Tenant Based Assistance.	والمحافظ والمراجع والمحافظ والمح
/		0	Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).	

Respond to **B.2 New Activities**.

- 11. Select **Y** (Yes) or **N** (No) for each activity. If a PHA selects **Y** (Yes) for any of the activities, then it must describe each new activity for the Field Office review. For all **N** (No) choices, additional information is not required.
- 12. Click the pencil (🥕) icon to describe new activity.

* (a) Does the PHA intend to undertake any new activities rela	ited to the following in the PHA's current Fiscal Year?							
	13 v Or	<u>○ N</u> 14						
(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing mould be consistent with the DHA Dian.								
		15						
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Last Update User	Last Update Date							
Cancel		16 Update & Close						

- 13. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Ensure the appropriate activity is selected.
- 14. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 16.
- 15. (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan: Enter the information that describes the planned new activity (text only.)
- 16. Click **Update & Close** to save the entered data.

* B.3	2 Nev	v Ac	tivitie	·S.		
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	,	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Vear?	Upload documentation as needed for "Y" activities	the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project- eral locations, and describe how mories thasing would be consistent with the PHA Plan.
1		-		Hope VI or Choice Neighborhoods.	Enter text here as needed.	
		_	_	Mixed Einanco Medernization or		

17. Click the **Add/Delete/View Plan New Activities Attachment** button to upload documentation related to the new activity.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.3 Progress Report.	Click to upload
Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.	documentation
	-18

Respond to **B.3 Progress Report. Provide a description of the PHA's progress in meeting its** Mission and Goals described in the PHA 5-Year Plan.

18. Enter the information that provides a description of the PHA's progress towards meeting its Mission and Goals (text only.)

Return to PHA Selection	HUD-50077-SL	HUD-50077-ST-HCV-HP	View/Print HUD-50075-	HP Sta 19	Apply Changes	Delete HUD-50075	Validate	Submit	View Email Log	View File Attachments
* B.3 Progress Report.										
Provide a description of	Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.									
Enter text here as need	Notice	Notice all buttons are grayed out after text is				a/Delete/Vio	ew Progress Repor	t Attachment 0 📎		
				ente	leu					

19. Click **Apply Changes** to save the entry.



* B.3 Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.	20 Add/Delete/View Progress Report Attachment 0 📎

20. Once saved, click the Add/Delete/View Progress Report Attachment button to upload related documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in Ef	PIC and the date that it was approve	d. • Add/Delete/View Capital Improvements Attachment
Enter text here as needed.	Click to upload documentation	21

Respond to B.4 Capital Improvements. Include a reference here to the most recent HUDapproved 5-Year Action Plan in EPIC and the date that it was approved:

21. Enter the information related to the most recently HUD-approved 5-Year Action Plan in EPIC and the date that it was approved (text only.).

Return to PHA Selection HUD-50077-SL HUD-50077 View/Pn	Int HUD-50075 Stat 22 Apply Changes Delete HUD-	50075 Validate Submit View Email Log View File Attachmen
* B.4 Capital Improvements. Include a reference here to the most recent HI	JD-approved 5-Year Action Plan in EPIC and the date that it was a	oproved. Add/Delete/View Capital Improvements Attachment
Enter text here as needed	Notice all buttons are grayed out after text is entered	
		1
25 of 3900		

22. Click Apply Changes to save the entry.



* B.4 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.	
Enter text here as needed.	
26 of 3900	Į

23. Once saved, click the Add/Delete/View Capital Improvements Attachment button to upload documentation related to capital improvements.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit? (b) If yes, please describe:	O Y () N (24)	Click to upload documentation
Enter text here as needed. 20 of 3000	25	

Respond to **B.5 Most Recent Fiscal Year Audit.**

- 24. (a) Were there any findings in the most recent FY Audit? Select Y (Yes) or N (No).
- 25. **If yes, please describe**: If Y (Yes) is selected for (a), then enter a description of the audit findings in the most recent FY Audit (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077	View/Pri	Int HUD-50075 Stat 26 Apply Changes Delete HUD	-50075 Validate Submit View Email Log View File Attachment
 B.5 Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? 	O Y	N	Add/Delete/View Audit Attachment 0 🕥
(b) If yes, please describe:		Notice all buttons are grayed out after text is	
Enter text here as needed		entered	
25 of 3900			

26. Click **Apply Changes** to save the entry.



B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit?	O Y _ N	27 Add/Delete/View Audit Attachment 0 📎
(b) If yes, please describe:		
Enter text here as needed.		
26 of 3900		

27. Once saved, click the **Add/Delete/View Audit Attachment** to upload related documentation.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Navigate to Section C. Other Document and/or Certification Requirements for Annual Plan Submissions.

C.1 Resident Advisory Board (RAB) Comments.			
* (a) Did the RAB(s) have comments to the PHA Plan?	О Ч 🔿 № 🔽 28	Click to upload	Add/Delete/View RAB Comments Attachment 0 📎
(b) If yes, comments must be submitted by the PHA as an attachment these recommendations.	nt to the PHA Plan. PHAs must also include a narra	documentation	the RAB recommendations and the decisions made on
Enter text here as needed.			
	29		
	-		

Respond to C.1 Resident Advisory Board (RAB) Comments.

- 28. (a) Did the RAB(s) have comments to the PHA Plan: Select Y (Yes) or N (No.)
- 29. (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations: If Y (Yes) is selected for (a), then submit the narrative with recommendations and attach comments.

Return to PHA Selection HUD-50077-SL HUD-50077 View/P	int HUD-50075 Sta 30 Apply Changes	Delete HUD-50075	Validate Submit	View Email Log	View File Attachments
C.1 Resident Advisory Board (RAB) Comments. * (a) Did the RAB(s) have comments to the PHA Plan? (b) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. Enter text here as needed	∩ N Notice all buttons are grayed out after entered	text is lysis of th	Add/Delete/Vi	ew RAB Comments	Attachment 0 🚫
25 of 3900					

30. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.1 Resident Advisory Board (RAB) Comments.		
* (a) Did the RAB(s) have comments to the PHA Plan?	O Y _ N	Add/Delete/View RAB Comments Attachment 0 📎
(b) If yes, comments must be submitted by the PHA as an attachn these recommendations.	ent to the PHA Plan. PHAs must also include a narrative describing the	eir analysis of the RAB recommendations and the decisions made on
Enter text here as needed.		
26 of 3900		

31. Once saved, click the Add/Delete/View RAB Comments Attachment button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

C.2 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 electronic attachment to the PHA Plan.	2 HUD-50077-SL

Respond to C.2 Certification by State or Local Officials.

32. Click the **HUD-50077-SL** button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-SL (Authorizing Official)</u> section to complete the supplemental certification.



Respond to C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

33. Click the HUD-50077-CTR-SM button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-CRT-SM (Board Chair)</u> or <u>Completing Supplemental Form</u> <u>HUD-50077-CRT-SM (Executive Director)</u> section to complete the supplemental certification.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as challenge, and the PHA's response to the public. * (a) Did the public challenge any elements of the Plan? If yes, include Challenged Elements.	an attachment with a description of any challenges to Plan elements, the source of the Click to upload documentation
Enter text here as needed.	35

Respond to C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

- 34. (a) Did the public challenge any elements of the Plan? Select Y (Yes) or N (No.)
- 35. **If yes, include Challenged Elements.** If Y (Yes) is selected for (a), then submit the Challenged Elements details using the text box and/or attaching the description of Annual Plan challenged elements.

Return to PHA Selection HUD-50077-SL HUD-50077 View/Pri	t HUD-50075 Stat 36 Apply Changes Delete HU	D-50075 Validate Submit View Email Log View File Attachments		
C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. *(a) Did the public challenge any elements of the Plan? Y N Add/Delete/View Challenged Elements Attachment 0				
If yes, include Challenged Elements. Enter text here as needed	Notice all buttons are grayed out after text is entered			
25 of 3900				

36. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.4 Challenged Elements. If any element of the PHA PIan is challenged, a PHA must include such information as an attachment with a description of any challenges to PIan elements, the source of the challenge, and the PHA's response to the public.			
* (a) Did the public challenge any elements of the Plan?	OY N	37 Add/Delete/View Challenged Elements Attachment 0	
If yes, include Challenged Elements.			
Enter text here as needed.			
26 of 3900			

37. Once saved, click the **Add/Delete/View Challenged Elements Attachment** button to upload Challenged Elements documentation.

PHA User Guide for HUD-50075 - 2/13/24


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

D.1 Affirmatively Furthering Fair Housing (AFFH).										
Provide a statement of 5.154(d)(5). Use the ch PHA is required to sub to August 17, 2015. Se	f the PHA's strategies and actions to a lart provided below. (PHAs should ad mit an AFH, the PHA is not obligated e Instructions for further detail on co	chieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § d as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior mpleting this item.								
Q×	$Go \qquad \text{Actions} \lor $	38 + Add Fair Housing Goal								
		Q								
		No data found.								

Respond to D.1 Affirmatively Furthering Fair Housing (AFFH):

38. Click + Add Fair Housing Goal to add fair housing goals.

Describe fair ho	ousing strategies and actions to achieve the goal	\times
1 This Dev	s page is for demonstration and testing only (Application in relopment/ User Acceptance Testing (UAT) phases).	
* Fair Housing Goal:	39	
* Description of Strategies and Actions:	40	
Cancel	41 Create & C	Close

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

0	Click the Fair Housing G₀ Actions ✓	Go Actions >			+ Add Fair Ho	using Goal
5	Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	goui		Last Updated User	Delete
1	Enter test here as needed. Enter test here as needed.	Enter test here as needed. Enter test here as needed.	ED Us	Click to	delete	۲
1	Enter test here as needed.	Enter test here as needed.	ED Us	the g	goal	Ū
						1 - 2 of 2

Scroll down to add additional supporting documents.



42. Click **Add/Delete/View Supporting Documents** button to add any other additional documents to this Annual Plan.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Completing the HUD-50075-SM (Plan Elements Submitted Years 1-4)

Follow the steps below to complete the created PHA Plan submission process to submitted status.



- A. Return to PHA Selection: Click this button to return to the Annual 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. **HUD-50077-CRT-SM:** Click this button to create the <u>HUD-50077-CRT-SM</u> certificate. This is the PHA Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs.) By default, this form is set to be manually signed, but it does have an option for an electronic signature submission. To manually sign the HUD-50077-CRT-SM certificate, the PHA User or PHA Execute Director will have to enter the required details, print the certificate, get the signature from both: the PHA ED and the Board Chairperson, then upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certified form. To electronically sign the HUD-50077-CRT-SM certificate PHA Executive Director and the Board Chairperson must log into the Public Housing Portal using the proper credentials, provide the details and submit/certify the form.
- D. View/Print HUD-50075-SM: Click this button to review the HUD-50075-SM in printed format.
- E. **Status Log:** Click this button to review the status changes for the current submission of the Annual PHA Plan.
- F. Apply Changes: Click this button to save any changes to the HUD-50075-SM form.
- G. Delete HUD-50075: Click this button to delete the HUD-50075-SM form.
- H. **Validate:** Click this button to validate the HUD-50075-SM form prior to submission and to identify any missing plan elements required for submission.

- I. **Submit:** Click this button to submit the HUD-50075-SM form to the Field Office (this button is available only for PHA Executive Directors.)
- J. View Email Log: Click this button to review the current and previous and current email FO correspondence from FO to PHA related to the current and previous submissions.
- K. View File Attachment: Click this button to review all file attachments associated with the HUD-50075-SM including current submission attachments and any previous submission attachments for the current submission period.

Navigate to Section A. PHA Information.

PHA Name:	D.C Housing Authority (?)	PHA Code:	DC001 🕐	CY:	(?)	ID: 22
PHA Type:	0	PHA Plan for Fiscal Year Beginning (MM/YYYY):	?	Status:	Created 🤊	Version: 1
HA Inventory (Based on Annu	ual Contributions Contract (ACC) units	at time of FY beginning, above)				
ber of Public Housing (PH) Units:	8178 ⑦	Number of Housing Choice Vouchers (HCVs):	16469 📀	Total Combined Units/Vouchers:	24647	
PHA Plan Submission Type:	O Annual Submission Revised A	nnual Submission 💿			PHA Pro	ogram Type Code: C
formation relevant to the pub oject (AMP) and main office o upy of their PHA Plans.	14s must nave the elements listed be lic hearing and proposed PHA Plan ai r central office of the PHA. PHAs are	iow readily available to the public. A PHA must iden re available for inspection by the public. At a minimu strongly encouraged to post complete PHA Plans or	um, PHAs must p n their official we	ocation(s) where th oost PHA Plans, incl obsite. PHAs are als	e proposed PHA PI luding updates, at e o encouraged to pr	an, PHA Plan Elements, and . ach Asset Management ovide each resident council

1. How the public can access this PHA Plan: Enter the PHA Plan Locations indication how the public can access this Annual PHA Plan.



- 2. **PHA Consortia**: Check this box, if the PHA is participating in a consortia and submitting a joint PHA plan. The PHA must add itself to the consortia.
- Note: Go to the <u>Adding PHA Consortia</u> section to follow the steps to complete the PHA Consortia.

Navigate to Section B. Plan Elements Submitted All Other Years (Years 1-4)).

* B.1 M	New A	ctivitie	25						
Q	~		Go Acti	ions 🗸				Add/Delete/View Years 1-4 N	lew Activities Attachment 0 📎
•	\checkmark	☆	Altmsg = 'pass'	🛛 🗸 🗹 📩 Altmsg = 'warning'	×				
	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?	(b) If any of these activities are planned for the activities, describe any public housing develop has applied or will apply for demolition and/or separate demoliti	e current Fiscal Year, describe the activ ment or portion thereof, owned by th disposition approval under section 18 ion/disposition approval process.	Click to documen	add tation	oject-Based Vouchers, provide the iber of project-based units, general escribe how project-basing would be istent with the PHA Plan.	(d) The PHA must submit its Deconcentration Policy for Field Office Review.
1			3 or Choice Neighborhoods.						
1	4		Mixed Finance Modernization or Development.						
-	0	0	Demolition and/or Disposition.	p. g. t. and	the second s	و و الم الم		and the second	- Annal
1	U		Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).						
									1 - 8 of 8

Respond to **B.1 New Activities**.

