

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

Table of Contents

Public Housing Portal	5
Public Housing Authority Plans.....	5
Requesting Access to the Portal	6
User Roles	6
Navigating to Portal through Secure Systems	6
User Profile	7
Missing PHA Assignment Warning	8
News and Messages	9
Communication Module	10
Session Time-Out	12
System Maintenance and Software Updates	13
Navigation Shortcuts and Tips	13
Creating New and Revised HUD-50075 Annual Plan Submissions	15
Standard PHA	17
<i>Completing the HUD-50075-ST</i>	18
Troubled PHA	31
<i>Completing the HUD-50075-ST</i>	32
High-Performer PHA.....	46
<i>Completing the HUD-50075-HP</i>	47
Small PHA	60
<i>Completing the HUD-50075-SM (Plan Elements Submitted with 5-Year PHA Plan)</i>	62
<i>Completing the HUD-50075-SM (Plan Elements Submitted Years 1-4)</i>	75
Housing Choice Voucher (HCV) Only PHA	84
<i>Completing the HUD-50075-HCV</i>	85
Qualified PHA	96
<i>Completing the HUD-50077-CR</i>	97
Creating New and Revised Certifications	99
Completing Supplemental Form HUD-50077-SL (Authorizing Official)	99

<i>Submitting the HUD-50077-SL with Electronic Signature</i>	99
<i>Submitting the HUD-50077-SL with Wet Signature</i>	102
Completing Supplemental Form HUD-50077-ST-HCV-HP (Board Chair).....	107
<i>Submitting the HUD-50077-ST-HCV-HP with Electronic Signature (Board Chair)</i>	107
<i>Submitting the HUD-50077-ST-HCV-HP with Wet Signature (Board Chair)</i>	110
Completing Supplemental Form HUD-50077-ST-HCV-HP (Executive Director)	114
<i>Submitting the HUD-50077-ST-HCV-HP with Electronic Signature (Executive Director)</i>	114
<i>Submitting the HUD-50077-ST-HCV-HP with Wet Signature (Executive Director)</i>	117
Completing Supplemental Form HUD-50077-CRT-SM (Board Chair).....	121
<i>Submitting the HUD-50077-CRT-SM with Electronic Signature (Board Chair)</i>	122
<i>Submitting the HUD-50077-CRT-SM with Wet Signature (Board Chair)</i>	124
Completing Supplemental Form HUD-50077-CRT-SM (Executive Director)	128
<i>Submitting the HUD-50077-CRT-SM with Electronic Signature (Executive Director)</i>	129
<i>Submitting the HUD-50077-CRT-SM with Wet Signature (Executive Director)</i>	131
Completing Supplemental Form HUD-50077-CR (Board Chair)	135
<i>Submitting the HUD-50077-CR with Electronic Signature (Board Chair)</i>	135
<i>Submitting the HUD-50077-CR with Wet Signature (Board Chair)</i>	138
Completing Supplemental Form HUD-50077-CR (Executive Director).....	142
<i>Submitting the HUD-50077-CR with Electronic Signature (Executive Director)</i>	142
<i>Submitting the HUD-50077-CR with Wet Signature (Executive Director)</i>	145
General Module Functionalities	148
Uploading Attachments.....	148
Adding PHA Consortia	149
Validating HUD-50075.....	151
Changing the HUD-50075.....	151
View and Print HUD-50075	152
Deleting HUD-50075	153
Submitting HUD-50075 (Executive Director).....	154
Status Log	154

View Email Log	155
Received HUD-50075	156
Accepted HUD-50075.....	156
Creating a Revised HUD-50075	156
Returned HUD-50075.....	158
Resubmit HUD-50075.....	159
The Public Housing Portal Statuses	162
Questions	162

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 [PIH-2015-18](#) Availability of New and Revised Public Housing Agency (PHA) Five-Year and Annual Plan Templates and Other Forms that provides clarification on the categories of PHAs and the corresponding 5-Year PHA Plan submission requirements.
- Forms [HUD-50075-ST](#), [HUD-50075-HP](#), [HUD-50075-SM](#), [HUD-50075-HCV](#) 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 ([HUD-50077-CRT-SM](#), [HUD-50077-ST-HCV-HP](#)), Civil Rights Certifications ([HUD-50077-CR](#)), Certification by State or Local Office of PHA Consistency with the Consolidated Plan ([HUD-50077-SL](#)) 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 Role	Description
OPD	This user role is for the PHA’s Executive Director only. This user can create, edit, upload supporting documents, and manually or electronically sign 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.

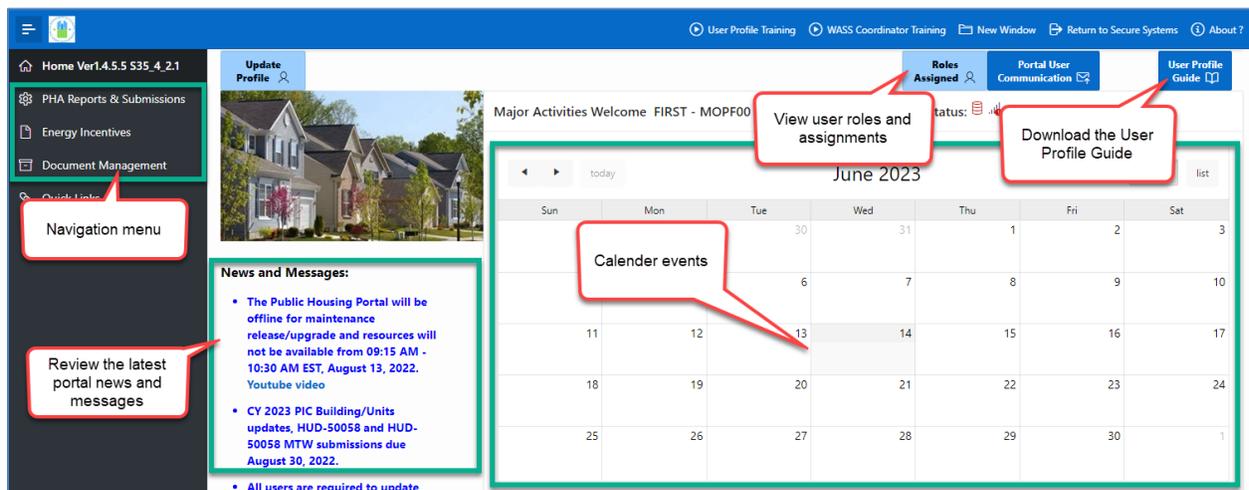
WASS security coordinator can find a user guide to assign user roles from this web page: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal.

Navigating to Portal through Secure Systems

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



The system displays the portal home page as shown below.



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



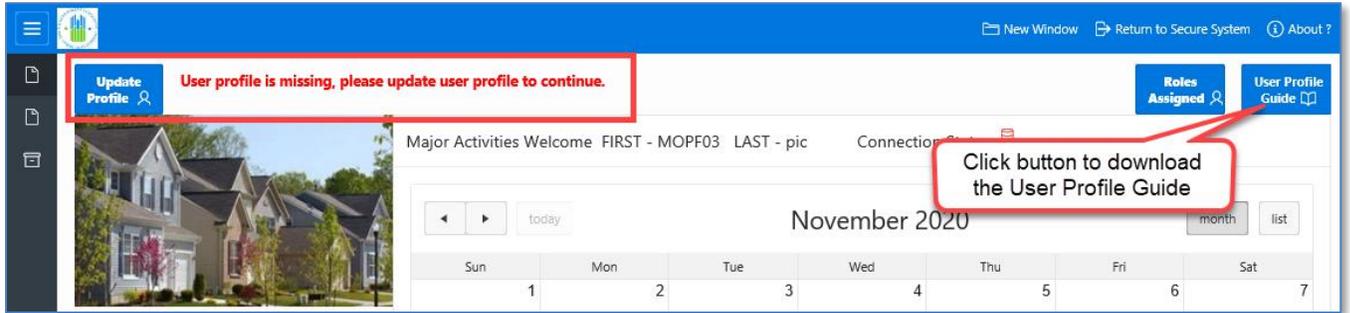
IMPORTANT:

Please use the Google Chrome browser to access the portal.

User Profile

The portal requires all users to have a user profile. Users cannot navigate the portal or access portal resources until they create their user profiles. If the user has not created a User Profile,

the home page will display the following message: **User profile is missing, please update user profile to continue.**

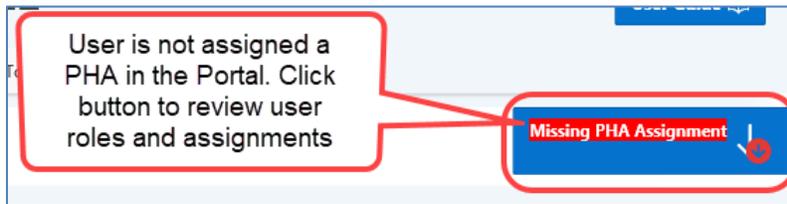


Consult the User Profile user guide to complete your User Profile. The **User Profile Guide** is available to download at the portal Home page.