- 3. Select **Y** (Yes) or **N** (No) for each activity. If a PHA selects **Y** (Yes) for any of the activities, then it must describe each new activity for the Field Office review. For all **N** (No) choices, additional information is not required.
- 4. Click the pencil (🥕) icon to describe new activity.

* (a) Does the PHA intend t	o undertake any new activities related to the following in the PHA's current Fiscal Year?								
	5 V ON 6								
(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.									
-7									
(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.									
Create User	Create Date								
Last Update User	Last Update Date								
Cancel	9 Update & Close								

5. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Ensure the appropriate activity is selected.

- 6. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) then proceed to Step 9.
- 7. (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.: Enter in text that describes the planned activities for the new activity.
- 8. (c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.: This text box is <u>only</u> available for element, Project Based Vouchers. Enter information that describes the projected number of project-based units and general locations.

* B.1	New A	ctivitie	25							
Q	Q v Go Actions v 10 Add/Deleter/View Years 1-4 New Activities Attachment 0									
•	\checkmark	☆	Altmsg = 'pass'	X V Altmsg = 'warning' X						
	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?	(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new activities, describe any public housing development or portion thereof, owned by the PHA for which has applied or will apply for demolition and/or disposition approval noder section 18 per compared to the section of the section 18 per compared to the section 18 per c	demolition (c) If using Project-Based Vouchers, provide the projected number of project-based units, general consistent with the PHA Plan. (d) The PHA must submit its beconcentration Policy for Field Office Review.					
1	4	U	Hope VI or Choice Neighborhoods.	Mu	ust upload					
2	×0.		Mixed Finance Modernization or	doci	umentation					
/			Conversion of Public Housing to Project- Based Assistance under RAD.							
1			Project Based Vouchers.	Enter text here as needed.	Enter text here as needed.					
1			Units with Approved Vacancies for Modernization.							

9. Click Update & Close to save the entered data.

10. Click the Add/Delete/View Years 1-4 Activities Attachment button to upload Deconcentration Policy and any additional documentation for any other new activity.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.2 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and	the date that it was appro	ved.
		Add/Delete/View Years 1-4 Capital Improvements Attachment 0 🕥
	documentation	-11

Respond to **B.2 Capital Improvements.**

11. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved: Enter information including a reference to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.

Return to PHA Selection HUD-50077-SL HUD-50077-CRT-SM View/Print	HUD-50075-SM	Delete HUD-50075 Validate Submit View Email Log View File Attachments
B.2 Capital Improvements. Include a reference here to the most recent H Enter text here as needed.	IUD-approved 5-Year Action Plan in EPIC and the date that it was app Notice all buttons are grayed out after text is entered	YOVEd. Add//Delete/View Years 1-4 Capital Improvements Attachment 0 📎
26 of 3900		

12. Click Apply Changes to save the entry.



The annual PHA plan is updated.

* B.2 Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.	Years 1-4 Capital Improvements Attachment 0 🕥

13. Once saved, click the Add/Delete/View Years 1-4 Capital Improvements Attachment button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Navigate to Section C. Other Document and/or Certification Requirements fir Annual Plan Submissions.

C.1 Resident Advisory Board (RAB) Comments.			
* (a) Did the RAB(s) have comments to the PHA Plan?	OY ○N 14	Click to upload	Add/Delete/View RAB Comments Attachment 0 📎
(b) If yes, comments must be submitted by the PHA as an attachn these recommendations.	nent to the PHA Plan. PHAs must also include a narrative	documentation	RAB recommendations and the decisions made on
Enter text here as needed.			
	•	15	
26 of 3900			

Respond to C.1 Resident Advisory Board (RAB) Comments.

- 14. (a) Did the RAB(s) have comments to the PHA Plan: Select Y (Yes) or N (No.).
- 15. (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations: If Y (Yes) is selected for (a), then submit the narrative with recommendations and attach comments.

Return to PHA Selection	HUD-50077-SL	HUD-50077	View/Pri	nt HUD-50075	Sta 1	Apply Changes	Delete HUD	-50075	Validate	Submit	View Email Log	View File Attachments
C.1 Resident Advisory (a) Did the RAB(s) hav (b) If yes, comments mu there accommendation	C.1 Resident Advisory Board (RAB) Comments. * (a) Did the RAB(s) have comments to the PHA Plan? (b) If yes, comments must be submitted by the PHA as an attachment to the server commendations? (c) If yes, commendations? (c) If yes, comments must be submitted by the PHA as an attachment to the server commendations? (c) If yes, commendations? (c) If yes, comments must be submitted by the PHA as an attachment to the server commendations? (c) If yes, com											
Enter text here as need	ed				en	tered						
25 of 3900												

16. Click Apply Changes to save the entry.



The annual PHA plan is updated.

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1

17. Once saved, click the Add/Delete/View RAB Comments Attachment button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.



Respond to C.2 Certification by State or Local Officials.

 Click the HUD-50077-SL button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-SL (Authorizing Official)</u> section to complete the supplemental certification.



Respond to C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

 Click the HUD-50077-CRT-SM button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-CRT-SM (Board Chair)</u> and <u>Completing Supplemental</u> <u>Form HUD-50077-CRT-SM (Executive Director)</u> section to complete the supplemental certification.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attichallenge, and the PHA's response to the public. * (a) Did the public challenge any elements of the Plan? If yes, include Challenged Elements.	Click to upload documentation
Enter text here as needed.	21

Respond to C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

- 20. (a) Did the public challenge any elements of the Plan? Select Y (Yes) or N (No).
- 21. **If yes, include Challenged Elements.** If Y (Yes) is selected for (a), then submit the Challenged Elements details using the text box and/or attaching the description of Annual Plan challenged elements.

Return to PHA Selection	HUD-50077-SL	HUD-50077	View/Pri	nt HUD-50075	Stat 22	Apply Changes	Delete HUD-	50075 Vali	idate Submit	View Email Log	View File Attachments
C.4 Challenged Elemen challenge, and the PHA's * (a) Did the public chall	s. If any element response to the enge any elemen	of the PHA Plan is ch public. ts of the Plan?	hallenged, a PF	HA must include s	uch informatio	on as an attachment	with a descrip	tion of any c	hallenges to Plan Add/Delete/Vi	elements, the so ew Challenged Eler	urce of the nents Attachment 0
If yes, include Challenge	If yes, include Challenged Elements. Enter text here as needed				ent	ered	er text is				
25 of 3900											

22. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.4 Challenged Elements. If any element of the PHA Plan is cha challenge, and the PHA's response to the public.	llenged, a PHA must include such information as an attach	ment with a description of any challenges to Plan elements, the source of the
 (a) Did the public challenge any elements of the Plan? If yes, include Challenged Elements. 	OY N	23 Add/Delete/View Challenged Elements Attachment 0
Enter text here as needed.		
26 of 3900		

23. Once saved, click the Add/Delete/View Challenged Elements Attachment button to upload Challenged Elements documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

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

D.1 Affirmatively Furt	thering Fair Housing (AFFH).	
Provide a statement o 5.154(d)(5). Use the cl PHA is required to sul to August 17, 2015. So	of the PHA's strategies and actions to achieve f hart provided below. (PHAs should add as ma bmit an AFH, the PHA is not obligated to com ee Instructions for further detail on completin	fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § iny goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the plete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior ig this item.
Q~	Go Actions ∽	24 + Add Fair Housing Goal
		Q
		No data found.

Respond to D.1 Affirmatively Furthering Fair Housing (AFFH):

24. Click + Add Fair Housing Goal to add fair housing goals.

Describe fair h	ousing strategies and actions to achieve the goal	\times
This Dev	s page is for demonstration and testing only (Application in velopment/ User Acceptance Testing (UAT) phases).	
* Fair Housing Goal:	25	
* Description of Strategies and Actions:	26	
Cancel	27 Create &	Close

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

C	Click the Fair Housing Go Actions ~		Click to add another	+ Add Fair Housing Goal		
	Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	goal	Last Updated User	Delete	
1	Enter test here as needed. Enter test here as needed.	Enter test here as needed. Enter test here as needed.	ED Us Click to	delete	T	
/	Enter test here as needed.	Enter test here as needed.	ED US	oal		
					1 - 2 of 2	

Scroll down to add additional supporting documents.



28. Click Add/Delete/View Supporting Documents to add any other additional documents to this Annual Plan.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Housing Choice Voucher (HCV) Only PHA

PHAs who have selected this annual plan are completing the <u>HUD-50075-HCV</u> template. PHAs will also need to complete the certification forms <u>HUD-50077-SL</u> and <u>HUD-50077-ST-HCV-HP</u>.

To qualify as a Housing Choice Voucher (HCV)-Only PHA, the PHA must meet the following requirements:

- Administers more than 550 units in HCVs and does not own or manage public housing units.
- Not designated as troubled in its most recent SEMAP assessment.
- HCV-Only PHAs may also be High Performer PHAs if they meet the definition of High Performer under SEMAP above. HCV-Only PHAs that choose to submit Annual PHA Plans as High Performers must submit streamlined Annual PHA Plans using the 50075-HP template.



1. Select the Create HCV PHA Plan to begin the submission process.

Once the **Create HCV PHA Plan** is clicked, the user must continue with Step 2 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.



2. Click Create Annual Plan to formally create a submission.



The Annual PHA Plan (HUD-50075) has been created.

Completing the HUD-50075-HCV

Follow the steps below to complete the created Annual PHA Plan submission process to submitted status.



- A. Return to PHA Selection: Click this button to return to the Annual 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. **HUD-50077-ST-HCV-HP:** Click this button to create the HUD-50077-ST-HCV-HP certificate. This is the PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs). By default, this form is set to be manually signed, but it does have an option for an electronic signature submission. To manually sign the HUD-50077-ST-HCV-HP certificate, the PHA User or PHA Execute Director will have to enter the required details, print the certificate, get the signature from both: the PHA ED and the Board Chairperson, then upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certified form. To electronically sign the HUD-50077-ST-HCV-HP certificate PHA Executive Director and the Board Chairperson must log into the Public Housing Portal using the proper credentials, provide the details and submit/certify the form.
- D. View/Print HUD-50075-HCV: Click this button to review the HUD-50075-HCV in printed format.

- E. **Status Log:** Click this button to review the status changes for the current submission of the Annual PHA Plan.
- F. Apply Changes: Click this button to save any changes to the HUD-50075-HCV form.
- G. Delete HUD-50075: Click this button to delete the HUD-50075-HCV form.
- H. Validate: Click this button to validate the HUD-50075-HCV form prior to submission and to identify any missing plan elements required for submission.
- I. **Submit:** Click this button to submit the HUD-50075-HCV form to the Field Office (this button is available only for PHA Executive Directors.)
- J. View Email Log: Click this button to review the current and previous email correspondence from FO to PHA related to the current and previous submissions.
- K. View File Attachment: Click this button to review all file attachments associated with the HUD-50075-HCV including current submission attachments and any previous submission attachments for the current submission period.

Navigate to Section A. PHA Information.

 A. PHA Information 						
PHA Name:	D.C Housing Authority 🕐	PHA Code:	DC001 (?)	CY:	?	ID: 22
PHA Type:	0	PHA Plan for Fiscal Year Beginning (MM/YYYY):	?	Status:	Created 🤊	Version: 1
PHA Inventory (Based on Annu	al Contributions Contract (ACC) units	at time of FY beginning, above)				
Number of Public Housing (PH) Units:	8178 ⑦	Number of Housing Choice Vouchers (HCVs):	16469 🕐	Total Combined Units/Vouchers:	24647	
PHA Plan Submission Type:	O Annual Submission O Revised A	nnual Submission			PHA Pr	ogram Type Code: C
Availability of Information. PH information relevant to the publ Project (AMP) and main office of copy of their PHA Plans.	IAs must have the elements listed be ic hearing and proposed PHA Plan a r central office of the PHA. PHAs are	low readily available to the public. A PHA must iden re available for inspection by the public. At a minimu strongly encouraged to post complete PHA Plans or	tify the specific lo um, PHAs must p n their official we	ocation(s) where th ost PHA Plans, inc bsite. PHAs are als	ne proposed PHA P luding updates, at e so encouraged to p	lan, PHA Plan Elements, and all each Asset Management rovide each resident council a
* How the public can access this PHA Plan:	ieeded.					-1

1. How the public can access this PHA Plan: Enter the PHA Plan Locations indication how the public can access this Annual PHA Plan.



- 2. **PHA Consortia**: Check this box, if the PHA is participating in a consortia and submitting a joint PHA plan. The PHA must add itself to the consortia.
- Note: Go to the <u>Adding PHA Consortia</u> section to follow the steps to complete the PHA Consortia.

Navigate to Section B. Plan Elements.

.×		Go Actions	,				Add/Delete/View Plan Elements Attachment 0
\checkmark	☆ 4	Altmsg = 'pass'	×	Altmsg = 'warning'		Click to add	
Y	N	a) Have the following PHA Plan elements I	een revised	I by the PHA since its last Annual Pla	n sul	documentation	s for any element, describe the revisions for each elemen
		3 Int of Housing Needs and Strategy for A	ddressing H	lousing Needs.	_		
4	2	Deconcentration and Other Policies that Govern	ı Eligibility, S	election, and Admissions.			
	1						
		Financial Resources.		. الى السور ماريد الى .		and the second s	
		Financial Resources.		. هې هندي مناحد هې .	مرسو	and and a	anna an

Respond to **B.1 Revision of Existing PHA Plan Elements**.

- Select Y (Yes) or N (No) for each element. If a PHA selects Y (Yes) for any of the elements, then it must describe the revisions for this revised element so Field Office can review it. For all N (No) choices, additional information is not required.
- 4. Click the pencil (🖍) icon to describe the revisions for each revised element.

* a) Have the following PHA Plan elements been revise	ed by the PHA since its last Annual Plan submission?	6
(b) If the PHA answered yes for any element, describe the revision	ons for each element(s):	_
	~7	
Create User	Create Date	
Last Update User	Last Update Date	
Cancel	8	Update & Close

- 5. (a) Have the following PHA plan elements been revised by the PHA since its last Annual Plan submission: Ensure the appropriate element is selected.
- 6. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 8.

- 7. (b) If the PHA answered yes for any element, describe the revisions for each revised element(s): Enter the information that describes the revision for the revised element (text only.)
- 8. Click Update & Close to save the entered data.

* B.1 F	Revisio	on of E	risting PHA Plan Elements.
Q	~		Go Actions V 9 Add/Delete/View Plan Elements Attachment 0 📎
•	\checkmark	☆	Altmsg = 'pass' × 🗸 🏠 Altmsg = 'warning' ×
	Y	N	a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? (b) If the PHA answered yes for any element, describe the revisions for each element(s):
1			Statement of Housing Needs and Strategy for Addressing Housing Needs.

9. Click the Add/Delete/View Plan Elements Attachment button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.2	New Act	tivitie	es.
C	2~		Go Actions > Add/Delete/View New Activities Attachment 0 📎
•		☆	Altmsg = 'pass' × V Altmsg = 'warning Click to add
	Y	N	(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? (b) If Project-Based units and general locations, and describe how project basing would be consistent with the PHA Plan.
	10	P	Project-Based Vouchers
	-		1 - 1 of 1

Respond to **B.2 New Activities**.

10. Select **Y** (Yes) or **N** (No) for new activity. If a PHA selects **Y** (Yes) for the new activity, then it must describe each new activity for the Field Office review. For all **N** (No) choices,

additional information is not required. Click the pencil (\checkmark) icon to describe the new activity.

* (a) Does the PHA intend to underta	e any new activities related to the following in the PHA's current Fiscal Year?						
(b) If Project-Based Voucher (PBV) activities are planned for the current Fiscal Year, provide the projected number of project-based units and general locations, and describe how project basino would be consistent with the PHA Plan.							
	-13						
Create User	Create Date						
Last Update User	Last Update Date						
Cancel	14 Update & Close						

- 11. (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Ensure the appropriate activity is selected.
- 12. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 14.
- 13. (b) If Project-Based Voucher (PBV) activities are planned for the current Fiscal Year, provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan: Enter the information that describes the planned new activity (text only.)
- 14. Click Update & Close to save the entered data.

* B.2 New Activities.			
Q~	Go Actions ∽		15 Add/Delete/View New Activities Attachment 0 📎
 Altmsg = 'pass' 		X Altmsg = 'warning'	X

15. Click the **Add/Delete/View Plan New Activities Attachment** button to upload documentation related to the new activity.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

* B.3 Progress Report.	Click to upload
Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.	documentation Add/Delete/View Progress Report Attachment 0 📎
Enter text here as needed.	-16

Respond to **B.3 Progress Report.**

16. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. Enter the information that provides a description of the PHA's progress towards meeting its Mission and Goals (text only.)

Return to PHA Selection HUD-50077-SL HUD-50077 View/Ph	int HUD-50075 Sta 17 Apply Changes Delete I	HUD-50075 Validate Submit View Email Log View File Attachmen
* B.3 Progress Report.		
Provide a description of the PHA's progress in meeting its Mission and Goal	s described in the PHA 5-Year and Annual Plan.	Add/Delete/View Progress Report Attachment 0
Enter text here as needed	Notice all buttons are grayed out after text is entered	s
25 of 3900		

17. Click Apply Changes to save the entry.



The annual PHA plan is updated.

* B.3 Progress Report.	
Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan	18 Add/Delete/View Progress Report Attachment 0 📎
Enter text here as needed.	
26 of 3900	

18. Once saved, click the Add/Delete/View Progress Report Attachment button to upload related documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

 B.5 Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? (b) If yes, please describe: 	○ Y ○ N ○ N/A 19	Click to upload documentation
	20	

Respond to B.5 Most Recent Fiscal Year Audit.

- 19. (a) Were there any findings in the most recent FY Audit? Select Y (Yes), N (No), or N/A.
- 20. **If yes, please describe**: If (Yes) is selected for (a), then enter a description of the audit findings in the most recent FY Audit (text only.)

Keturn to PHA Selection	HUD-50077-SL HUD-50077-ST-HC	/-HP View/Print HUD-50075-HCV	Sta 21 Apply Changes	Delete HUD-50075	Validate Subm	it View Email Log	View File Attachments	
B.5 Most Recent Fiscal Year Audit. *(a) Were there any findings in the most recent FY Audit? O Y N N/A 0								
(b) If yes, please describe:		Notice all buttons are g	grayed out after text is en	tered				

21. Click **Apply Changes** to save the entry.



The annual PHA plan is updated.

B.5 Most Recent Fiscal Year Audit. * (a) Were there any findings in the most recent FY Audit? (b) If yes, please describe:	○ Y ○ N ○ N/A ⑦	22 Add/Delete/View Audit Attachment 0 📎

22. Once saved, click the **Add/Delete/View Audit Attachment** button to upload documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

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

C.1 Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative these recommendations	Click to upload documentation	Add/Delete/View RAB Comments Attachment 0 S e RAB recommendations and the decisions made on
	24	

Respond to C.1 Resident Advisory Board (RAB) Comments.

- 23. (a) Did the RAB(s) have comments to the PHA Plan: Select Y (Yes) or N (No.).
- 24. (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations: If Y (Yes) is selected for (a), then submit the narrative with recommendations and attach comments.

Return to PHA Selection HUD-50077-SL HUD-50077 View/Print	nt HUD-50075 Sta 25 Apply Changes Delete HUD	D-50075 Validate Submit View Email Log View File Attachments					
C.1 Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? (b) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (b) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, commendations. (c) If yes, comments must be submitted by the PHA as an attachment to the these recommendations. (c) If yes, commendations. (c) If yes, comme							
Enter text here as needed		,					

25. Click Apply Changes to save the entry.



The annual PHA plan is updated.



26. Once saved, click the Add/Delete/View RAB Comments Attachment button to upload documentation.





Respond to C.2 Certification by State or Local Officials.

27. Click the HUD-50077-SL button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-SL (Authorizing Official)</u> section to complete the supplemental certification.

C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-ST-HCV-HP, PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed, must be submitted by the PHA as an electronic attachment to the PHA Plan.

Respond to C.3 Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.

 Click the HUD-50077-ST-HCV-HP button to complete the certification. Follow <u>Completing</u> <u>Supplemental Form HUD-50077-ST-HCV-HP (Board Chair)</u> or <u>Completing Supplemental</u> <u>Form HUD-50077-ST-HCV-HP (Executive Director)</u> section to complete the supplemental certification.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an at challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? If yes, include Challenged Elements.	tachment with a description of any challenges to Plan elements, the source of the Click to upload documentation
Enter text here as needed.	30

Respond to C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

- 29. (a) Did the public challenge any elements of the Plan? Select Y (Yes) or N (No).
- 30. **If yes, include Challenged Elements.** If Y (Yes) is selected for (a), then submit the Challenged Elements details using the text box and/or attaching the description of Annual Plan challenged elements.

Return to PHA Selection	HUD-50077-SL	HUD-50077	View/Print HUD	-50075	Stat 3	Apply Char	nges D	elete HUD-50075	Validate	Submit	View Email Log	View File Attachments
C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. * (a) Did the public challenge any elements of the Plan? If yes, include Challenged Elements. Notice all buttons are grayed out after text is entered								urce of the nents Attachment 0				
Enter text here as need	ed											

31. Click Apply Changes to save the entry.



The annual PHA plan is updated.

C.4 Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.								
* (a) Did the public challenge any elements of the Plan?	OY ON	32 Add/Delete/View Challenged Elements Attachment 0						
If yes, include Challenged Elements.								
Enter text here as needed.								
26 of 3900								

32. Once saved, click the Add/Delete/View Challenged Elements Attachment button to upload Challenged Elements documentation.

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

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

D.1 Affirmatively Furth	D.1 Affirmatively Furthering Fair Housing (AFFH).								
Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.									
Q~	Go Actions ∽	33 + Add Fair Housing Goal							
	Q								
	No data fo	und.							

Respond to D.1 Affirmatively Furthering Fair Housing (AFFH).

33. Click + Add Fair Housing Goal to add fair housing goals.

Describe fair ho	ousing strategies and actions to achieve the goal	\times
1 This Dev	s page is for demonstration and testing only (Application in velopment/ User Acceptance Testing (UAT) phases).	
* Fair Housing Goal:	34	
* Description of Strategies and Actions:	35	
Cancel	36 Create & C	lose

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

C Click the Fair Housing Go Actions ~		Click to add and	other	+ Add Fair Housing Goa		
	Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	goui	Last Updat	ed User	Delete
1	Enter test here as needed. Enter test here as needed.	Enter test here as needed. Enter test here as needed.	ED Us Click to delete			Û
/	Enter test here as needed.	Enter test here as needed.	ED Us	the goal		Ū
						1 - 2 of 2

Scroll down to add additional supporting documents.



37. Click Add/Delete/View Supporting Documents to add any other additional documents to this Annual Plan.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Qualified PHA

The Qualified PHAs do not need to complete the HUD-50075-HCV, HUD-50075-HP, HUD-50075-SM, or HUD-50075-ST templates. Instead, the Qualified PHA need to complete the <u>HUD-50077-CR</u> and <u>HUD-50077-SL</u> forms only. Note the HUD-50077-SL is completed once every 5 PHA Fiscal Years along with the HUD-50075-SY Plan.

To qualify as a Qualified PHA, the PHA must meet the following requirements:

- Owns or manages 550 or fewer public housing dwelling units and/or housing choice vouchers combined.
- Not designated as a Troubled PHA in the most recent PHAS assessment or does not have a failing score under SEMAP during the prior 12 months.



1. Select the **Create Qualified PHA Plan** to begin the submission process.

Once the **Create Qualified PHA Plan** is clicked, the user must continue with Step 2 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.



2. Click Create Annual Plan to formally create a submission.



The Annual PHA Plan (HUD-50075) has been created.

Completing the HUD-50077-CR

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



- A. **Return to PHA Selection:** Click this button to return to the Annual PHA Selection.
- B. HUD-50077-CR: Click this button to create the HUD-50077-CR certificate. This is the Civils Rights Certification (Qualified PHAs). By default, this form is set to be manually signed, but it does have an option for an electronic signature submission. To manually sign the HUD-50077-CR certificate, the PHA User or PHA Execute Director will have to enter the required details, print the certificate, get the signature from both: the PHA ED and the Board Chairperson, then upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certified form. To electronically sign the HUD-50077-CR certificate PHA Executive Director and the Board Chairperson must log into the Public Housing Portal using the proper credentials, provide the details and submit/certify the form.



Note: Go to the <u>Completing Supplemental Form HUD-50077-CR (Board Chair)</u> or <u>Completing Supplemental Form HUD-50077-CR (Executive Director)</u> section to follow the steps to complete the attachment process.

- C. **Status Log:** Click this button to review the status changes for the current submission of the Annual PHA Plan.
- D. Delete HUD-50075: Click this button to delete the HUD-50075 form.
- E. **Validate:** Click this button to validate the HUD-50075 form prior to submission and to identify any missing plan elements required for submission.
- F. **Submit:** Click this button to submit the HUD-50075 form to the Field Office (this button is available only for PHA Executive Directors.)
- G. **View Email Log**: Click this button to review the current and previous email correspondence from FO to PHA related to the current and previous submissions.
- H. View File Attachments: Click this button to review all file attachments associated with the HUD-50075 including current submission attachments and any previous submission attachments for the current submission period.

Scroll down to add additional supporting documents.



1. Click Add/Delete/View Supporting Documents button to add attachments.



Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process attachment process.

Creating New and Revised Certifications

Completing Supplemental Form HUD-50077-SL (Authorizing Official)

Certification by State or Local U. S Department of Housing and Urban Development Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs).

To complete the 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 be carried 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 review the HUD-50077-SL certificate.

Submitting 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							
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 O HUD 50077-SL O Status: ⑦ Birmingham District ID:							
Form: HUD-50077-SL ⊘	5YR PHA Plan Version: ⑦ 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 <u>District</u> is consistent with the Consolidated Plan or Sta Housing (AFH) as applicable to the	and/or Annual PHA Plan for fiscal year of the <u>AL001 - Housing Authority of the Birmingham</u> te Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair							
* Local Jurisdiction Name	* Local Jurisdiction Name pursuant to 24 CFR Part 91 and 24 CFR §903.15.							
* Provide a description of how the PHA Plan's content	s are consistent with the Consolidated Plan or State Consolidated Plan.							

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

Signature			
Electronic Signature	True V 3		
* Name of Authorized Official:	4	* Title:	5
Signature Text :	0	Date (mm/dd/yyyy):	0

- 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		
l of PHA Plans Consistency with the Consolidated Plan or	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 Annual Plan:** Click this button to return to the PHA's Annual Plan 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 certificate since it is required for HUD-50075 submission.
- E. Sign Document: Click this button to sign and submit the HUD-50077-SL 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 Submit Document button to submit the HUD-50077-SL.



- 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.

hudappsuat.hud.gov says	
The form has been submitted !	

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

K Return to PHA Annual Plan		Delete HUD-50077-SL				
ID: 141 PHA Name :	Housing Authority of the Birmingham 📀 District	Status: Ele Click here to delete the signed form.				
Certification by State or Local Official of PHA Plans Consis	stency with the Consolidated Plan or State Co	nsolidated 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 Par	t 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 Annual Plan** button to return to the PHA Annual Plan submission.

Submitting 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 scan of the signed form.