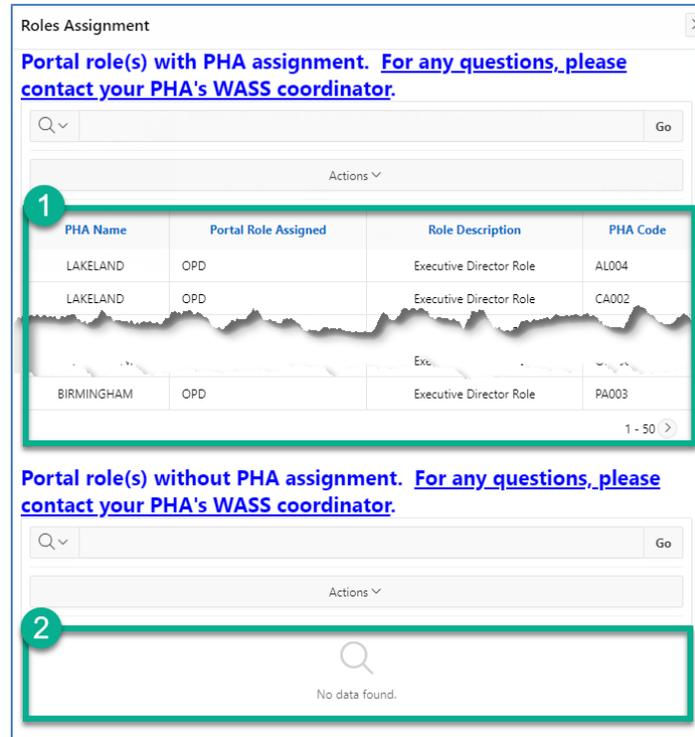
Missing PHA Assignment Warning

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

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



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



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

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

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

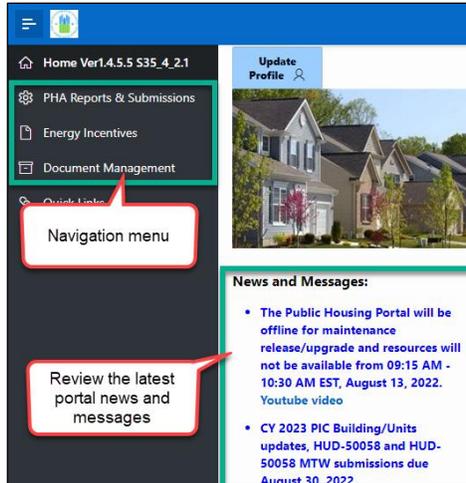
The user should contact the PHA's WASS security coordinator to assign a PHA.



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

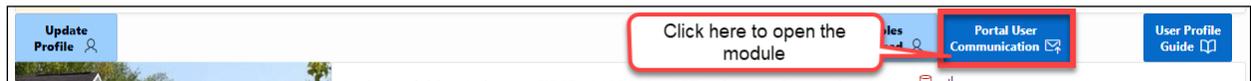
The portal provides users with the current News and Messages related to the Portal and OpFund Grant processing. The News and Messages feed can be found on the home page:



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.

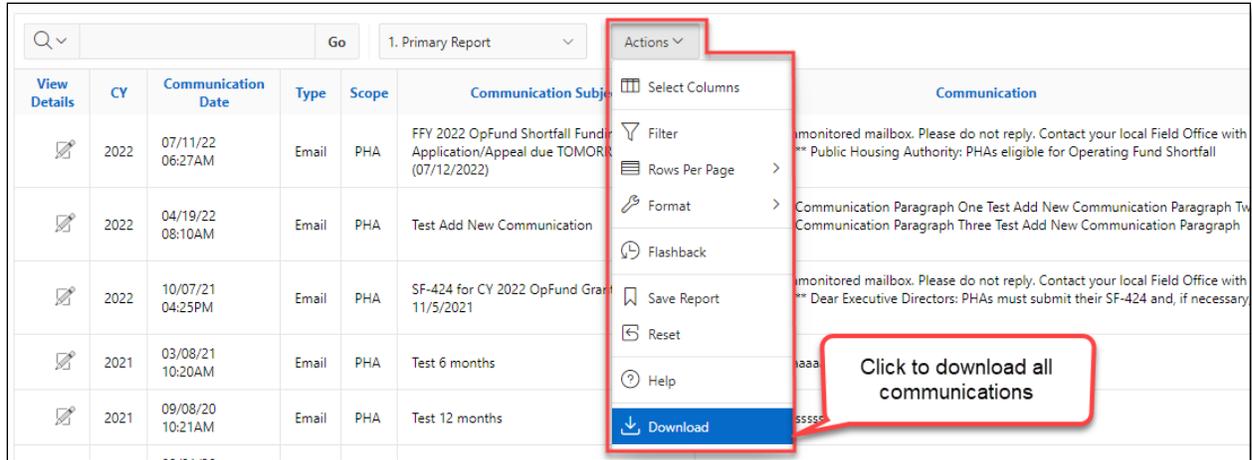
To open this module, select the **Portal User Communication** button in the upper right corner of the portal home page.



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

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

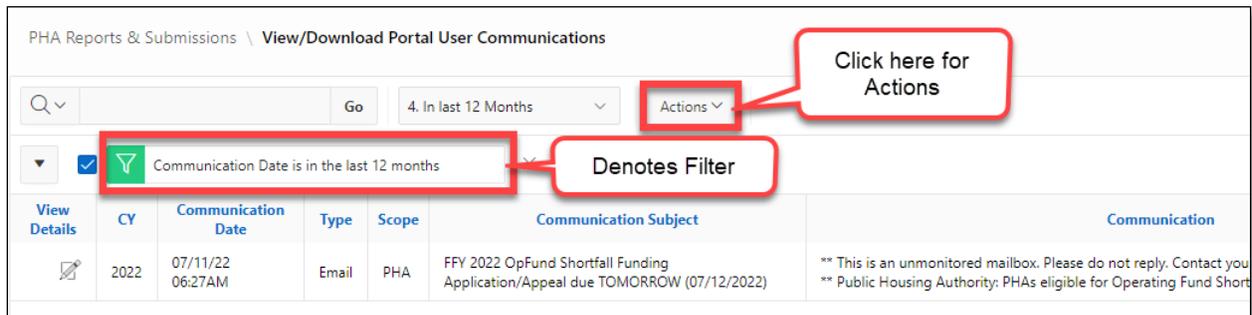
There are actions the user can make within this module to suit their needs.



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

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

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



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

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

Communication

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

PHAs that implement waivers and alternative requirements

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

2247 of 4000

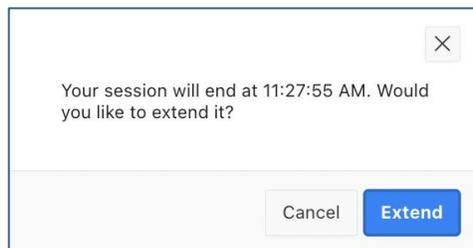
Click here to view & download the message

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

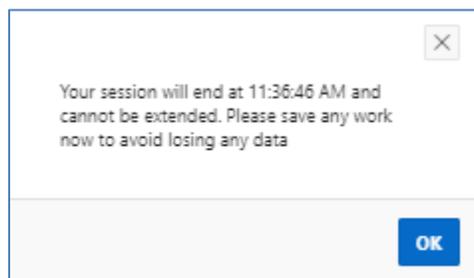
1 - 2

Session Time-Out

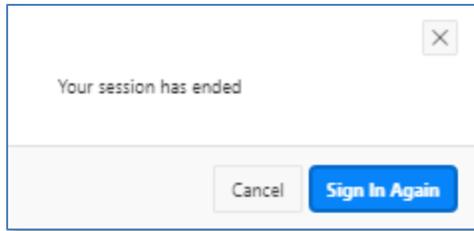
Due to HUD-issued security requirements, if a user is inactive for ten (10) continuous minutes, the portal displays a pop-up message asking the user if the session needs to be extended or not. If the user doesn't extend the session the system will end the session in five (5) minutes after the pop-up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



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



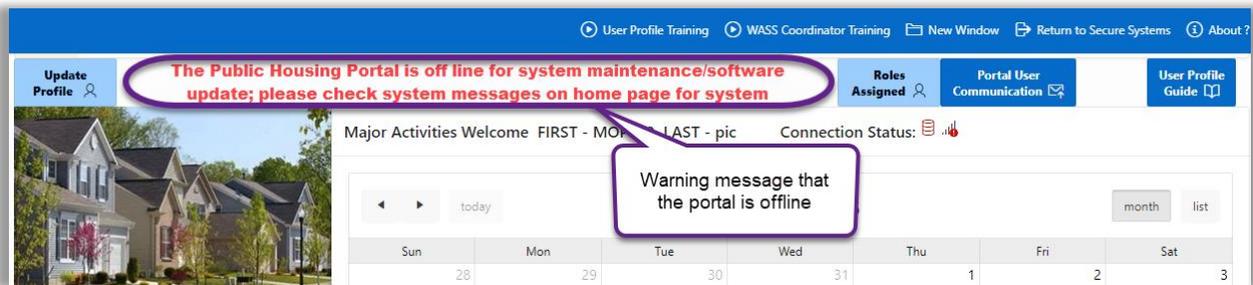
Click the **OK** button and use the remaining five (5) minutes to save any updates to forms. Once the session is terminated, the portal displays the following warning message:



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

System Maintenance and Software Updates

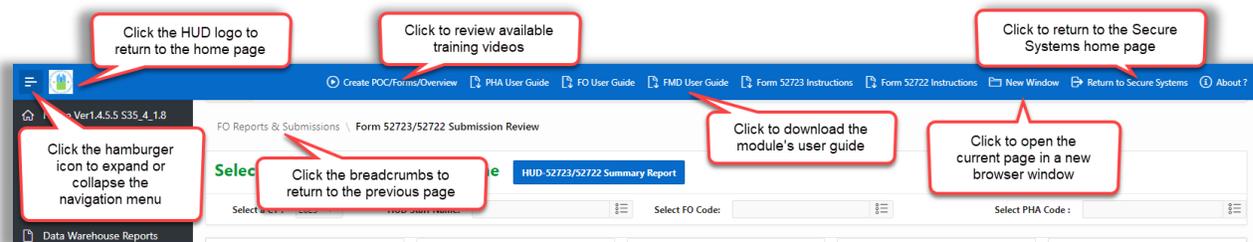
Users may be locked out of the portal during system maintenance and software updates. Users are notified when the system is offline with a warning message displayed on the home page as shown below.