To manually 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 Annual Plan	Create
Certification by State or	Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)
CY: ⑦	PHA GA006 - Housing Authority of the 📀 HUD 50077- 📀 Status: 📀 Code/Name: City of ATLANTA Georgia SL ID:
Form: HUD-50077-SL 🤅	Plan ID: 273 Version: (?)
Certification by State or	Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan
l, , the certify that the 5-Yea <u>the City of ATLANTA Geo</u> Housing Choice or Assessn	ar PHA Plan for fiscal years and/or Annual PHA Plan for fiscal year of the GA006 - Housing Authority of rgia is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair nent of Fair Housing (AFH) as applicable to the
* Local Jurisdiction Name	1 pursuant to 24 CFR Part 91 and 24 CFR §903.15.
* Provide a description of	how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.
	2

- 1. Local Jurisdiction Name: Enter the local jurisdiction name associated with the 5-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 appropriate text here.

Signature			
Electronic Signature	False V		
* Name of Authorized Official:	4	* Title:	5
Signature Text :	0	Date (mm/dd/yyyy):	0

- 3. Electronic Signature: Default set to False
- 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
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 Annual Plan:** Click this button to return to the PHA's Annual Plan submission.
- B. View/Print HUD-50077-SL: Click this button to review the HUD-50077-SL in printed format.
- 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 certificate since it is required for HUD-50075 submission.



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

12/19/23, 3:06 PM HUD-50077	SL Print States: Created		Print	1 sheet of paper	
Certification by State or Local Official of PHA Plans Consistency with the Concollidated Plan or	U.S. Department of Housing and Urban Development				
State Consolidated Plan (All PHAs)	OMB No. 2577-0226 Expires 3/31/2024		Destination 8	Microsoft Print to PDF	
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan			Pages	All	
I, John Smith, the Authorized Offical certify that the 5-Year PHA Plan for fiscal years 2024-2028 and/or Annual PHA Plan for fiscal year 2024 of the <u>AL001 - Housing Authority of the Birmingham District</u> is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments			Layout	Portrait 👻	
(A) to Fair Housing Choice or Assessment of Fair Housing (AFH pursuant to 24 CFR Part 91 and 24 CFR § 903.15. Provide a description of how the PHA Plan's contents are consi Consolidated Plan.		Color	Color		
ETTEPT CEXT FIETE. Thereby certify that all the information enact/housin, as well as any information previded in the accompanioner house manamate. Concerton may result on attenual and/or arive posadions. (319:1352–1302, 1410, 1022, 3111, 522, 5322, 540	ith, is true and accounts. Warning: HED will prosecute false claims and 23.		More settings	~	
Name of Authorized Official: John Smith	Title: Authorized Offical	10			
The United States Department of Housing and Webs Development is authorized to solicit the information response applications promotioned diversarials at Table 12, Cale of Federal Regulations. Responses to the collection of info information requested does not lead multi-to confidentially. This information is collected to ensure consistency	thed in this form by virtue of Title 12, US. Code, Section 1701 et seq., and mutices are required to obtain a benefit or to retain a benefit. The with the consolidated plan or state consolidated plan.				
Public reporting hardwa for this information collection is estimated to average 8.16 hences per year per response sources, gathering and maintaining the data mediad, and completing and restering the collection of information to complete this form, unless it displays a curvedly valid OMI Control Number.	, including the time for reviewing instructions, searching existing data IEED may not collect this information, and respondents are not required				
Form identification: AL001-Housing Authority of the Birming - 124) printed by Larissa_MOPF00 Khon in HUD Secure Systems 03:06PM EST	am District form HUD-50077-SL (Form ID /Public Housing Portal at 12/19/2023				
https://hudappsuat.hud.gov/ords/ofpit/f7p=160.284.15150998608317	1/1			Cancel	

- 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 \vee	Signed form HUD-50077-SL Add/Delete/View Attachment 0		
* Name of Authorized Official:	John Smith	⑦ * Title:	Exectuive Director	0
Signature Text :	0	Date (mm/dd/yyyy):	0	

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

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

Keturn to PHA Annual Plan	View/Print HUD-50077-SL E	þ	Apply Changes	Delete HUD-50077-SL	Submit Document			
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)								
сү. 🧿	PHA Code/Name:	GA006 - Housing Authority of the O HUD 5 City of ATLANTA Georgia	0077- 681 🧿	Status: Created	I 💿			
Form: HUD-50077-SL	0	Annua Pl.	I PHA 273 an ID:	Version: 1 🕐				
Certification by State or Local Official of PHA Plans Cor stency with the Consolidated Plan or State Consolidated Plan								
Form identifica n: GA006-Housing Authority of the City of ATLANTA Georgia form HUD-50077-SL (Form ID - 681) printed by Johnson1 Abraham in HUD Secure Systems/Public Housing Portal at 01/18/2024 11:22PM EST								
http	s//hudappsuat.hud.gov/ords/ofpih/f7	p=160 284.15536934668032		1/1				

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.



12. Click the **Submit Document** button to submit the HUD-50077-SL certificate.

Keturn to PHA Annual Plan	13 int HUD-50077			Appl Click here to	Delete HUD-50077
сү 🎯	Code/Na	ALOO4 - ANNISTON HA 🕗	HUD 50077-	delete the form	1 💿

13. Click the **Return to PHA Annual Plan** button to return to the PHA annual submission.

Completing Supplemental Form HUD-50077-ST-HCV-HP (Board Chair)

HUD requires PHAs to submit HUD-50077-ST-HCV-HP **PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)** with the Board Chair's signature. To complete the HUD-50077-ST-HCV-HP, follow the subsections below.



Note: It is preferable the Board Chair electronically signs the HUD-50077-ST-HCV-HP by following the steps outlined <u>Submitting the HUD-50077-ST-HCV-HP with Electronic</u> <u>Signature (Board Chair)</u>. If for some reason a Wet Signature is desired, please follow directions for <u>Submitting the HUD-50077-CRT-SM with Wet Signature (Board Chair)</u>.



1. Click the **HUD-50077-ST-HCV-HP** button to begin the process to submit the HUD-50077-ST-HCV-HP certificate.



2. Scroll down and check the **5-Year PHA Plan for Fiscal Year 20_-20_** if this form is submitted for the 5-Yeah PHA Plan.

Submitting the HUD-50077-ST-HCV-HP with Electronic Signature (Board Chair)

HUD requires PHAs to submit HUD-50077-ST-HCV-HP PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) with the Board Chair's signature. To electronically sign the HUD-50077-ST-HCV-HP, follow the directions below.



Note: Follow Steps 1-3 only when the Executive Director has not previously created the HUD-50077-ST-HCV-HP. If the Executive Director has previously created the form, skip Steps 1-3, and go to Step 4.

Electronic True > 1			
Signature			
Name of Executive Director: ⑦		* Name of Board Chairperson:	2
Executive Director Signature Text: 📀	Date (mm/dd/yyyy):	Chairperson Signature Text: 💿	Date (mm/dd/yyyy): 🧿
Executive Director Signature:		Board Chairperson Signature:	

- 1. Electronic Signature: Select True.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.



3. Click the **Create** button.

The menu buttons at the top of the screen appear.

Return to PHA Annual Plan A	View/Print HUD-50077	÷		Apply Changes	Refresh ED Info	Delete HUD-50077	Sign Document (Board Chair)
cr A 🧿		PHA ode/Name :	AL001 - Housing Authority of the Birmingham District	⊙ h _007	D; 15	E tus Cr	eated 🤊 🦵

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-ST-HCV-HP: Click this button to review the HUD-50077-ST-HCV-HP in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-ST-HCV-HP form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-ST-HCV-HP submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-ST-HCV-HP:** Click this button to delete the HUD-50077-ST-HCV-HP form.
- F. Sign Document (Board Chair): Click this button to sign and submit the HUD-50077-ST-HCV-HP certificate since it is required for the HUD-50075 submission.


4. Click the **Sign Document (Board Chair)** button to submit the HUD-50077-ST-HCV-HP certificate since it is required for the HUD-50075 submission.



- 5. **Signature Text**: Type your name in the field.
- 6. Click the **Sign Document** button to sign the form.



7. Click the **OK** button to agree to the certifications.



8. The form has been signed. Click the **OK** button to continue the process.



PHA User Guide for HUD-50075 - 2/13/24

9. Click the **Return to PHA Annual Plan** button to return to the HUD-50075 submission.

Submitting the HUD-50077-ST-HCV-HP with Wet Signature (Board Chair)

HUD requires PHAs to submit HUD-50077-ST-HCV-HP **Certifications of Compliance with PHA Plan and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)** with the Board Chair's signature. To manually sign the form, the PHA must print the form, obtain the Board Chair's wet signature, and upload a scanned version of the signed form.



- 1. It is preferable the Board Chair electronically signs the HUD-50077-HCV-HP form <u>by</u> <u>following the steps outlined</u> in <u>Submitting the HUD-50077-HCV-HP with Electronically</u> <u>Signature section (Board Chair)</u>.
- 2. Follow steps 1-3 only when the Executive Director has not previously created the HUD-50077-ST-HCV-HP form. If the Executive Director has previously created the HUD-50077-ST-HCV-HP form, skip Steps 1-3, and go to Step 4.

To manually sign the HUD-50077-ST-HCV-HP, follow the directions below.

Electronic False 1								
Signature								
Name of Executive Director:		* Name of Board Chairperson:	John Smith					
Executive Director Signature Text: 📀	Date (mm/dd/yyyy):	Chairperson Signature Text:	⑦ Date (mm/dd/yyyy): ⑦					
Executive Director Signature:		Board Chairperson Signature:	0					

- 1. Electronic Signature: Select False.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.

Status	3 Create
Version:	

3. Click the **Create** button.

The menu buttons at the top of the screen appear.

<	Return to PHA Annual Plan	View/Print HUD-50077	₿.			Apply Changes	Refresh ED Info	Delete HUD-50077
	cr A 🦁	B	PHA de/Name :	AL004 - ANNISTON HA 🕗	HUD 50077- ID: 17	_0_	Status D sated	0 E

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. **View/Print HUD-50077-ST-HCV-HP:** Click this button to review the HUD-50077-ST-HCV-HP in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CR form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-ST-HCV-HP submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-ST-HCV-HP:** Click this button to delete the HUD-50077-ST-HCV-HP form.

Return to PHA Selection	View/Print HUD-50077			Apply Changes	Refresh ED Info	Delete HUD-50077
CY 🧿	PHA Code/Name ·	AL004 - ANNISTON HA 🕐	HUD 50077-		Status Created	0

4. Click the **View/Print HUD-50077-ST-HCV-HP** button to view and print the form to obtain a signature.

TT. TIK THET WILLKEEP REVIEW IN RECORDING W	NI 24 CI IS 02 20 MIN INCIDURE UN CIRCUTE	NAME OF OCCUPANTICS OF OTHER DOCUMENTS				
with program requirements.				*		
18. The PHA will comply with the Lead-Based	Paint Poisoning Prevention Act, the Resider	tial Lead-Based Paint Hazard			Drint	4 shoets of paper
Reduction Act of 1992, and 24 CFR Part 35					Print	4 sneets of paper
19. The PHA will comply with the policies, gui	delines, and requirements of 2 CFR Part 200), Uniform Administrative				
Requirements, Cost Principles, and Audit R	equirements for Federal Financial Assistance	e, including but not limited to				
submitting the assurances required under 24 required assurances in SE-424B or D as an	CFR §§ 1.5, 3.115, 8.50, and 107.25 by sul Jicabla	emitting an SF-424, including the			Destination 5	Microsoft Print to PDF 🔹
20 The DHA will undertake only activities and	programs covered by the Plan in a menner of	onsistent with its Plan and will				
utilize covered erant funds only for activitie	s that are approvable under the regulations	nd included in its Plan.				
21. All attachments to the Plan have been and y	ill continue to be available at all times and	ill locations that the PHA Plan is				
available for public inspection. All required	supporting documents have been made avail	lable for public inspection along			Pages	All
with the Plan and additional requirements a	the primary business office of the PHA and	at all other times and locations				
identified by the PHA in its PHA Plan and v	ill continue to be made available at least at	the primary business office of				
the PHA.					Lavout	Portrait T
22. The PHA certifies that it is in compliance w	ith applicable Federal statutory and regulate	ry requirements, including the			Layout	Portrait
Declaration of Trust(s).						
Orlando Housing Authority	FL004					
PHA Nome	BHA Number/HA Cod				Color	Color *
5 Veer BHA Blan for Fireal Veers 20, 20	V Annual PLIA Plan for	Eiron Vent 2024				
0-Teal TTINT fail for Fiscal Teals 2020_		riscai real 2023				
I hereby certify that all the information stated h	erein as well as any information provided	in the accompaniment herewith	is .			
true and accurate. Warning: HUD will prosecu	te false claims and statements. Conviction	may result in criminal and/or ci	vil			
penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.	C. 3729, 3802).				More settings	~
	1		_			
Name of Executive Director: MS Vivian Bry	ant, Esq. Name of Board Chairma	Board Chair Name				
Signature Date	Signature	Date				
The United States Department of Housing and Urban Development is suff	rized to solicit the information requested in this form by virtue of	Title 12, U.S. Code, Section 1701				
of seq., and regulations prominigated thereinder at the 12, Code of Peder retain a benefit. The information requested does not lend itself to confider here not investigate and the first sector of the sector of the sector.	a Regulation Responses to the concellon of information are requirably. This information is collected to ensure compliance with Pl	Inced to contain a themetic or to IA Plan, Civil Rights, and related				
and the replaced including risk pair cancels the new compet-						
https://budgeoguat.bud.gov/orde/ofnib/2n=160-200-468284	785014		3/4			
mitis/mitidappsiatinatigoeords/orginerrp=160.239.406284	27800 I%		-			
12/14/23, 11:30 PM	HUD-50077-CRT-SM					
Public reporting burden for this information collection is estimated to aver	age 0.16 hours per year per response, including the time for nevie	ving instructions, searching				
existing data sources, gathering and maintaining the data needed, and com respondents are not required to complete this form, unless it displays a cur-	leting and reviewing the collection of information. HUD may ne unity valid OMB Control Number.	collect this information, and				
			_			
Form identification: FL004-Orlando Housin	g Authority form HUD-50077-CRT-SM (Form	ID - 101) printed by Larissa_MOF	1-00			
Knon in HUD Secure Systems/Public Housing Ports	t at 12/14/2023 11:29PM EST					
					_	
					_	6 Print Cancel
						Calicer
				-		

- 5. Select the **Destination** you want to print to.
- 6. Click the **Print** button to print the form.
- 7. The Executive Director and the Board Chair must sign and date the form.