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

Navigation Shortcuts and Tips

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



Users can click on the HUD logo to return to the portal's home page or click the **Return to Secure Systems** shortcut to return to Secure Systems. The portal provides breadcrumbs which are hyperlinks, indicating user's location on the website and helping to navigate the user to the previous web page. The shortcut **New Window** opens the current page in a new web browser

window. Clicking the **PHA User Guide (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.



Click this icon to expand the navigation menu



Click this icon to minimize the navigation menu



Click this icon to download the displayed data in CSV/Excel format



Click this icon to expand or maximize the tables



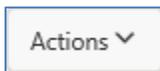
Click this icon to minimize the tables



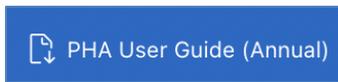
Click this icon to read the definition of the data element



Click this icon before the search bar to select a column heading to filter tables



Click this button to reveal additional features to manipulate reports and tables, such as download the report or filter the data



Click this button to view and download the PHA Annual user guide



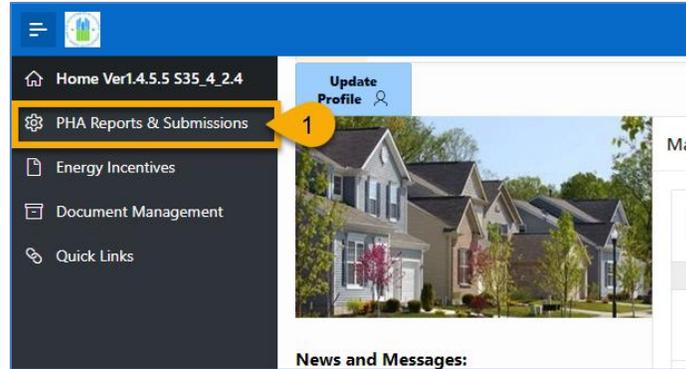
Click this button to open the module's training video (videos include options to select subtitles/closed captions and auto-translate to over fifty languages including Spanish)



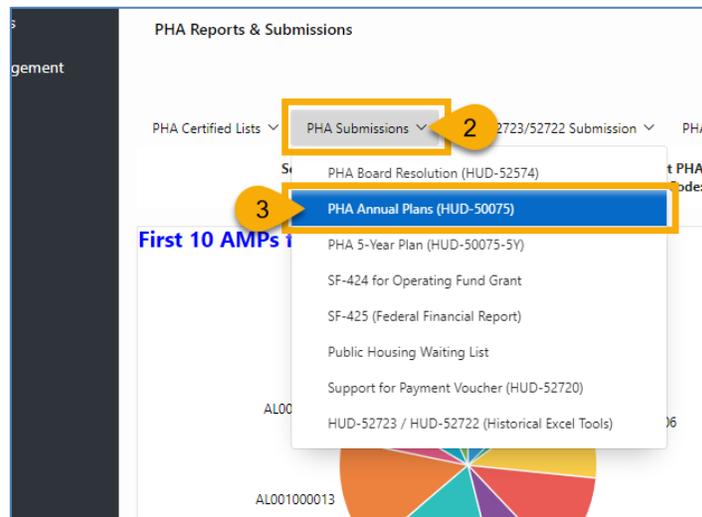
Click this button to download the Annual Plan Form 50075 instructions. These instructions detail how the Annual Plan needs to be completed

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.

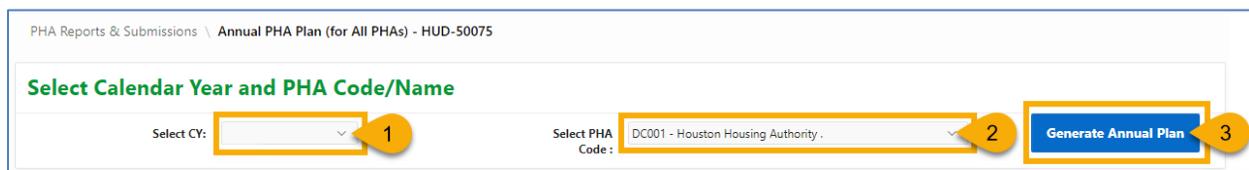


1. On the Portal home page, click **PHA Reports & Submissions** in the left side navigation menu.



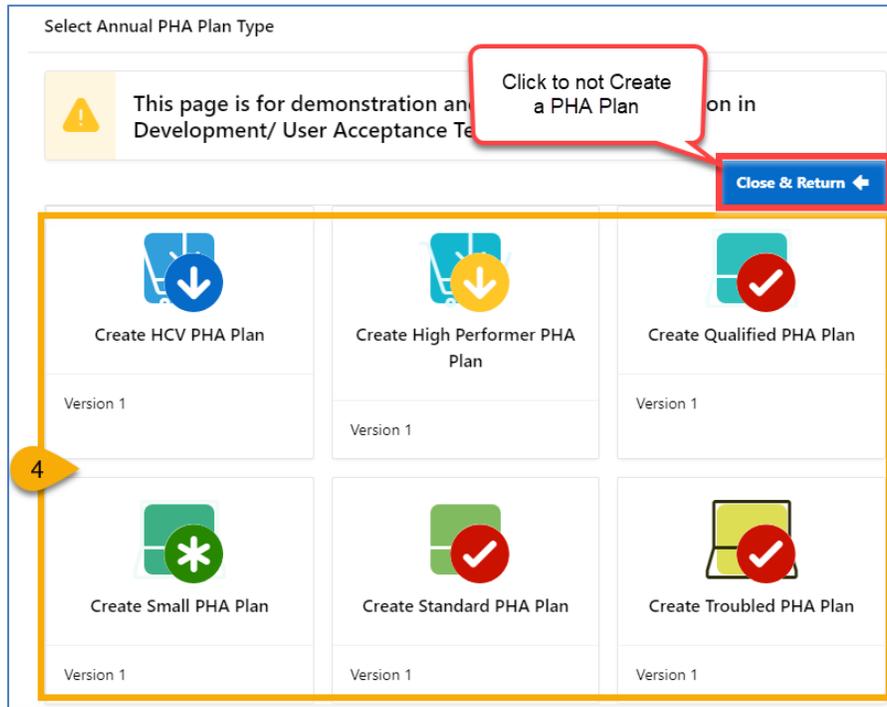
2. Click the **PHA Submissions** drop-down menu.
3. Select **PHA Annual Plans (HUD-50075)**.

Creating New and Revised HUD-50075 Annual Plan Submissions



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.



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



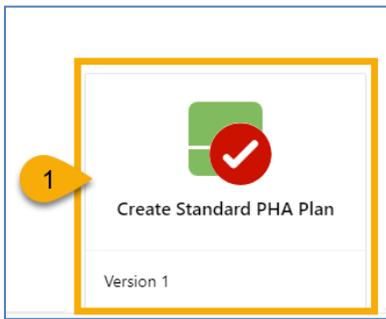
Note: The system will display only Annual Plan type based on PHA type, PHAS and/or SEMAP designation statuses and PHAS and/or SEMAP scores (whichever is applicable.) For example, for Troubled PHA, the system will display only Create Troubled PHA Plan, while for HCV Only PHA the system will display Create 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 [HUD-50075-ST](#) standard template. PHAs will also need to complete the certification forms [HUD-50077-SL](#) and [HUD-50077-ST-HCV-HP](#).

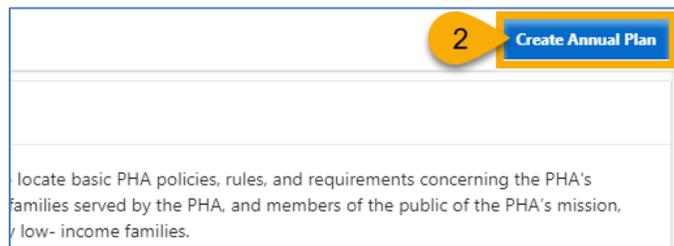
To qualify as a Standard PHA, the PHA must meet the following requirements:

- 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.

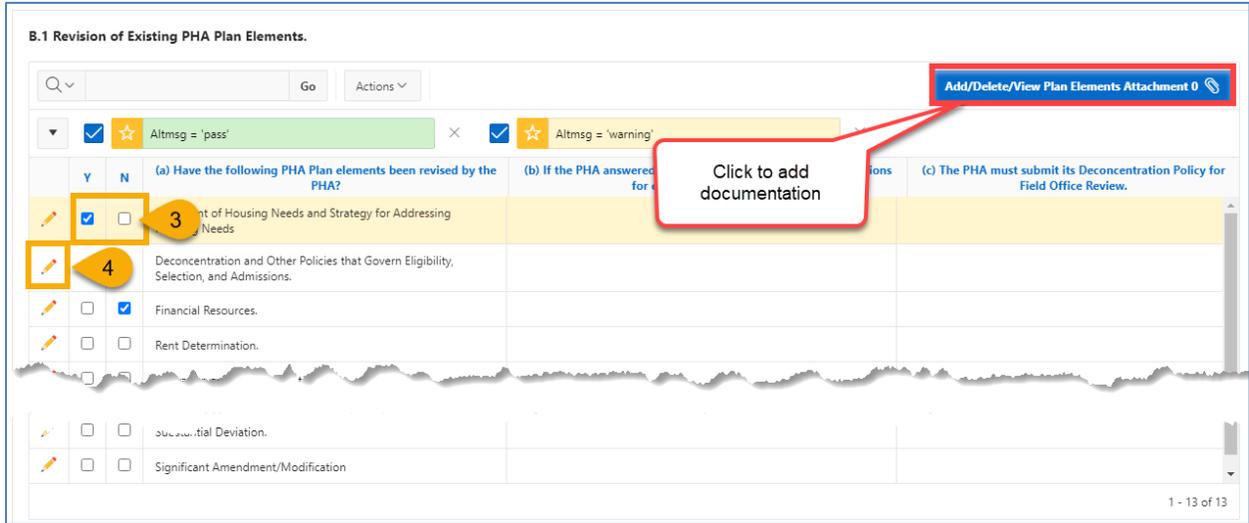
1. **How the public can access this PHA Plan:** Enter the PHA Plan Locations indication how the public can access this Annual PHA Plan.

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.



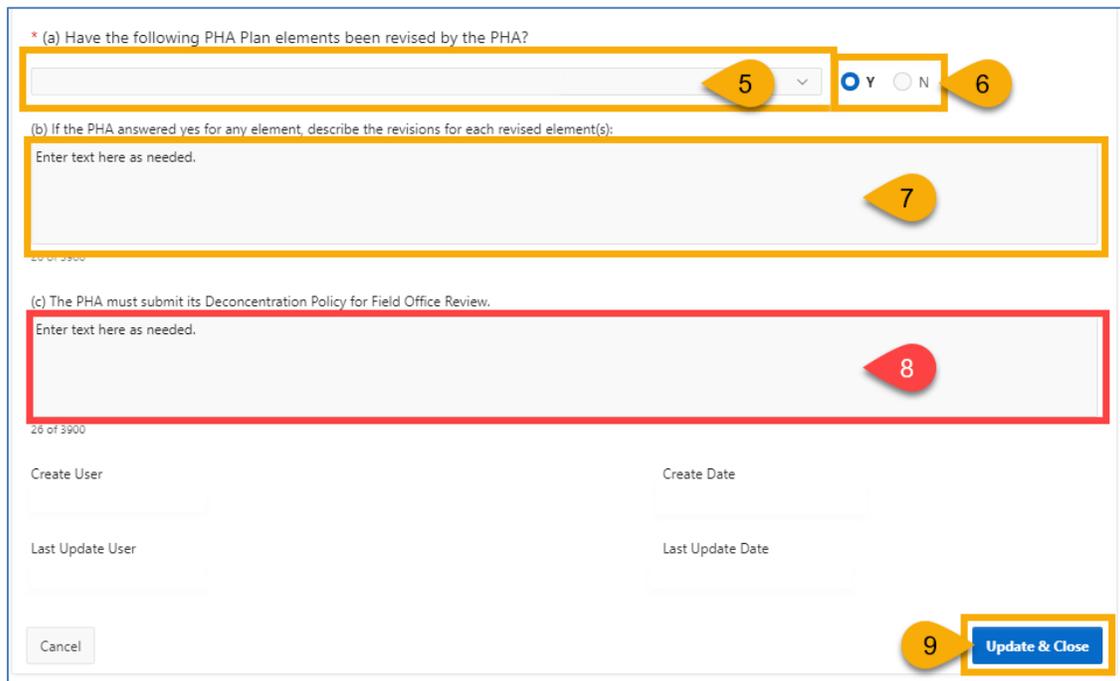
Note: Go to the [Adding PHA Consortia](#) section to follow the steps to complete the PHA Consortia.

Navigate to Section B. Plan Elements.



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

3. 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.



5. **(a) Have the following PHA Plan elements been revised by the PHA** 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 revised element(s):** Enter the information that describes the revision for the revised element (text only.)
8. **(c) The PHA must submit its Deconcentration Policy for Field Office Review:** This text box is only 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.**

	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for any element, describe the revisions for each revised element.	(c) The PHA must submit its Deconcentration Policy for Field Office Review.
	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

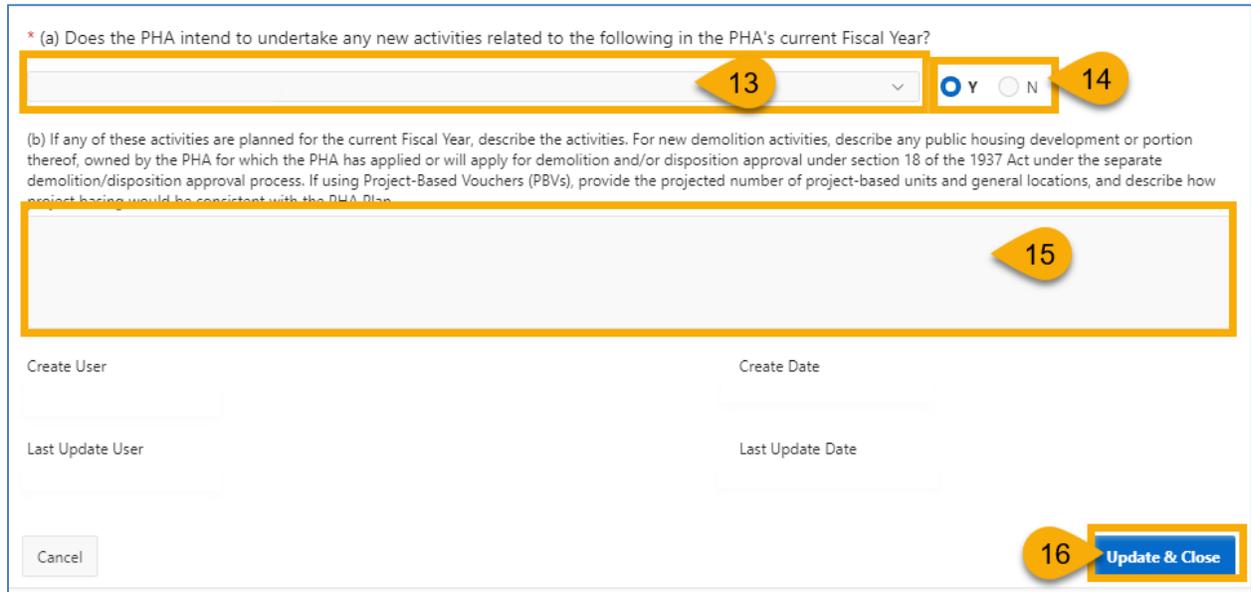
*** B.2 New Activities.**

	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choice Neighborhoods.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mixed Finance Modernization or Development.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demolition and/or Disposition.	
	<input type="checkbox"/>	<input type="checkbox"/>	Designated Housing for Elderly and/or Disabled Families.	
	<input type="checkbox"/>	<input type="checkbox"/>	Project-Based Vouchers.	
	<input type="checkbox"/>	<input type="checkbox"/>	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

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 would be consistent with the PHA Plan.

15

Create User

Create Date

Last Update User

Last Update Date

Cancel

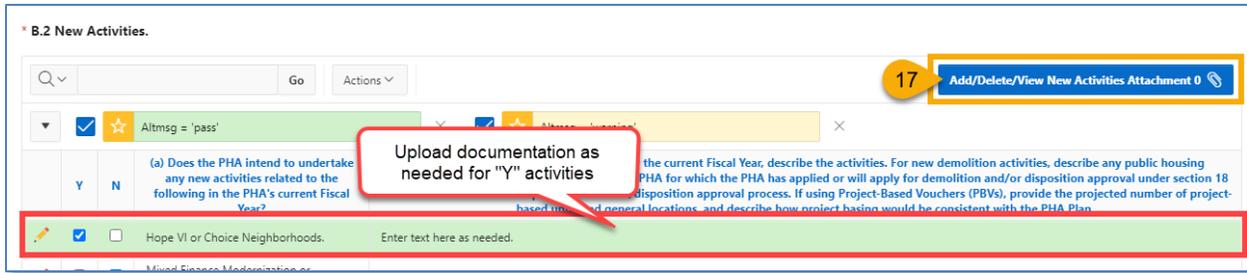
16 Update & Close

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.)

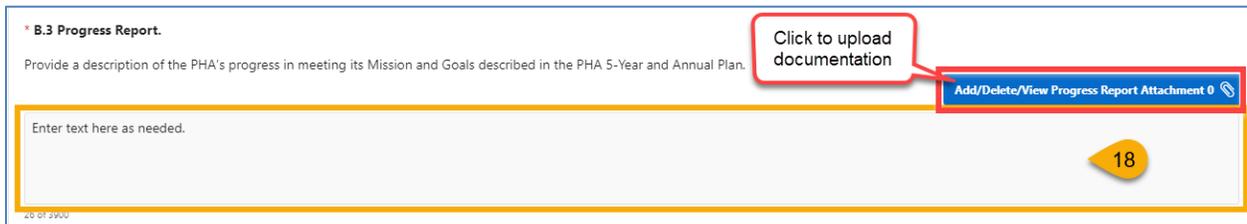
16. Click **Update & Close** to save the entered data.



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

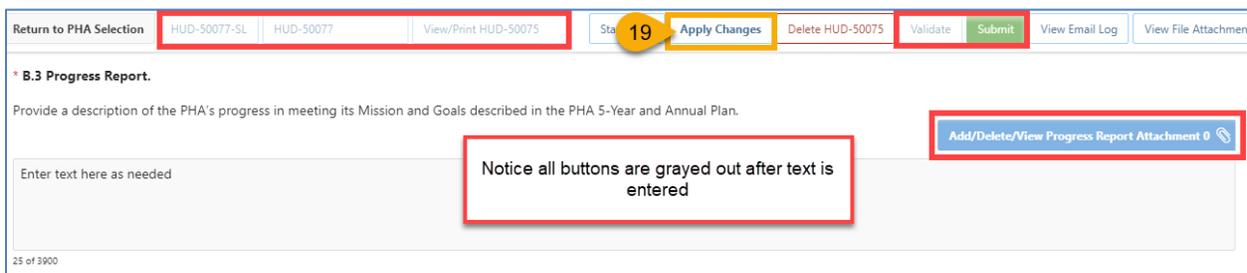


Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.



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.)



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.

Enter text here as needed.

20 of 3900

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 [Uploading Attachments](#) 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 Add/Delete/View Capital Improvements Attachment

25 of 3900

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/Print HUD-50075 Status 22 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachment

*** 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

Add/Delete/View Capital Improvements Attachment

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.

23 **Add/Delete/View Capital Improvements Attachment**

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 [Uploading Attachments](#) 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? Y N 24

Click to upload documentation **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed. 25

26 of 3900

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/Print HUD-50075 Status 26 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachments

B.5 Most Recent Fiscal Year Audit.