8. Click the Signed form HUD-50077-ST-HCV-HP Add/Delete/View Attachment button.

Before uploading the form, the PHA must ensure HUD-50077-ST-HCV-HP Form ID number in the scanned and signed attachment matches the HUD-50077-ST-HCV-HP ID in the portal (see the image below).

Plan View	v/Print HUD-50077 日			Apply Changes	Refresh ED Info	Delete HL	JD-50077
)	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	\odot	HUD 50077 7		Status	Create
				ID: 2		Version:	1
	information requested does Public reporting barden for gathering, and maintaining complete this form, saless it	nat lend thad the considerativity. The information is collected to encave that PHA the information collection is editionated in severage 0.16 leaves per response, usch he data metricular sense integravate viscostrage of the leaves of information. PH displays a currently valid OME Control Number.	a carry out applicable ading the time for re D may not collect th	he civil rights requirements. releving instructions, searching existing the minimum science, and respondents are not re-	exacts, and to		
	Form identifica	tion: AL001-Housing Authority of the Birmin	gham Distri	ict form HUD-50077	Form ID		

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Keturn to PHA Annual Plan	9 jint HUD-50077	App Click here to Delete HUD-50077
CY 🧿	PHA AL004 - ANNISTON HA 💿	HUD 50077-

9. Click the Return to PHA Annual Plan button to return to the HUD-50075 submission.

Completing Supplemental Form HUD-50077-ST-HCV-HP (Executive Director)

HUD requires PHAs to submit HUD-50077-ST-HCV-HP PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) with the Executive Director's signature. To complete the HUD-50077-ST-HCV-HP, follow the subsections below.



Note: It is preferable the Executive Director electronically signs the HUD-50077-ST-HCV-HP by following the steps outlined in <u>Submitting the HUD-50077-ST-HCV-HP with</u> Electronically Signature (Executive Director). If for some reason a Wet Signature is desired, please follow directions for Submitting the HUD-50077-ST-HCV-HP with Wet Signature (Executive Director).



1. Click the HUD-50077-ST-HCV-HP button to begin the process to submit the HUD-50077-ST-HCV-HP.



2. Scroll down and check the 5-Year PHA Plan for Fiscal Year 20 -20 if this form is submitted for the 5-Yeah PHA Plan.

Submitting the HUD-50077-ST-HCV-HP with Electronic Signature (Executive Director)

To electronically sign the HUD-50077-ST-HCV-HP PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) follow the directions below.



Note: Follow Steps 1-3 only when the Board Chair has not previously created the HUD-50077-ST-HCV-HP. If the Board Chair has previously created the HUD-50077-ST-HCV-HP form, skip Steps 1-3.

Electronic True V			
Signature			
Name of Executive Director:		* Name of Board Chairperson:	2
Executive Director Signature Text: 🕐	Date (mm/dd/yyyy):	Chairperson Signature Text: 📀	Date (mm/dd/yyyy): 🧿
Executive Director Signature:		Board Chairperson Signature: 🕐	

- 1. Electronic Signature: Select True.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.



3. Click the **Create** button.

The menu buttons at the top of the screen appear.

Keturn to PHA Annual Plan	View/Print HUD-50077 다	a la	Apply Changes	Refresh ED Info	Delete HUD-50077	Sign Document (Executive Director)
cy A 💿	B Code/	PHA AL001 - Housing Authority of the /Name : Birmingham District		10077- D	E Status	Created 🕐 F

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-ST-HCV-HP: Click this button to review the HUD-50077-ST-HCV-HP in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-ST-HCV-HP form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-ST-HCV-HP submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-ST-HCV-HP:** Click this button to delete the HUD-50077-ST-HCV-HP form.
- F. **Sign Document (Executive Director)**: Click this button to sign and submit the HUD-50077-ST-HCV-HP as part of the HUD-50075 submission.



4. Click the **Sign Document (Executive Director)** button to submit the HUD-50077-ST-HCV-HP certificate since it is required for the HUD-50075 submission.



- 5. Signature Text: Type your name in the field.
- 6. Click the **Sign Document** button to sign the form.



7. Click the **OK** button to agree to the certifications.



8. The form has been signed. Click the **OK** button to continue the process.

PHA User Guide for HUD-50075 - 2/13/24



9. Click the **Return to PHA Annual Plan** button to return to the HUD-50075 submission.

Submitting the HUD-50077-ST-HCV-HP with Wet Signature (Executive Director)

HUD requires PHAs to submit HUD-50077-ST-HCV-HP **PHA Certifications of Compliance with the PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) form** with the Executive Director's signature. To manually sign the form, the PHA must print the form, obtain the Executive Director's wet signature, and upload a scanned version of the signed form.



- Note:
 1. It is preferable the Executive Director electronically signs the HUD-50077-ST-HCV-HP form by following the steps outlined in Submitting the HUD-50077-ST-HCV-HP with Electronically Signature (Executive Director) section.
- 2. Follow the Steps 1-3 only when the Board Chair has not previously created the HUD-50077-ST-HCV-HP. If the Board Chair has previously created the HUD-50077-ST-HCV-HP form, skip Steps 1-3, and go to Step 4.

To manually sign the HUD-50077-ST-HCV-HP, follow the directions below.

Electronic False 1								
Signature								
Name of Executive Director: 🧿		* Name of Board Chairperson: John Smith	2					
Executive Director Signature Text:	Date (mm/dd/yyyy):	Chairperson Signature Text: 🕐	Date (mm/dd/yyyy): 🧿					
Executive Director Signature: 🧿		Board Chairperson Signature:						

- 1. Electronic Signature: Select False.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.

	3 Create
Status	0
Version:	

3. Click the **Create** button.

The menu buttons at the top of the screen appear.

Return to PHA Annual Plan	View/Print HUD-50077			Apply Changes	Refresh ED Info	Delete HUD-50077	Submit Document
cr A @	B	PHA AL001 - Housing Authority of the lame : Birmingham District	0	HUD 50077 C	—D –	Status Ci E 🥑	

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-ST-HCV-HP: Click this button to review the HUD-50077-ST-HCV-HP in printed form.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-ST-HCV-HP format.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-ST-HCV-HP submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-ST-HCV-HP:** Click this button to delete the HUD-50077-ST-HCV-HP form.
- F. **Submit Document:** Click this button to submit the HUD-50077-ST-HCV-HP certificate since it is required for the HUD-50075 submission.

Return to PHA Annual Plan	View/Print HUD-50077	4		Apply Changes	Refresh ED Info	Delete HUD-50077	Submit Document
сү 🧿	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	0	HUD 50077- ID: 6		Status Created 🧿	

4. Click the **View/ HUD-50077-ST-HCV-HP** button to view and print the form to obtain a signature.

with program requirements.			*	
18. The PHA will comply with the Lead-Based Paint	Poisoning Prevention Act, the Residential Lead-Based Paint Hazar			
Reduction Act of 1992, and 24 CFR Part 35.			Print	4 sheets of paper
19. The PHA will comply with the policies, guidelin	s, and requirements of 2 CFR Part 200, Uniform Administrative			
Requirements, Cost Principles, and Audit Requir	ments for Federal Financial Assistance, including but not limited t			
submitting the assurances required under 24 CFF	§§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including	the		
required assurances in SF-424B or D, as applical	le.		Destination	5 Microsoft Print to PDF 🔹
20. The PHA will undertake only activities and prog	ams covered by the Plan in a manner consistent with its Plan and w			
utilize covered grant funds only for activities that	are approvable under the regulations and included in its Plan.			-
21. All attachments to the Plan have been and will co	ntinue to be available at all times and all locations that the PHA Pla	nis		
available for public inspection. All required supp	orting documents have been made available for public inspection al	ng	Pages	All
with the Plan and additional requirements at the	rimary business office of the PHA and at all other times and location	ns		
identified by the PHA in its PHA Plan and will o	ntinue to be made available at least at the primary business office of	c l		
the PHA.				
22. The PHA certifies that it is in compliance with an	plicable Federal statutory and regulatory requirements, including th		Layout	Portrait
Declaration of Trust(s).				
Orlando Housing Authority	FL004			
PHA Name	PHA Number/HA Code		Color	Color
5 Year BLA Blan for Eiroel Years 20, 20	V Annual BHA Blan for Eiroal Vear 2024			
5- rear if the Fian for Fiscar Tears 2020_	A Annual I HA Fian for Fiscar feat 2024			
Name of Executive Director: MS Vivian Bryant,	Esq. Name of Board Chairman: Board Chair Name			
Signature Date	Signature Date	7		
The United States Department of Hensing and United Development is andhroided et al., and explantions promalipstal theoreacher as Tale 1.2, color of Yaden Hages and the second transformed state of the second state of the second state have and explainties including HSX plan classes in the fair Casedonality have and explainties including HSX plan classes in the fair Casedon Https://hudapposult.hud.gov/ords/ofph/Pp=160.209.468284278650	which the information requested in this forms by since of Tible 12, U.S. Cach, Soution 1701 times, Responses to the collection of unformation are required to obtain a boards or so in information in collected to othere compliance with PRAS Plan, Croil Eights, and Parkind Plan=	3/4		
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Public reporting burden for this information collection is estimated to average 0.1	hours per year per response, including the time for reviewing instructions, searching			
existing data sources, gathering and maintaining the data needed, and completing respondents are not required to complete this form, unless it displays a currently y	nd reviewing the collection of information. HUD may not collect this information, and fiel OMB Control Number.			
Form identification: FL004-Orlando Housing Au	hority form HUD-50077-CRT-SM (Form ID - 101) printed by Larissa	MOPF00		
Khon in HUD Secure Systems/Public Housing Portal at	2/14/2023 11:29PM EST			
				6 Print Cancel
			-	

- 5. Select the **Destination** you want to print to.
- 6. Click the **Print** button to print the form.
- 7. The Executive Director and the Board Chair must sign and date the form.

ature: False V 🕐 8 Signed form HUD-50077 Add/Delete/View Attachmen	t O 📎
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8. Click the Signed form HUD-50077-ST-HCV-HP Add/Delete/View Attachment button.

Before uploading the form, the PHA must ensure HUD-50077-ST-HCV-HP Form ID number in the scanned and signed attachment matches the HUD-50077-ST-HCV-HP ID in the portal (see the image below).

Plan View/Print H	HUD-50077 [믑		Apply Changes	Refresh ED Info	Delete HI	UD-50077
)	PHA AL001 - Housing Authority of the Code/Name : Birmingham District	\odot	HUD 50077 7		Status	Create
			ID: 2		Version:	1
	information requested does not level fixed to encludentiality. The information is callected to encave that Public reporting barden for this information collection is estimated to average 0.16 hours per response galaxies, and maintaining the data method, and completing and evivoring the callection and informatio complete this from, sature it daplays a carrierity valid OHE Courton Namber.	t PHAs carry out applicab e, including the time for m n. HUD may not collect th	de cieïl rights requirements. releving instructione, searching existing di us information, and respondents are net re	exercise, red to		
	Form identification: AL001-Housing Authority of the Birn - 7) for CY printed by in HUD Secure S	ningham Distr	ict form HUD-50077 (Housing Portal at 09/11/	Form ID 2023		

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Return to PHA Annual Plan	View/Print HUD-50077				Apply Changes	Refresh ED Info	Delete HUD-50	9 s	ubmit Document
сү 🎯	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	0	HUI	^{C 50077} 6		Status Cre	ated ③	

9. Click the **Submit Document** button to submit the HUD-50077-ST-HCV-HP as part of the HUD-50075 submission.

Keturn to PHA Annual Plan	10 int HUD-	-50077· 日			Appl	Click here to	Delete HUD-50077
cy 🧿	-	PHA Code/Name	AL004 - ANNISTON HA 💿	HUD 50077-		delete the form	10

10. Click the **Return to PHA Annual Plan** button to return to the HUD-50075 submission.

Completing Supplemental Form HUD-50077-CRT-SM (Board Chair)

HUD requires PHAs to submit HUD-50077-CRT-SM Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs) with the Board Chair's signature. To complete the HUD-50077-CRT-SM, follow the subsections below.



Note: It is preferable the Board Chair electronically signs the HUD-50077-CRT-SM by following the steps outlined in <u>Submitting the HUD-50077-CRT-SM with Electronic</u> <u>Signature (Board Chair)</u>. If for some reason a Wet Signature is desired, please follow directions for <u>Submitting the HUD-50077-CRT-SM with Wet Signature (Board Chair)</u>.



1. Click the **HUD-50077-CRT-SM** button to begin the process to submit the HUD-50077-CRT-SM certificate.



2. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed): Scroll down and check the appropriate boxes.



3. Scroll down and check the **5-Year PHA Plan for Fiscal Year 20_-20_** if this form is submitted for the 5-Yeah PHA Plan.

Submitting the HUD-50077-CRT-SM with Electronic Signature (Board Chair)

HUD requires PHAs to submit HUD-50077-CRT-SM Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs) with the Board Chair's signature. To electronically sign the form, follow the directions below.



Note: Follow Steps 1-3 only when the Executive Director has not previously created the HUD-50077-CRT-SM. If the Executive Director has previously created the form, skip Steps 1-3, and go to Step 4.

Signature				
Name of Executive Director: ⑦ Executive Director Signature Text: ⑦ Executive Director Signature: ⑦	Date (mm/dd/yyyy): 🧿	 Name of Board Chairperson: Chairperson Signature Text: Board Chairperson Signature: 	⑦ Date (mm/dd/yyy) ⑦	<i>ħ</i> : ⑦

- 1. Electronic Signature: Select True.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.