* (a) Were there any findings in the most recent FY Audit? Y N **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed

Notice all buttons are grayed out after text is entered

23 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? Y N

(b) If yes, please describe:

Enter text here as needed.

26 of 3900

27 Add/Delete/View Audit Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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? Y N

(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.

Enter text here as needed.

28

Click to upload documentation

Add/Delete/View RAB Comments Attachment 0

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/Print HUD-50075 Status 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? Y N

(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.

Enter text here as needed

Notice all buttons are grayed out after text is entered

Add/Delete/View 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? Y N

(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.

Enter text here as needed.

26 of 3900

31 Add/Delete/View RAB Comments Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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 an electronic attachment to the PHA Plan.

32 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 [Completing Supplemental Form HUD-50077-SL \(Authorizing Official\)](#) 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 [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Board Chair\)](#) and [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Executive Director\)](#) 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 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 34

Click to upload documentation Add/Delete/View Challenged Elements Attachment 0

If yes, include Challenged Elements.

Enter text here as needed.

35

24 of 3900

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](#) | 36 [Apply Changes](#) | [Delete 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? 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 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 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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

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.

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



The annual PHA plan is updated.

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

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

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

Describe fair housing strategies and actions to achieve the goal

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

* Fair Housing Goal:

* Description of Strategies and Actions:

Cancel Create & Close

- 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.

Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	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	
Enter test here as needed.	Enter test here as needed.	ED Us	

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.



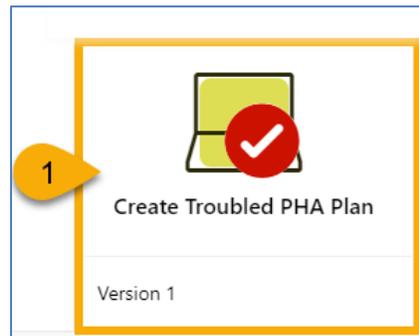
Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.

Troubled PHA

PHAs who have selected this annual plan are completing the [HUD-50075-ST](#) standard template. PHAs will also need to complete the certification forms [HUD-50077-SL](#) and [HUD-50077-ST-HCV-HP](#).

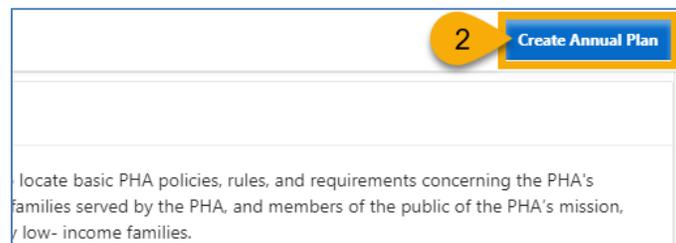
The designation of the PHA as Troubled is based on the following criteria:

- 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.

Navigate to section A. PHA Information.

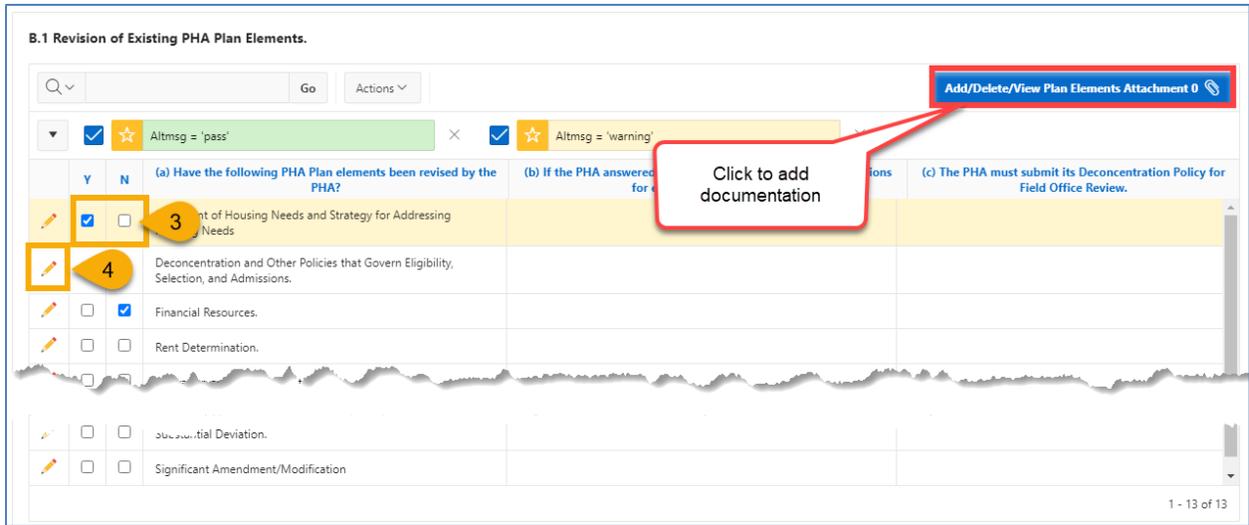
- 1. **How the public can access this PHA Plan:** Enter PHA Plan Locations indicating how the public can access this Annual PHA Plan.

- 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.



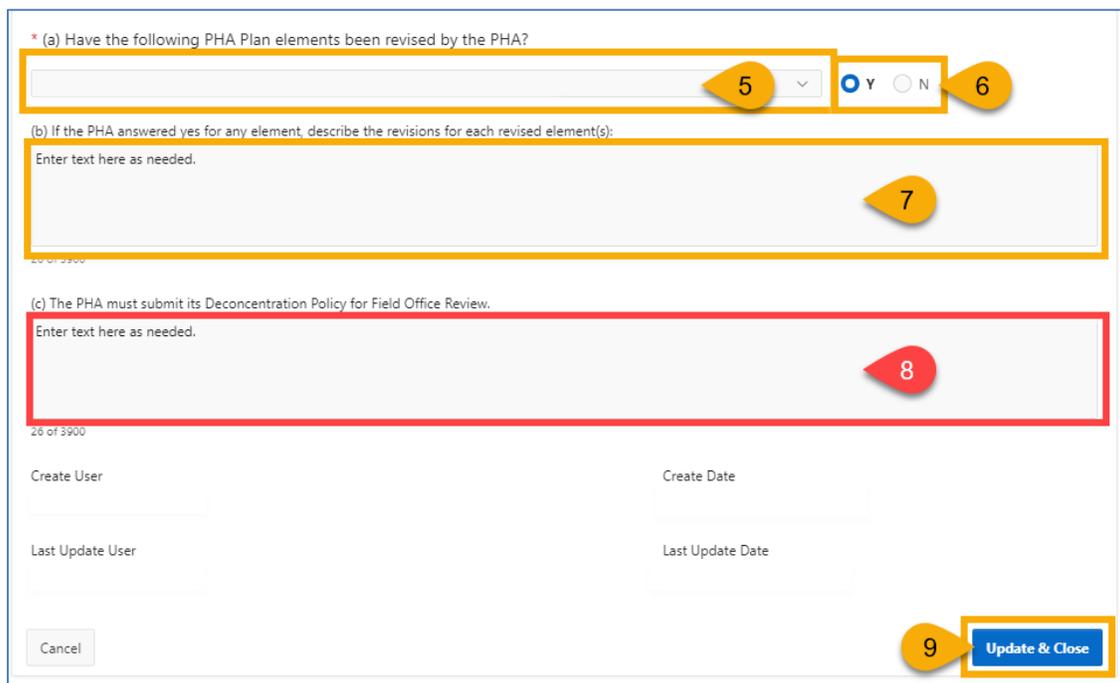
Note: Go to the [Adding PHA Consortia](#) section to follow the steps to complete the PHA Consortia.

Navigate to section B. Plan Elements.



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

3. 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.



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

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).
8. **(c) The PHA must submit its Deconcentration Policy for Field Office Review:** This text box is only 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.**

	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for any element, describe the revisions for each revised element.	(c) The PHA must submit its Deconcentration Policy for Field Office Review.
	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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.



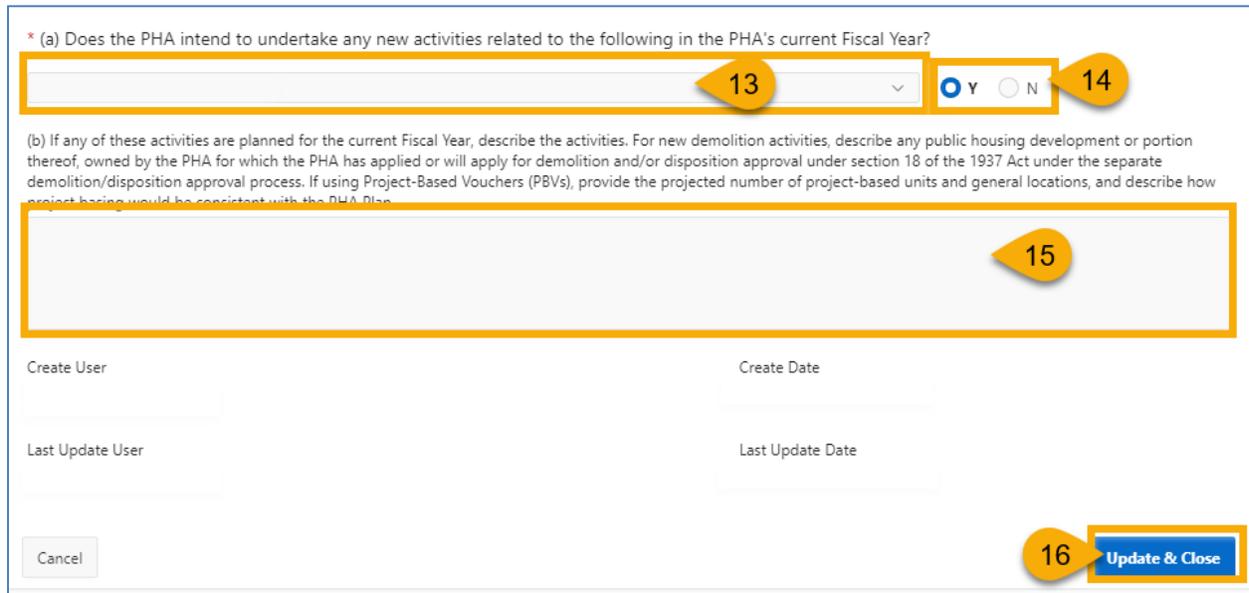
Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.