3. Click the **Create** button.

The menu buttons at the top of the screen appear.

Return to PHA Annual Plan	View/Print HUD-50077	₿.		Apply Changes	Refresh ED Info	Delete HUD-50077	Sign Document (Board Chair)
		PHA ode/Name :	AL001 - Housing Authority of the Birmingham District	O 1007	D: 15	E tus Cr	eated 💿 🤳

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-CRT-SM: Click this button to review the HUD-50077-CRT-SM in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CRT-SM form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CRT-SM submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. Delete HUD-50077-CRT-SM: Click this button to delete the HUD-50077-CRT-SM form.
- F. **Sign Document (Board Chair)**: Click this button to sign and submit the HUD-50077-CRT-SM certificate since it is required for the HUD-50075 submission.



4. Click the **Sign Document (Board Chair)** button to submit the HUD-50077-CRT-SM certificate since it is required for the HUD-50075 submission.



- 5. **Signature Text**: Type your name in the field.
- 6. Click the **Sign Document** button to sign the form.



7. Click the **OK** button to agree to the certifications.

hudappsuat.hud.gov says	
The form has been signed by Board Chairperson.	
	8 OK

8. The form has been signed. Click the **OK** button to continue the process.

Keturn to PHA Annual Plan 9	rint HUD-50077	-	Apply Changes Refresh ED Delete HUD-50077
су . 📀	PHA AL001 - Housing Authority of the Code/Name : Birmingham District	 HUD 50077 ID: 4 ID: 2 	Click here to delete the form

9. Click the **Return to PHA Annual Plan** button to return to the HUD-50075 submission.

Submitting the HUD-50077-CRT-SM with Wet Signature (Board Chair)

HUD requires PHAs to submit **HUD-50077-CRT-SM Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)** with the Board Chair's signature. To manually sign the form, the PHA must print the form, obtain the Board Chair's wet signature, and upload the scanned version of the signed form.

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Note:

- It is preferable the Board Chair electronically signs the HUD-50077-CRT-SM form by following the steps outlined in <u>Submitting the HUD-50077-CRT-SM with Electronic</u> <u>Signature (Board Chair)</u> section.
- 2. Follow steps 1-3 only when the Executive Director has not previously created the HUD-50077-CRT-SM form. If the Executive Director has previously created the HUD-50077-CRT-SM form, skip Steps 1-3, and go to Step 4.

To manually sign the HUD-50077-CRT-SM, follow the directions below.

PHA User Guide for HUD-50075 - 2/13/24

Electronic False 1							
Signature							
Name of Executive Director:	0			* Name of Board Chairperson:	John Smith	2	
Executive Director Signature Text:	0	Date (mm/dd/yyyy):	0	Chairperson Signature Text:	0	Date (mm/dd/yyyy):	0
Executive Director Signature:	0			Board Chairperson Signature:	0		

- 1. Electronic Signature: Select False.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.



3. Click the **Create** button.

The menu buttons at the top of the screen appear.

Return to PHA Annual Plan	View/Print HUD-50077 급			Apply Changes	Refresh ED Info	Delete HUD-50077
CY A 🕑	B	PHA Name . AL004 - ANNISTON HA (2)	HUD 50077-	- <u>C</u> -	Statu: D Jated	J E

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-CRT-SM: Click this button to review the HUD-50077-CRT-SM in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CRT-SM form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CRT-SM submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. Delete HUD-50077-CRT-SM: Click this button to delete the HUD-50077-CRT-SM form.



PHA User Guide for HUD-50075 - 2/13/24

4. Click the **View/Print HUD-50077-CRT-SM** button to view and print the form to obtain a signature.



- 5. Select the **Destination** you want to print to.
- 6. Click the **Print** button to print the form.
- 7. The Executive Director and the Board Chair must sign and date the form.



8. Click the Signed form HUD-50077-CRT-SM Add/Delete/View Attachment button.

Before uploading the form, the PHA must ensure HUD-50077-CRT-SM Form ID number in the scanned and signed attachment matches the HUD-50077-CRT-SM ID in the portal (see the image below.)

Plan View	v/Print HUD-50077 日			Apply Changes	Refresh ED Info	Delete HL	JD-50077
)	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	\odot	HUD 50077 7		Status	Create
				ID: 2		Version:	1
	information requested does Public reporting barden for gathering, and maintaining complete this form, saless it	nat lend thad the considerativity. The information is collected to encare that PHA the information collection is editionated in severage 0.16 leaves per response, unch the data metric constraints and encourse the constraints of collection of information. PH displays a currently valid OME Control Number.	a carry out applicable ading the time for re D may not collect th	he civil rights requirements. releving instructions, searching existing the minimum science, and respondents are not re-	exacts, and to		
	Form identifica	tion: AL001-Housing Authority of the Birmin	gham Distri	ict form HUD-50077	Form ID		

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Keturn to PHA Annual Plan	9 int HUD-50077 日	App Click here to Delete HUD-50077	
CY ③	PHA AL004 - ANNISTON HA 💿	HUD 50077-	

9. Click the Return to PHA Annual Plan button to return to the HUD-50075 submission.

Completing Supplemental Form HUD-50077-CRT-SM (Executive Director)

HUD requires PHAs to submit HUD-50077-CRT-SM Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs) with the Executive Director's signature. To complete the HUD-50077-CRT-SM, follow the subsections below.



Note: It is preferable the Executive Director electronically signs the HUD-50077-CRT-SM by following the steps outlined in <u>Submitting the HUD-50077-CRT-SM with Electronic</u> <u>Signature (Executive Director)</u>. If for some reason a Wet Signature is desired, please follow directions for <u>Submitting the HUD-50077-CRT-SM with Wet Signature (Executive Director)</u>.



1. Click the **HUD-50077-CRT-SM** button to begin the process to submit the HUD-50077-CRT-SM certificate.



2. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed): Scroll down and check the appropriate boxes.



3. Scroll down and check the **5-Year PHA Plan for Fiscal Year 20_-20_** if this form is submitted for the 5-Yeah PHA Plan.

Submitting the HUD-50077-CRT-SM with Electronic Signature (Executive Director)

To electronically sign the **Certifications of Compliance with PHA Plan and Related Regulations (Small PHAs)** or **HUD-50077-CRT-SM**, follow the directions below.



Note: Follow Steps 1-3 only when the Board Chair has not previously created the HUD-50077-CRT-SM. If the Board Chair has previously created the form, skip Steps 1-3, and go to Step 4.

Electronic True V 1			
Signature			
Name of Executive Director: 🕜		* Name of Board Chairperson:	2
Executive Director Signature Text: 🧿	Date (mm/dd/yyyy): 🧿	Chairperson Signature Text: 📀	Date (mm/dd/yyyy): 🧿
Executive Director Signature: 🧿		Board Chairperson Signature: 🧿	

- 1. Electronic Signature: Select True.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.

		3 Create
Status	0	
Version:		

3. Click the **Create** button.

The menu buttons at the top of the screen appear.

Return to PHA Annual Plan	View/Print HUD-50077	- ()		Apply Changes	Refresh ED Info	Delete HUD-50077	Sign Document (Executive Director)
cr A 📀	В	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District		0077- D	E Status	Created 💿 F

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-CRT-SM: Click this button to review the HUD-50077-CRT-SM in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CRT-SM form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CRT-SM submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-CRT-SM:** Click this button to delete the HUD-50077-CRT-SM form.
- F. Sign Document (Executive Director): Click this button to sign and submit the HUD-50077-CRT-SM certificate since it is required for the HUD-50075 submission.



4. Click the **Sign Document (Executive Director)** button to submit the HUD-50077-CRT-SM certificate since it is required for the HUD-50075 submission.



- 5. **Signature Text**: Type your name in the field.
- 6. Click the **Sign Document** button to sign the form.



7. Click the **OK** button to agree to the certifications.



8. The form has been signed. Click the **OK** button to continue the process.

Keturn to PHA Annual Plan	int HUD-50077-	App Click here to	Delete HUD-50077
cy 🧿	PHA AL004 - ANNISTON HA 📀	HUD 50077-	n jo

9. Click the Return to PHA Annual Plan button to return to the HUD-50075 submission.

Submitting the HUD-50077-CRT-SM with Wet Signature (Executive Director)

To apply a wet signature, or manually sign the form, the PHA must print the form **Certifications** of **Compliance with PHA Plan and Related Regulations (Small PHAs)** or **HUD-50077-CRT-SM**, obtain the Executive Director's wet signature, and upload a scanned version of the signed form.



Note:

- 1. It is preferable the Executive Director electronically signs the HUD-50077-CRT-SM form by following the steps outlined in Submitting the HUD-50077-CRT-SM with Electronic Signature (Executive Director) section.
- 2. Follow the steps 1-3 only when the Board Chair has not previously created the HUD-50077-CRT-SM. If the Board Chair has previously created the HUD-50077-CRT-SM form, skip Steps 1-3, and go to Step 4.

To manually sign the HUD-50077-CRT-SM, follow the directions below.

PHA User Guide for HUD-50075 - 2/13/24

Electronic False 1							
Signature							
Name of Executive Director:	0			* Name of Board Chairperson:	John Smith	2	
Executive Director Signature Text:	0	Date (mm/dd/yyyy):	0	Chairperson Signature Text:	0	Date (mm/dd/yyyy):	0
Executive Director Signature:	0			Board Chairperson Signature:	0		

- 1. Electronic Signature: Select False.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.



3. Click the **Create** button.

The menu buttons at the top of the screen appear.

	< Return to PHA Annual Plan	View/Print HUD-50077	÷			Apply Changes	Refresh ED Info	Delete HUD-50077	Submit Document
1	cy A 🕑	B	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	0	HUD 50077 C	-D -	Status Ct E	

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-CRT-SM: Click this button to review the HUD-50077-CRT-SM in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CRT-SM form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CRT-SM submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-CRT-SM:** Click this button to delete the HUD-50077-CRT-SM form.
- F. **Submit Document:** Click this button to submit the HUD-50077-CRT-SM certificate since it is required for the HUD-50075 submission.

[Return to PHA	Annual Plan	View/Print HUD-50077	4			Apply Changes	Refresh ED Info	Delete HUD-50077	Submit Document
	CY	0	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	0	HU	D 50077- ID: 6		Status Created 🧿	

4. Click the **View/Print Hud-50077-CRT-SM** button to view and print the form to obtain a signature.

 The Terry with Appendix and according with the Card Based Paint Poissoning Prevention Act, the Residential Lead-Based Paint Hazard Robotion Act of 1992, and 24 CRP Part 35. The PHA will comply with the Lead-Based Paint Poissoning Prevention Act, the Residential Lead-Based Paint Hazard Robotion Act of 1992, and 24 CRP Part 35. The PHA will comply with the policy significant, and requirements of 2 CFR Part 200, Uniform Administrative 	•	Print	4 sheets of paper
Requirements, Coat Principles, and Audit Requirements for Foderal Financial Assistance, including but not limited to submitting the assurance required under 24 CFR §§ 15, 3, 115, 8, 50, and 107, 225 by submitting an SF-024, including the required assurances in SF-0248 er D, as applicable. 20. The PIAA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered require fluids only for arXiv fluid the activities that are manner consistent.		Destination 5	Microsoft Print to PDF
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public impection. All required supporting documents have been made available for public impection along with the Plan and additional requirements at the primary business office of the PHA plan and will continue to be made available at least at the primary business office of the PHA plan.		Pages	All
the PHA. 22. The PHA contrifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).		Layout	Portrait 👻
Orlands: Housing Authority. FL004 PHA.Number/HA Code		Color	Color •
1 hereby certify that all the information nated hereis, as well as any information provided in the accompaniment herewith, in true and accurate. We maniput [UID will provide the failure and automatics. Conviction may result in criminal and/or civil penalities. (18 U.S.C. 1001, 1010, 1012; 21 U.S.C. 3729, 3802).		More settings	~
Name of Executive Director: MS Vivian Bryant, Esq. Name of Board Chairman: Board Chair Name Signature Date Signature Date	7		
The United Hears Department of Disputs and Libbs/Department is adult-patient sub-list the distribution required in the Dism's states of Table 32, 53, 54, 56, 46, 46, 46, 46, 47, 191, 45, 47, 49, 48, 48, 49, 49, 49, 49, 49, 49, 49, 49, 49, 49			
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Form identification: FL004-Orlando Hausing Authority form HUD-36077-CRTSM (Form ID + 101) printed by Larison_MOPF80 Khon in HUD Score SystemsPublic Homing Portal at 1214/2023 11:29PM EST			
		•	Print Cancel

- 5. Select the **Destination** you want to print to.
- 6. Click the **Print** button to print the form.
- 7. The Executive Director and the Board Chair must sign and date the form.



8. Click the Signed form HUD-50077-CRT-SM Add/Delete/View Attachment button.

Before uploading the form, the PHA must ensure HUD-50077-CRT-SM Form ID number in the scanned and signed attachment matches the HUD-50077-CRT-SM ID in the portal (see the image below).

Plan View/Print H	HUD-50077 [믑		Apply Changes	Refresh ED Info	Delete HI	UD-50077
)	PHA AL001 - Housing Authority of the Code/Name : Birmingham District	\odot	HUD 50077 7		Status	Create
			ID: 2		Version:	1
	information requested does not level fixed to encludentiality. The information is callected to encave that Public reporting barden for this information collection is estimated to average 0.16 hours per response galaxies, and maintaining the data method, and completing and evivoring the callection and informatio complete this from, sature it daplays a carrierity valid OHE Courton Namber.	t PHAs carry out applicab , including the time for m n. HUD may not collect th	de cieïl rights requirements. releving instructione, searching existing di us information, and respondents are net re	exercise, red to		
	Form identification: AL001-Housing Authority of the Birn - 7) for CY printed by in HUD Secure S	ningham Distr	ict form HUD-50077 (Housing Portal at 09/11/	Form ID 2023		

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Return to PHA Annual Plan	View/Print HUD-50077· 🛱			Apply Change	s Refresh ED Info	Delete HUD-50 9 Submit Document
CY 📀	PH Code/Name	A AL001 - Housing Authority of the Birmingham District	0	HUD 50077 6		Status Created 💿

9. Click the **Submit Document** button to submit the HUD-50077-CRT-SM as part of the HUD-50075 submission.

Keturn to PHA Selection 10	Yrint HUD-50077- 日	App Click here to	Delete HUD-50077
сү 🧿	PHA AL004 - ANNISTON HA 🔿	HUD 50077- US 17 delete the form	0

10. Click the **Return to PHA Annual Plan** button to return to the HUD-50075 submission.

Completing Supplemental Form HUD-50077-CR (Board Chair)

HUD requires PHAs to submit **HUD-50077-CR Civil Rights Certification (Qualified PHAs)** with the Board Chair's and Executive Director's signatures. To complete the HUD-50077-CR, follow the subsections below.



Note: It is preferable the Board Chair electronically signs the HUD-50077-CR by following the steps outlined in <u>Submitting the HUD-50077-CR with Electronic Signature (Board Chair)</u>. If for some reason a Wet Signature is desired, please follow directions for <u>Submitting the HUD-50077-CR with Wet Signature (Board Chair)</u>.



1. Click the **HUD-50077-CR** button to begin the process to submit the HUD-50077-CR certificate.

Submitting the HUD-50077-CR with Electronic Signature (Board Chair)

To electronically sign the **Civil Rights Certification (Qualified PHAs)**, or **HUD-50077-CR**, follow the directions below.

Note: Follow Steps 1-3 only when the Executive Director has not previously created the HUD-50077-CR. If the Executive Director has previously created the form, skip Steps 1-3, and go to Step 4.

Electronic True 1			
Signature			
Name of Executive Director:		* Name of Board Chairperson:	2
Executive Director Signature Text: (?)	Date (mm/dd/yyyy):	Chairperson Signature Text: 📀	Date (mm/dd/yyyy):
Executive Director Signature:		Board Chairperson Signature: 📀	

- 1. Electronic Signature: Select True.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.

PHA User Guide for HUD-50075 - 2/13/24

D 50077-CR		Status ⑦	Create
ID: ID:	2	Version:	

3. Click the **Create** button.

The menu buttons at the top of the screen appear.



- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-CR: Click this button to review the HUD-50077-CR in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CR form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CR submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-CR:** Click this button to delete the HUD-50077-CR form.
- F. **Sign Document (Board Chair)**: Click this button to sign and submit the HUD-50077-CR certificate since it is required the HUD-50075-5Y submission.



4. Click the **Sign Document (Board Chair)** button to submit the HUD-50077-CR certificate since it is required for the HUD-50075submission.



- 5. **Signature Text**: Type your name in the field.
- 6. Click the **Sign Document** button to sign the form.



7. Click the **OK** button to agree to the certifications.



8. The form has been signed. Click the **OK** button to continue the process.



9. Click the Return to PHA Annual Plan button to return to the HUD-50075 submission.

Submitting the HUD-50077-CR with Wet Signature (Board Chair)

HUD requires PHAs to submit HUD-50077-CR **Civil Rights Certification (Qualified PHAs)** with the Board Chair's signature. To manually sign the form, the PHA must print the form, obtain the Board Chair's wet signature, and upload the scanned version of the signed form.



- 1. It is preferable the Board Chair to electronically signs the HUD-50077-CR form by following the steps outlined in Submitting the HUD-50077-CR with Electronic Signature (Board Chair) section.
- Follow Steps 1-3 only when the Executive Director has not previously created the HUD-50077-CR. If the Executive Director has previously created the HUD-50077-CR form, skip Steps 1-3, and go to Step 4.

To manually sign the **Civil Rights Certification (Qualified PHAs)**, or HUD-50077-CR, follow the directions below.

Electronic False 1			
Name of Executive Director: 🧿		* Name of Board Chairperson: John Smith	2
Executive Director Signature Text: 📀	Date (mm/dd/yyyy):	Chairperson Signature Text: 🕐	Date (mm/dd/yyyy): 🔿
Executive Director Signature: (?)		Board Chairperson Signature: 🕐	

- 1. Electronic Signature: Select False.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.



3. Click the **Create** button.

The menu buttons at the top of the screen appear.



- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075 submission.
- B. View/Print HUD-50077-CR: Click this button to review the HUD-50077-CR in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CR form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CR submission. If the ED information is inaccurate, you'll need to correct it in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. Delete HUD-50077-CR: Click this button to delete the HUD-50077-CR form.

< Return to PHA 5-Ye 4	View/Print HUD-50077-CR 믑		Apply Changes	Refresh ED Info	Delete HUD-50077-CR
сү 2024 🥑	PHA Code/Name. AL004 - ANNISTON	HA () HUD 50077-CR		Status Created	0

4. Click the **View/Print HUD-50077-CR** button to view and print the form to obtain a signature.

ammauvery toroner tail mousing in the administration or the program. The Title will ammatively toroner		
rain nousing, which means that it will take meaningful accors to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its orograms.	Print	2 sheets of paper
in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.7(a) can usch time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(a) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those	Destination	5 📑 Microsoft Print to PDF 🔻
programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local justicitions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.	Pages	All
Housing Authority of the Birmingham District AL001		
PHA Name PHA Number/PHA Code	Layout	Portrait 👻
Thereby certify that all the statement above, as well as any information provided in the accompaniment harvells, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil censilies. (18 U.S.C. 1001, 1012, 31 U.S.C. 3728, 3802)		
	Color	Color 👻
https://hudiappsuat.hud.gov/ords/objhvt7p=160.248:13204638819552 1/2		
PHI21, 113 PM PLG_BOT7_CRT.PHI Signature: Data Signature: Data Control Chairperson Signature: Data	More settings	
		6 Print Cancel

- 5. Select the **Destination** you want to print to.
- 6. Click the **Print** button to print the form.
- 7. The Executive Director and the Board Chair must sign and date the form.



8. Click the Signed form HUD-50077-CR Add/Delete/View Attachment button.

Before uploading the form, the PHA must ensure HUD-50077-CR Form ID number in the scanned and signed attachment matches the HUD-50077-CR ID in the portal (see the image below).

Plan View/Print HL	JD-50077-CR 믑		Apply Changes	Refresh ED Info	Delete HI	UD-50077
D	PHA AL001 - Housing Authority of the Code/Name : Birmingham District	\odot	HUD 50077-CR 7		Status	Create
			ID: 2		Version:	1
	information requested does not level fissifile confidentiality. The information is callected to essare that PMs Pablic reporting barden for this information collection is estimated to average 0.16 hears per response, inc galaxing, and mantataining the data meeting, and completing and reviewing the collection of information. It complete this from, unless it displays a currently valid OMD Castrol Number.	is carry out applicabl adding the time for re 2D may not collect the	le ciell rights requirements. reiewing instructions, searching existing do as information, and respondents are not re-	Insuffere, and to		
	Form identification: AL001-Housing Authority of the Birmin 7) for CY 2024 printed by Larissa1 Khon in HUD Secure Systems 11:39PM EST	gham Distri ems/Public	ict form HUD-50077-CR (Housing Portal at 09/11/	Form ID 2023		

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Return to PHA Annual Plan	9 int HUD-50077	App Click here to Delete HUD-50077
CY 🧿	PHA AL004 - ANNISTON HA 🕗	HUD 50077.

9. Click the Return to PHA Annual Plan button to return to the HUD-50075 submission.

Completing Supplemental Form HUD-50077-CR (Executive Director)

HUD requires PHAs to submit HUD-50077-CR **Civil Rights Certification (Qualified PHAs)** with the Executive Director's signature. To complete the HUD-50077-CR, follow the subsections below.



Note: It is preferable the Executive Director electronically signs the HUD-50077-CR and follows the steps outlined in <u>Submitting the HUD-50077-CR with Electronic Signature</u> (Executive Director). If for some reason a Wet Signature is desired, please follow directions for <u>Submitting the HUD-50077-CR with Wet Signature (Executive Director)</u>.

Keturn PHA Selection HUD-5 HUD-5 HUD-5	-50077-CR 대 View/Print HUD-50075-5YR
A. PHA Information.	
PHA Name: Housing Authority of the Birmingham District	PHA Code : AL001 ⑦ CY: 2024
PHA Plan for Fiscal Year Beginning: 07/2024 ⑦ (MM/YYYY):	
The Five-Year Period of the Plan (i.e. 2024-2028 🤄	

1. Click the **HUD-50077-CR** button to begin the process to submit the HUD-50077-CR certificate.

Submitting the HUD-50077-CR with Electronic Signature (Executive Director)

To electronically sign the **Civil Rights Certification (Qualified PHAs)**, or HUD-50077-CR, follow the directions below.



Note: Follow Steps 1-3 only when the Board Chair has not previously created the HUD-50077-CR. If the Board Chair has previously created the HUD-50077-CR then skip Steps 1-3 and go to Step 4.

Electronic True 1			
Signature			
Name of Executive Director: ⑦		* Name of Board Chairperson:	2
Executive Director Signature Text: 📀	Date (mm/dd/yyyy): 🧿	Chairperson Signature Text: 📀	Date (mm/dd/yyyy): 🧿
Executive Director Signature:		Board Chairperson Signature:	

- 1. Electronic Signature: Select True.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.

PHA User Guide for HUD-50075 - 2/13/24

D 50077-CR ID:		Status	0	3 Create
ID:	2	Version:		

3. Click the **Create** button.

The menu buttons at the top of the screen appear.

Keturn to PHA Annual Plan	View/Print HUD-50077	₽	Apply Changes	Refresh ED Info	Delete HUD-50077	Sign Document (Executive Director)
cr A 📀	B	PHA AL001 - Housing Authority of the e/Name : Birmingham District		0077- D	E Status	Created ⑦

- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075submission.
- B. View/Print HUD-50077-CR: Click this button to review the HUD-50077-CR in printed format.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CR form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CR submission. If the ED information is inaccurate, you'll need to correct these fields in IMS/PIC. Click the Refresh ED Info button to update the it from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. Delete HUD-50077-CR: Click this button to delete the HUD-50077-CR form.
- F. **Sign Document (Executive Director)**: Click this button to sign and submit the HUD-50077-CR certificate since it is required for the HUD-50075 submission.

Apply Changes	Refresh ED Info	Delete HUD-50	4	Sign Document (Executive Director)
O HUD 5	0077-CR 5 ID: 5		Status	Created 🕐
	ID: 2		Version:	1

4. Click the **Sign Document (Executive Director)** button to submit the HUD-50077-CR certificate since it is required for the HUD-50075 submission.



- 5. **Signature Text**: Type your name in the field.
- 6. Click the **Sign Document** button to sign the form.



7. Click the **OK** button to agree to the certifications.



8. The form has been signed. Click the **OK** button to continue the process.



9. Click the Return to PHA Annual Plan button to return to the HUD-50075 submission.
Submitting the HUD-50077-CR with Wet Signature (Executive Director)

HUD requires PHAs to submit HUD-50077-CR with the Executive Director's signature. To manually sign the form, the PHA must print the form, obtain the Executive Director's wet signature, and upload a scanned version of the signed form.



- 1. It is preferable the Executive Director electronically signs the HUD-50077-CR and follows the steps outlines in <u>Submitting the HUD-50077-CR with Electronic Signature (Executive Director)</u> section.
- 2. Follow Steps 1-3 only when the Board Chair has not previously created the HUD-50077-CR. If the Board Chair has previously created the HUD-50077-CR form, skip Steps 1-3, and go to Step 4.

To manually sign the **Civil Rights Certification (Qualified PHAs)**, or HUD-50077-CR, follow the directions below.

Electronic False 1			
Signature			
Name of Executive Director: (?)		* Name of Board Chairperson: John Smith	2
Executive Director Signature Text:	Date (mm/dd/yyyy): 🧿	Chairperson Signature Text: 📀	Date (mm/dd/yyyy):
Executive Director Signature:		Board Chairperson Signature:	

- 1. Electronic Signature: Select False.
- 2. Name of Board Chairperson: Enter the name of the Board Chair.



3. Click the **Create** button.

The menu buttons at the top of the screen appear.



- A. **Return to PHA Annual Plan:** Click this button to return to the PHA's HUD-50075submission.
- B. View/Print HUD-50077-CR: Click this button to review the HUD-50077-CR in printed form.
- C. Apply Changes: Click this button to save any changes to the HUD-50077-CR form.
- D. **Refresh ED Info:** Click this button to refresh the Executive Director information for the HUD-50077-CR submission. If the ED information is inaccurate, you'll need to correct these fields in IMS/PIC. Click the Refresh ED Info button to update the latest changes from IMS/PIC. Any changes made to IMS/PIC will take one (1) business day to appear in the Public Housing Portal.
- E. **Delete HUD-50077-CR:** Click this button to delete the HUD-50077-CR form.
- F. **Submit Document:** Click this button to submit the HUD-50077-CR certificate since it is required for the HUD-50075submission.



4. Click the **View/Print Hud-50077-CR** button to view and print the form for signature.



- 5. Select the **Destination** you want to print to.
- 6. Click the **Print** button to print the form.

7. The Executive Director and the Board Chair must sign and date the form.



8. Click the Signed form HUD-50077-CR Add/Delete/View Attachment button.

Before uploading the form, the PHA must ensure HUD-50077-CR Form ID number in the scan and signed attachment matches the HUD-50077-CR ID in the portal (see image below).

Plan View	/Print HUD-50077-CR 급			Apply Changes	Refresh ED Info	Delete HI	JD-50077
D	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	0	HUD 50077-CR 7		Status	Create
				ID: 2		Version:	1
	information requested for a Public reporting barden for gathering, and maintaining it complete this form, unless it	nt Lead Roeff to constidentiality. The information is collected to ensure that PHA his information collection is estimated to average 0.16 basers per response, inclu- or data needed, and completing and evolvesting the collection of information. HO linglages a currently valid OMB Control Number.	a carry out applicabl ading the time for re D may not collect th	he civil rights requirements. whereing instructions, searching existing do in information, and respondents are not re-	assurens, and to		
	Form identifica - 7) for CY 2024 11:39PM EST	tion: AL001-Housing Authority of the Birmin printed by Larissa1 Khon in HUD Secure Syst	gham Distri ems/Public	ict form HUD-50077-CR (Housing Portal at 09/11/	Form ID 2023		

Note: Go to the <u>Uploading Attachments</u> section to follow the steps to complete the attachment process.