*** B.2 New Activities.**

	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	or Choice Neighborhoods.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mixed Finance Modernization or Development.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demolition and/or Disposition.	
	<input type="checkbox"/>	<input type="checkbox"/>	Designated Housing for Elderly and/or Disabled Families.	
	<input type="checkbox"/>	<input type="checkbox"/>	Project-Based Vouchers.	
	<input type="checkbox"/>	<input type="checkbox"/>	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

Y N 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 would be consistent with the PHA Plan.

15

Create User

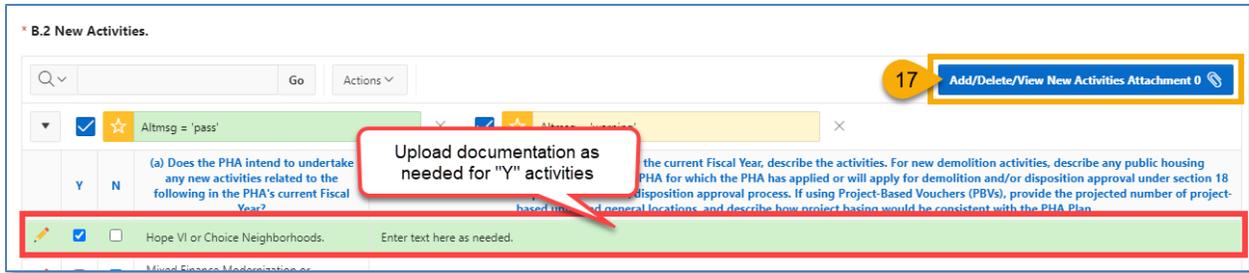
Create Date

Last Update User

Last Update Date

Cancel 16

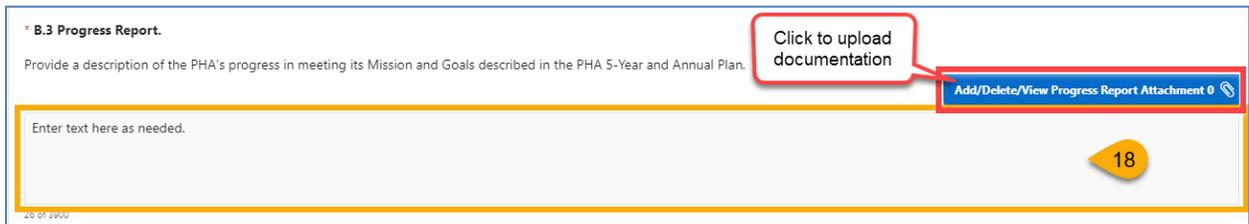
13. **(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?** Ensure the appropriate element is selected.
14. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 16.
15. **(b) If any of these 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.



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

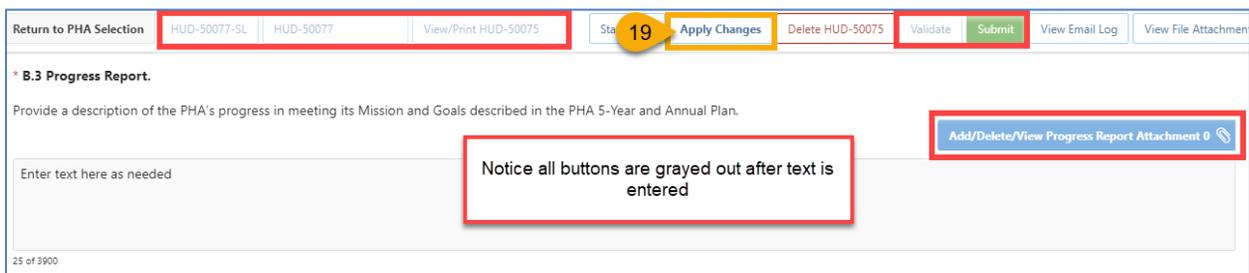


Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.



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.)



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.

Enter text here as needed.

20 of 3900

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 [Uploading Attachments](#) 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 Add/Delete/View Capital Improvements Attachment

25 of 3900

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/Print HUD-50075 Status 22 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachment

*** 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

Add/Delete/View Capital Improvements Attachment

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.

23 **Add/Delete/View Capital Improvements Attachment**

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 [Uploading Attachments](#) 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? Y N 24

Click to upload documentation **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed. 25

26 of 3900

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/Print HUD-50075 Status 26 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachments

B.5 Most Recent Fiscal Year Audit.

* (a) Were there any findings in the most recent FY Audit? Y N **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed

Notice all buttons are grayed out after text is entered

23 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? Y N

(b) If yes, please describe:

Enter text here as needed.

26 of 3900

27 Add/Delete/View Audit Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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? Y N

(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.

Enter text here as needed.

28

29

Click to upload documentation

Add/Delete/View RAB Comments Attachment 0

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 HUD-50075 Status 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? Y N

(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.

Enter text here as needed

25 of 3900

Add/Delete/View RAB Comments Attachment 0

Notice all buttons are grayed out after text is entered

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? Y N

(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.

Enter text here as needed.

26 of 3900

31 Add/Delete/View RAB Comments Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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 an electronic attachment to the PHA Plan.

32 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 [Completing Supplemental Form HUD-50077-SL \(Authorizing Official\)](#) 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 [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Board Chair\)](#) and [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Executive Director\)](#) 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 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 **34**

Click to upload documentation

[Add/Delete/View Challenged Elements Attachment 0](#)

If yes, include Challenged Elements.

Enter text here as needed.

35

24 of 3900

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 Start **36** Apply Changes Delete 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? 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.

 **Annual PHA plan (HUD-50075) is updated.**

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? Y 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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

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.

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



The annual PHA plan is updated.

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



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

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

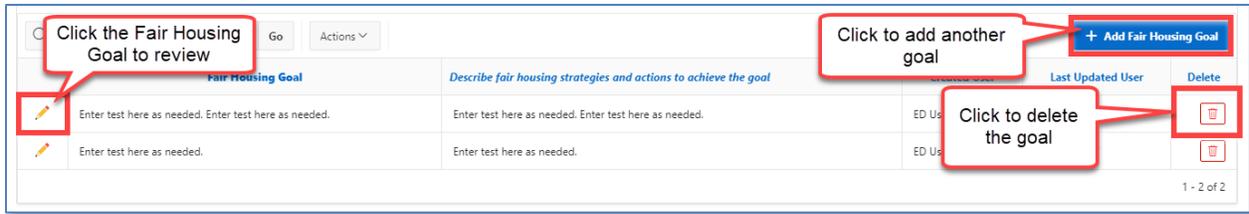
Respond to D.1 Affirmatively Furthering Fair Housing (AFFH).

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

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.



Scroll down to add additional supporting documents.



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



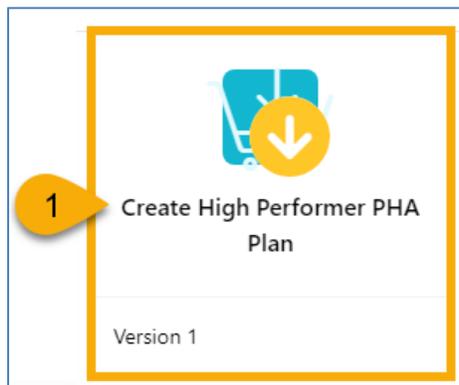
Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.

High-Performer PHA

PHAs who have selected this annual plan are completing the [HUD-50075-HP](#) template. PHAs will also need to complete the certification forms [HUD-50077-SL](#) and [HUD-50077-ST-HCV-HP](#).

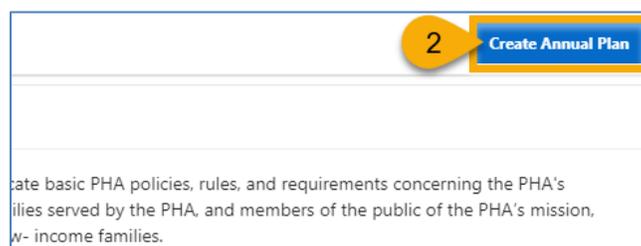
To qualify as a High-Performer PHA, the PHA must meet the following requirements:

- 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.

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

Navigate to section B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements.

Search: Go Actions

Add/Delete/View Plan Elements Attachment 0

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 any element, describe the revisions for each element below:	(c) The PHA must submit its Deconcentration Policy for Field Office Review.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Resources.		
	<input type="checkbox"/>	<input type="checkbox"/>	Rent Determination.		
	<input type="checkbox"/>	<input type="checkbox"/>	Substantial Deviation.		
	<input type="checkbox"/>	<input type="checkbox"/>	Significant Amendment/Modification		

1 - 13 of 13

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

3. 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 revised by the PHA since its last **Annual PHA Plan** submission?

5 Y N 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

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.)
8. **(c) The PHA must submit its Deconcentration Policy for Field Office Review:** This text box is only 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.**

	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for any element, describe the revisions for each revised element.	(c) The PHA must submit its Deconcentration Policy for Field Office Review.
	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

*** B.2 New Activities.**

	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11 or Choice Neighborhoods.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12 Mixed Finance Modernization or Development.	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demolition and/or Disposition.	
	<input type="checkbox"/>	<input type="checkbox"/>	Designated Housing for Elderly and/or Disabled Families.	
	<input type="checkbox"/>	<input type="checkbox"/>	Project-Based Vouchers.	
	<input type="checkbox"/>	<input type="checkbox"/>	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

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 would be consistent with the PHA Plan.

15

Create User

Create Date

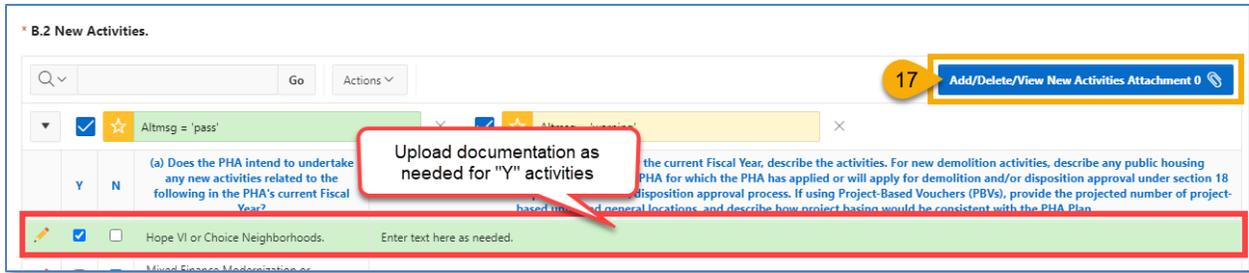
Last Update User

Last Update Date

Cancel

16 Update & Close

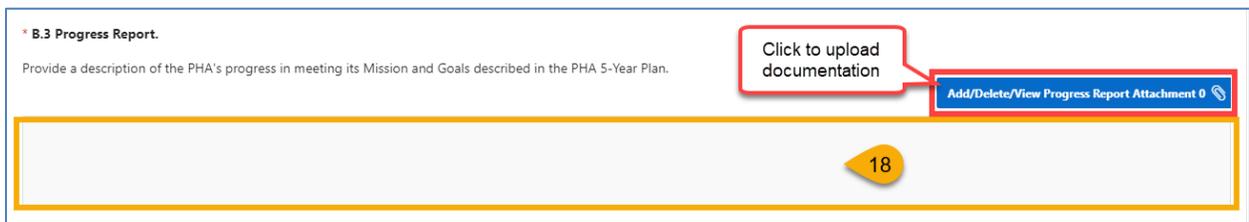
13. **(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?** Ensure the appropriate element is selected.
14. Ensure the selection of **Y** (Yes) is correct. Otherwise change it to **N** (No) and proceed to Step 16.
15. **(b) If any of these 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.



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

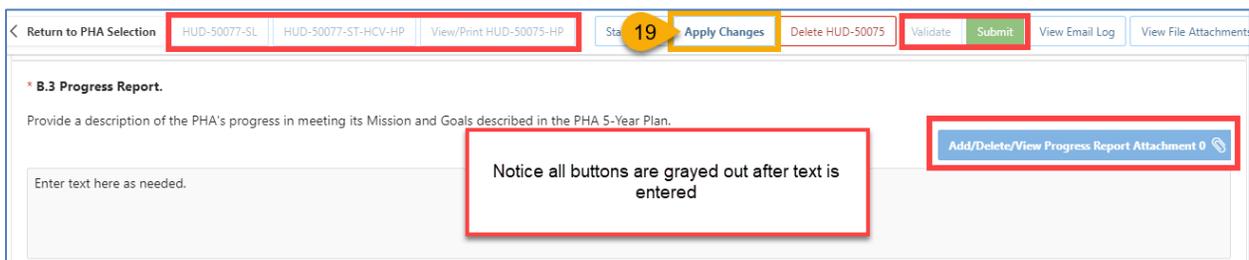


Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.



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.)



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 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 [Uploading Attachments](#) 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 Add/Delete/View Capital Improvements Attachment

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/Print HUD-50075 Status 22 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachment

* **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

Add/Delete/View Capital Improvements Attachment

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.

23 **Add/Delete/View Capital Improvements Attachment**

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 [Uploading Attachments](#) 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? Y N 24

Click to upload documentation **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed. 25

26 of 3900

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/Print HUD-50075 Status 26 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachments

B.5 Most Recent Fiscal Year Audit.

* (a) Were there any findings in the most recent FY Audit? Y N **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed

Notice all buttons are grayed out after text is entered

23 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? Y N

(b) If yes, please describe:

Enter text here as needed.

26 of 3900

27 Add/Delete/View Audit Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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? Y N

(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.

Enter text here as needed.

28

29

Click to upload documentation

Add/Delete/View RAB Comments Attachment 0

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 HUD-50075 Status 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? Y N

(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.

Enter text here as needed.

25 of 3900

Add/Delete/View RAB Comments Attachment 0

Notice all buttons are grayed out after text is entered

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? Y N

(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.

Enter text here as needed.

26 of 3900

31 Add/Delete/View RAB Comments Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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 an electronic attachment to the PHA Plan.

32 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 [Completing Supplemental Form HUD-50077-SL \(Authorizing Official\)](#) 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 [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Board Chair\)](#) and [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Executive Director\)](#) 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 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 34

Click to upload documentation Add/Delete/View Challenged Elements Attachment 0

If yes, include Challenged Elements.

Enter text here as needed.

35

24 of 3900

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](#) | 36 [Apply Changes](#) | [Delete 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? Y N Add/Delete/View Challenged Elements Attachment 0

Notice all buttons are grayed out after text is entered

If yes, include Challenged Elements.

Enter text here as needed

25 of 3900

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

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 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 documentation.



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

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

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 ▾

38 [+ Add Fair Housing Goal](#)

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 housing strategies and actions to achieve the goal

! This page is for demonstration and testing only (Application in Development/ 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.

Click the Fair Housing Goal to review

Click to add another goal [+ Add Fair Housing Goal](#)

Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	Last Updated User	Delete
<input type="text"/>	<input type="text"/>	ED Us	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	ED Us	<input type="button" value="Delete"/>

Click to delete the goal

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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

Small PHA

PHAs who have selected this annual plan are completing the [HUD-50075-SM](#), template. PHAs will also need to complete the certification forms [HUD-50077-SL](#) and [HUD-50077-CRT-SM](#).

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.

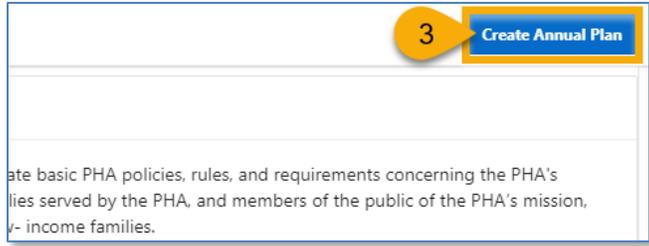
SMALL PHAs: Please answer the following question. Please note that you will not be able to change this answer once you created annual PHA plan.

* Are you submitting a 5-Year PHA Plan along with the Annual PHA Plan for this year? Y N **2**

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 [Completing the HUD-50075-SM \(Plan Elements Submitted with 5-Year PHA Plan\)](#) section. If the PHA user selected N for submitting the 5-Year Plan, then follow the [Completing the HUD-50075-SM \(Plan Elements Submitted Years 1-4\)](#).



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 Executive Director will have to enter the required details including the information on how the PHA Plan is consistent with its Consolidate Plan, print the certificate, get the signature from the appropriate state or local official, and upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certificate.
- C. **HUD-50077-CRT-SM:** Click this button to create the [HUD-50077-CRT-SM](#) 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 Executive 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.

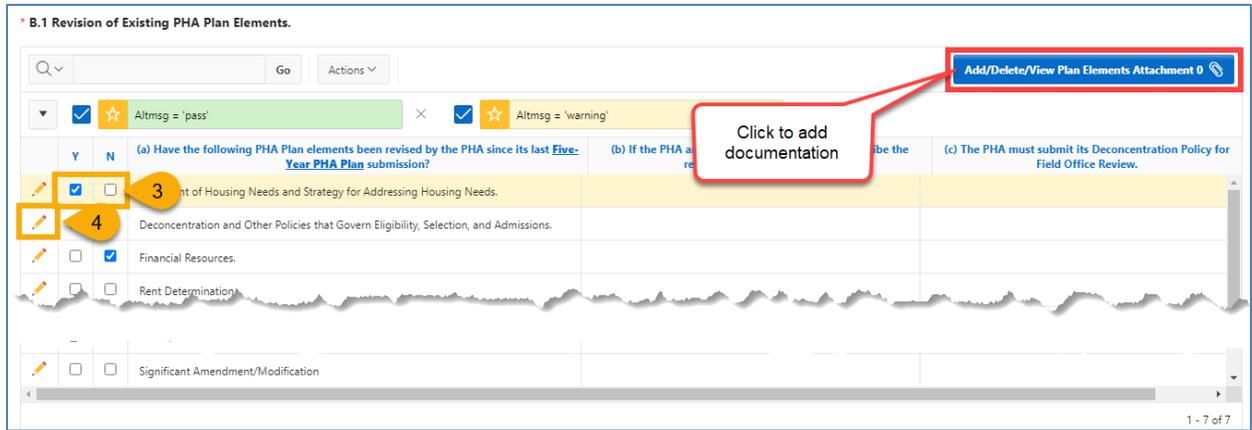
1. **How the public can access this PHA Plan:** Enter the PHA Plan Locations indication how the public can access this PHA Plan associated with the Annual PHA plan.

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.