Return to PHA Annual Plan	View/Print HUD-50077 🗗			Apply Changes	Refresh ED Info	Delete HUD-50 9 Submit Document
сү 🎯	PHA Code/Name :	AL001 - Housing Authority of the Birmingham District	() H	UD 50077 6		Status Created 💿

9. Click the **Submit Document** button to submit the HUD-50077-CR as part of the HUD-50075submission.

Keturn to PHA Annual Plan	10 rint HUD-50077 日			Apply Changes	Refresh ED Info	Delete HUD-50077
CY 🧿	PH/ Code/Name	A AL001 - Housing Authority of the Birmingham District	() 	HUD 502 Click h	ere to delet	te the form

10. Click the Return to PHA Annual Plan button to return to the HUD-50075 submission.

General Module Functionalities

Uploading Attachments

To upload documentation, follow the instructions below.

Note: The below process provide steps on how to upload documentation and applies to any blue button related to attaching the supporting paperwork.



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 for PHA users. The **PHA and HUD View** option makes the attachment viewable by 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 a list at the bottom of the pop-up window.

Qv				n is estimated to averag	e 0.16 hours per y collection of info			or neviewing insta constion, and rea	actions, searci xondents are
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		Uploaded
			·						

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



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

Adding PHA Consortia

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



1. Check this box, if the PHA is part of a consortia and is 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
	\sim	
	Q	

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

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

	Lead PHA 5
* Select PHA Code	× 6
* 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** check box 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 prepopulated 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.

PH Q \	IA Consort	ia: (Check	box if submitting a Joint PHA Plan Go Act	n and complete table	below.)		Click this bu add a P	itton to HA + Add	PHA Cons	sortia
Edit	Lead PHA		Y marks the Lead I	РНА "	the	Program(s) not in the Consortia	Number Of Units in PH	Number Of Units in HCV	Click the trash	<u>ן</u> ו	Delete Id
	Y	AK	N marks PHA part of the Corporation	needed.		Enter text here as needed.	1261	0	can icon to delete the PHA	Ч	
	N	AK002	METLAKATLA HA	Enter text here as needed.		Enter text here as needed.	50	0	Larissa1 Khon Larissa1 Kl	ion	1
										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 a non-lead PHA(s) to the Consortia.

Validating HUD-50075

The user must validate the HUD-50075 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

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

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



1. Click the View/Print HUD-50075 button.

PHA Plan	U.S. Department of Housing and Urban Development	OMB No. 2577-0226	Print	3 sheets
(for All PHAs)	Office of Public and Indian Housing	Expires 03/31/2024		
repose. The 5-Year and Annual PHA Plans periods, programs, and services, and inform eds of law-income, very law-income, and ex- plicability. The Form HUD-50075-5Y is to	vide a ready source for interceted parties to locate basic PHA, policies, rules, and rep HUD, families acrosed by the PHA, and members of the public of the PHA's mission, treemely low-income families. be completed once every 5 PHA fiscal years by all PHAs.	urements concerning the PHA's goals, and objectives for serving the	Destination 2	🖶 Microsoft Print to
A. PHA Information.			Pages	All
PHA Name: ANNISTON HA PHA Plan for Fiscal Year Beginain The Free-Year Period of the Plan (Plan Submission Type 20 S-Year Availability of Information. In addit identify the surveile scattar(a) where	g: (AMMYYY): PHA Cafe: AL894 (s. 2018-2023): 2042-2045 (Pin Shitmison): Revised S Year Plan Submission. Fina Shitmison: Bergin the Style Plan Submission.	available to the public. A PHA must	Layout	Portrait
available for inspection by the public PHA policies contained in the stand updates, at each Asset Management on their official websites. PHAs are stand to the standard standard standard standard standard NI PHA Location(s): Enter commentum	Addisimally, the PIRA must provide information on how the public many reasonably of Anranal Pina, but excluded from three streamfield submissions. At a minimum, PIL Project (AMP) and the main efficience central efficience of the PIRA. PIRA are strengtly en- hier encouraged to the stream of the stream of the stream of the stream of the PIRA. Place are strengtly en- hier course and the stream of the stream of the stream of the stream of the PIRA. Place are strengtly en- hier course and the stream of	obtain additional arGermation on the As must post PELA Plans, including couraged to post complete PELA Plans	Color	Color
PHA Consortia: (Check ben if an Participating PHAs	hmiting a Joint PUA Plan and complete table below.) PBA Program(s) in the Program(s) not in the Code Consortia Consortia	No. of Units in Each Program PH HCV	More settings	
i. Plan Elements. Required fo	r all PILAs completing this form.			
Mission. State the PHA's mission for next five years. Enter text here as needed	r serving the needs of law- income, very law- income, and extremely law- income for	alies in the PHA's jurisdiction for the		
Goals and Objectives. Identify the extremely low-income families for th Enter text here as needed	PHA's quartifiable goals and objectives that will enable the PHA to serve the needs of te next live years.	low-income, very low-income, and		
Progress Report. Include a report or Enter text here as needed	a the progress the PIIA.has made in meeting the goals and objectives described in the	previous 5-Year Plan.		
Violence Against Women Act (VAV	KA) Gash, Provide a statement of the PHA's goals, activities objectives, policies, or prime of dementic violence, dating violence, sexual assuit, or staffing.	regrams that will enable the PHA to		
4 serve the needs of child and adult vie Enter text here as needed				

- 2. Select the **Destination** you want to print to.
- 3. Click the **Print** button to print the form.

Deleting HUD-50075

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



1. Click the **Delete HUD-50075** button.



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

HUD_5007	form is Deleted!
	3 _ ОК

Click the **OK** button again to finish.

Submitting HUD-50075 (Executive Director)

Once the form HUD-50075 is created, updated, along with signed and submitted HUD-50077-SL certificate and other required certificates, 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 Plan. The Submit button is not available for PHA users.

To submit the HUD-50075 submission, follow the step below.



1. Click the **Submit** button to submit the HUD-50075 submission.

Status Log

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



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

St	atus Chan	ge Detail										
•	Current Su	Ibmission 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 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.

Current Submission Emails													
Close & Return 🗲 🛛 2													
۹~	Go Action	s V											
ID Sour	Development No.	Email Scope	Level	Mail Me	essage	Mail To	Mail From	Mail Sub	iject	Mail CC	Mail BCC	Mail Attach- ment Count	
518 16 T_HUD_50075 FL00	4 -	РНА	PHA	Send email t 2222222222	est 222222222	vbryant @orl- oha.orgF L004	daniel.m. lassila@h ud.gov	CY-2024 Follo	w-up on		publicho usingpor tal@hud. gov	0	
		1											
				an She for ny Phy			no lot of ba					1 - 1	,
Previous Submission Emails												1-1	0
Previous Submission Emails	Go Action	15 ~										1-1	c
Previous Submission Emails	Go Action Development No.	s∽ Email Scope	Level	Mail Message	Mail To	Mail From	Mail	Subject	Mail CC	Mail BCC	Mail Attach- ment Count	Last Update User	

2. Click the Close & Return button to return to HUD-50075.

Received HUD-50075

The Portal notifies the PHA's Executive Director by email when HUD Field Office (FO) has received their HUD-50075 submission and related certifications.



Accepted HUD-50075

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



Creating a Revised HUD-50075

Once the Annual Plan submission is accepted by the Field Office, the PHA has the ability to submit a revised HUD-50075 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 Annual Plans (HUD-50075).

PH.	A Repo	rts & Su Cale	^{bmission} ndar '	s \ Annual P Year and	HA Plan	n (for All P A Code	HAs) - HUD e /Name	-50075								_		
			Sele	ect CY:		~	4	(S	elect PHA	Code FLO	04 - Buffalo Mu	inicipal Housin	g Authority .	× k	5	Generate Annual	Plan 6
Q •	~	☆ A	ctive Indic	ator = 'TRUE'	Go	Actions	×		Ac Sub	cepteo missic	d on							
	ID	сү	PHA Code	PHA Name	Pha Type	Version	Status	PHA Plan for Fiscal Year Beginning	Num of PH Units	Num of HCV	Active Indicator	Return Comments	Last Updated User	Last Updated Date	Created User	Created Date	Submitted User	Submitted Date
1	88	2024	FL004	Orlando Housing Authority	HCV Only	1	Accepted	04/2024	1258	4700	TRUE		Johnson1 Abraham	12/15/2023 12:25PM	Larissa_MOPF00 Khon	12/15/2023 11:25AM	Larissa_MOPF00 Khon	12/15/2023 11:51AM

- 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 Annual Plan button to start a revised Annual Plan submission.

A pop-up window appears with the option to select the appropriate Annual Plan depending on your PHA type.

		Close & Return 🗲			
V	Click to ca the revis proces	ion s			
Create High Performer PHA Plan	Create Qualified PHA Plan	Create Small PHA Plan Version 1			
Version 1	Version 1				
Create Standard PHA Plan	Create Troubled PHA Play 7	Revise HCV PHA Plan			
Version 1	Version 1	Version 2			

7. Select the appropriate PHA Plan that states **Revise <Plan Type>** and **Version two (2).** In this example it is a **Revised HCV PHA Plan**.

Note: The system will display only Annual Plan type based on PHA type, designation status, and PHAS and/or SEMAP scores. For example, for Troubled PHA, the system will display only Revise Troubled PHA Plan, while for HCV Only PHA the system will display Revise HCV PHA Plan and Revise High Performer PHA Plan if this HCV PHA meets the definition of the High Performer under SEMAP score.

Pł	PHA Type: HCV ⑦ IA Inventory (Based on Annual Contributions Contract (ACC) un	PHA Pl	PHA Submission type is Revised	04/2024 ⑦ 4700 ⑦	Status: ᠀	
	PHA Plan Submission Type: O Annual Submission O Revised	Annual Submission	D			PHA Program T

Go to **<u>Creating New and Revised HUD-50075 Annual Plan Submissions</u>** section to complete the process.

Returned HUD-50075

The Field Office may return the PHA's HUD-50075 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</u>, in response to a Return.

Resubmit HUD-50075

To resubmit the HUD-50075 submission, in response to a Field Office return, follow the steps below.



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

5	PHA Reports & Submis	isions	
gement	PHA Certified Lists 🗸 🛛 P	HA Submissions × 2 2723/52722 Submission ×	РНА
	Si	PHA Board Resolution (HUD-52574)	t PHA
	3 2	PHA Annual Plans (HUD-50075)	Juc.
	First 10 AMPs 1	PHA 5-Year Plan (HUD-50075-5Y)	
		SF-424 for Operating Fund Grant	
		SF-425 (Federal Financial Report)	
		Public Housing Waiting List	
	ALOO	Support for Payment Voucher (HUD-52720)	
		HUD-52723 / HUD-52722 (Historical Excel Tools))6
	AL001000	013	

- 2. Click the **PHA Submissions** drop-down menu.
- 3. Select PHA Annual Plans (HUD-50075).

PH/	A Repo	orts & Si Cale	ubmission	s∖Annual Yearan	рна рі: d PH	an (for Al	I PHAs) - HU de/Nam	D-50075											
			Sele	ect CY:		Ŷ	4			Select	PHA Code :	FL004 - Orla	ndo Housing A	uthority		~	5 Gene	erate Annual Plan	
Q. •	~] ~	☆ ,	Active Indic	ator = 'TRUE'	Go	Actic	ns ~ X								Revie Comme more de	w Returned nts here or fo etail open the	er		
	ID	сү	PHA Code	PHA Name	Pha Type	Version	Status	PHA Plan for Fiscal Year Beginning	Num of PH Units	Num of HCV	Active Indicator	FO Comments	Return Comments	Last Updated User	Last Updated Date	Created User	Created Date	Submitted User	Subr D
1	6		FL004	Orlando Housing Authority		1	Returned	04/	1258	4700	FALSE	-	Enter text here as needed.	Johnson 1 Abraham	12/15/2023 12:08PM		12/15/2023 11:25AM		12/15/2 11:51AN

- 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 comments.

A.1 PH	A Name:	Orlando Housing Authority 🕐	PHA Code:	FL004 ?	CY:	0	ID:	88 🧿		
PH	A Type:	0	PHA Plan for Fiscal Year Beginning (MM/YYYY):	0	Status: R	eturned 🕑	Version:	1 🕐		
PHA Inventory (Based of	on Annua	al Contributions Contract (ACC) units at time o	f FY beginning, above)							
Number of Housing Choice Vouchers (HCVs): 4700 ⑦										
PHA Plan Submissio	on Type:	O Annual Submission Revised Annual Subm	nission (?)			PHA Program	Type Code:	c ⑦		
Field Office Returned Comment Enter text here as needed.										
Availability of Informat proposed PHA Plan, PHA how the public may reas	tion. In a A Plan Ele onably o	iddition to the items listed in this form, PHAs r ements, and all information relevant to the put ibtain additional information of the PHA polici	must have the elements listed below readily blic hearing and proposed PHA Plan are ava ies contained in the standard Annual Plan b	available to the public. ilable for inspection by ut excluded from their s	A PHA must id the public. Add streamlined sub	entify the specific loca litionally, the PHA mus missions. At a minimu	tion(s) whe t provide ir m, PHAs m	re the nformation on ust post PHA		

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



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

Return to <u>Creating New and Revised HUD-50075 Annual Plan Submissions</u> section resubmit the HUD-50075 form.

The Public Housing Portal Statuses

The Portal tracks five (5) different PHA Annal plan statuses.

Created: The PHA created the Annual 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 Annual 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 Field Office 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 Field Office 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>.