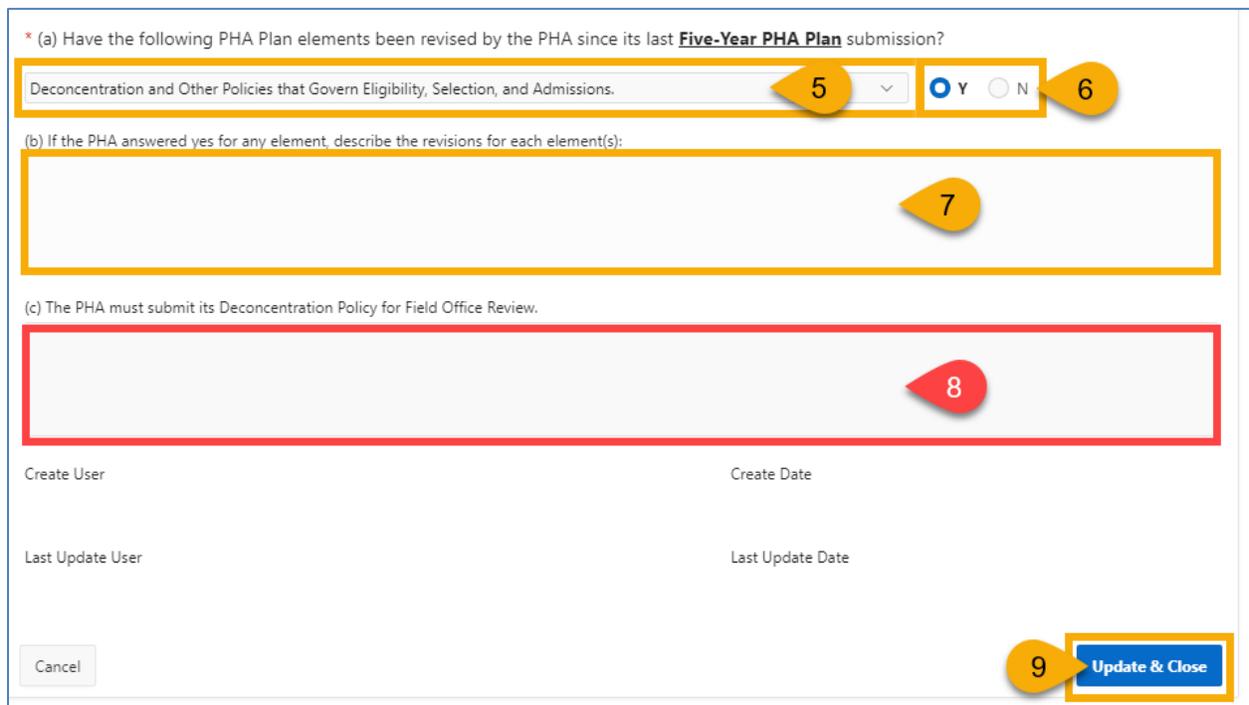
Note: Go to the [Adding PHA Consortia](#) section to follow the steps to complete the PHA Consortia.

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



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 () icon to describe the revisions for each revised element.



5. **(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year 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(s): Enter the information that describes the revision for the revised element (text only.)
8. (c) **The PHA must submit its Deconcentration Policy for Field Office Review:** This text box is only 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.**

	Y	N	(a) Have the following PHA Plan elements been revised by the PHA?	(b) If the PHA answered yes for any element, describe the revisions for each revised element.	(c) The PHA must submit its Deconcentration Policy for Field Office Review.
	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Housing Needs and Strategy for Addressing Housing Needs		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 policy related to Deconcentration policy and other policies that govern eligibility, selection, and admissions.

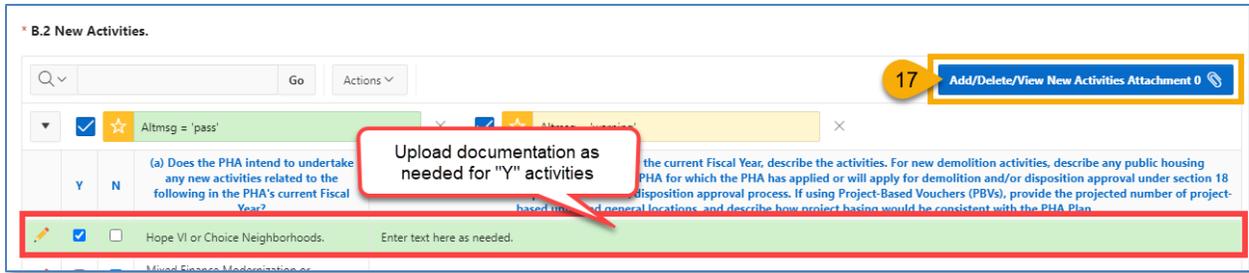


Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.

*** B.2 New Activities.**

	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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demolition and/or Disposition.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mixed Finance Modernization or Development.	
	<input type="checkbox"/>	<input type="checkbox"/>	Conversion of Public Housing to Tenant Based Assistance.	
	<input type="checkbox"/>	<input type="checkbox"/>	Capital Fund Community Facilities Grants or Emergency Safety and Security Grants.	

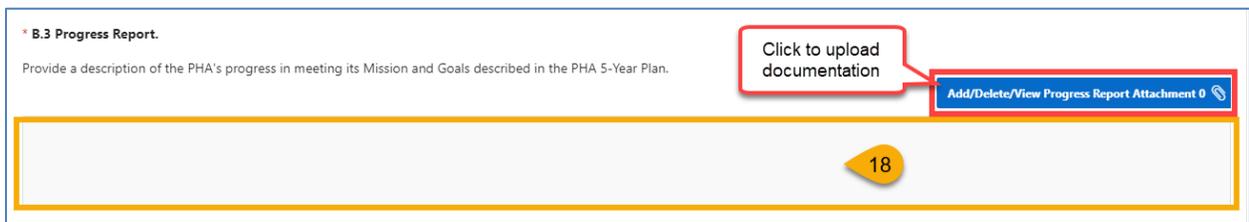
Respond to **B.2 New Activities**.



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

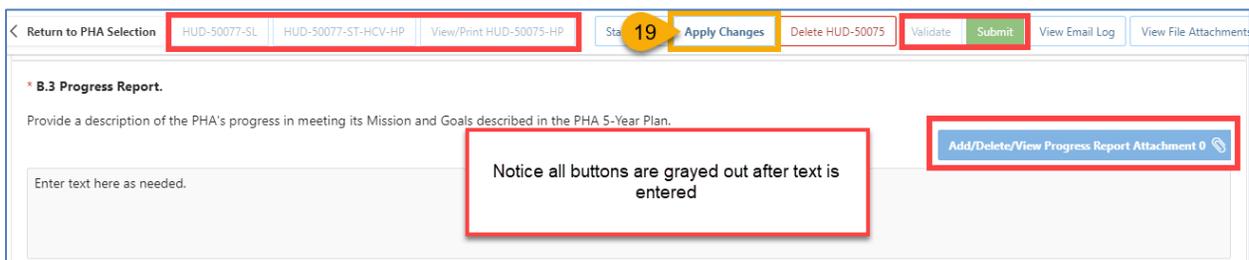


Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.



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.)



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 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 [Uploading Attachments](#) 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 Add/Delete/View Capital Improvements Attachment

21

Respond to **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:

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/Print HUD-50075 Status 22 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachment

* **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

Add/Delete/View Capital Improvements Attachment

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.

23 **Add/Delete/View Capital Improvements Attachment**

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 [Uploading Attachments](#) 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? Y N 24

Click to upload documentation **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed. 25

26 of 3900

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/Print HUD-50075 Status 26 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachments

B.5 Most Recent Fiscal Year Audit.

* (a) Were there any findings in the most recent FY Audit? Y N **Add/Delete/View Audit Attachment 0**

(b) If yes, please describe:

Enter text here as needed

Notice all buttons are grayed out after text is entered

23 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? Y N

(b) If yes, please describe:

Enter text here as needed.

26 of 3900

27 Add/Delete/View Audit Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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? Y N

(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.

Enter text here as needed.

28

Click to upload documentation

Add/Delete/View RAB Comments Attachment 0

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/Print HUD-50075 Status 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? Y N

(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.

Enter text here as needed

Notice all buttons are grayed out after text is entered

Add/Delete/View 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? Y N

(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.

Enter text here as needed.

26 of 3900

31 Add/Delete/View RAB Comments Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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.

32 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 [Completing Supplemental Form HUD-50077-SL \(Authorizing Official\)](#) 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-CRT-SM, *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-CRT-SM

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 [Completing Supplemental Form HUD-50077-CRT-SM \(Board Chair\)](#) or [Completing Supplemental Form HUD-50077-CRT-SM \(Executive Director\)](#) 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 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 34

Click to upload documentation

Add/Delete/View Challenged Elements Attachment 0

If yes, include Challenged Elements.

Enter text here as needed.

35

24 of 3900

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](#) | Status 36 [Apply Changes](#) | [Delete 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? Y N Add/Delete/View Challenged Elements Attachment 0

Notice all buttons are grayed out after text is entered

If yes, include Challenged Elements.

Enter text here as needed

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 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 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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

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

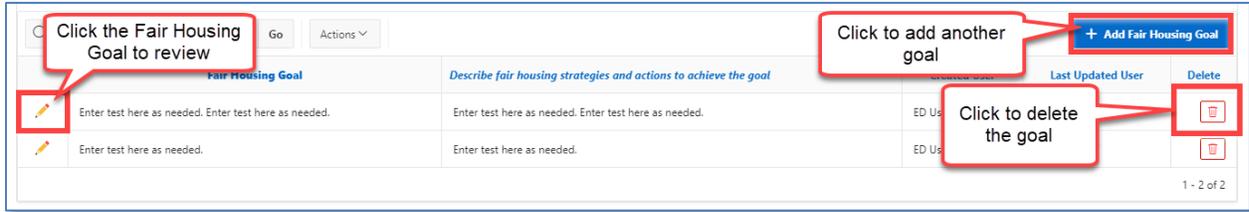
Respond to D.1 Affirmatively Furthering Fair Housing (AFFH):

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

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.



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 [Uploading Attachments](#) 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 Executive Director will have to enter the required details including the information on how the PHA Plan is consistent with its Consolidate Plan, print the certificate, get the signature from the appropriate state or local official, and upload the signed/certified version of the form. Once uploaded, only PHA ED can submit the certificate.
- C. **HUD-50077-CRT-SM:** Click this button to create the [HUD-50077-CRT-SM](#) 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 Executive 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.

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.



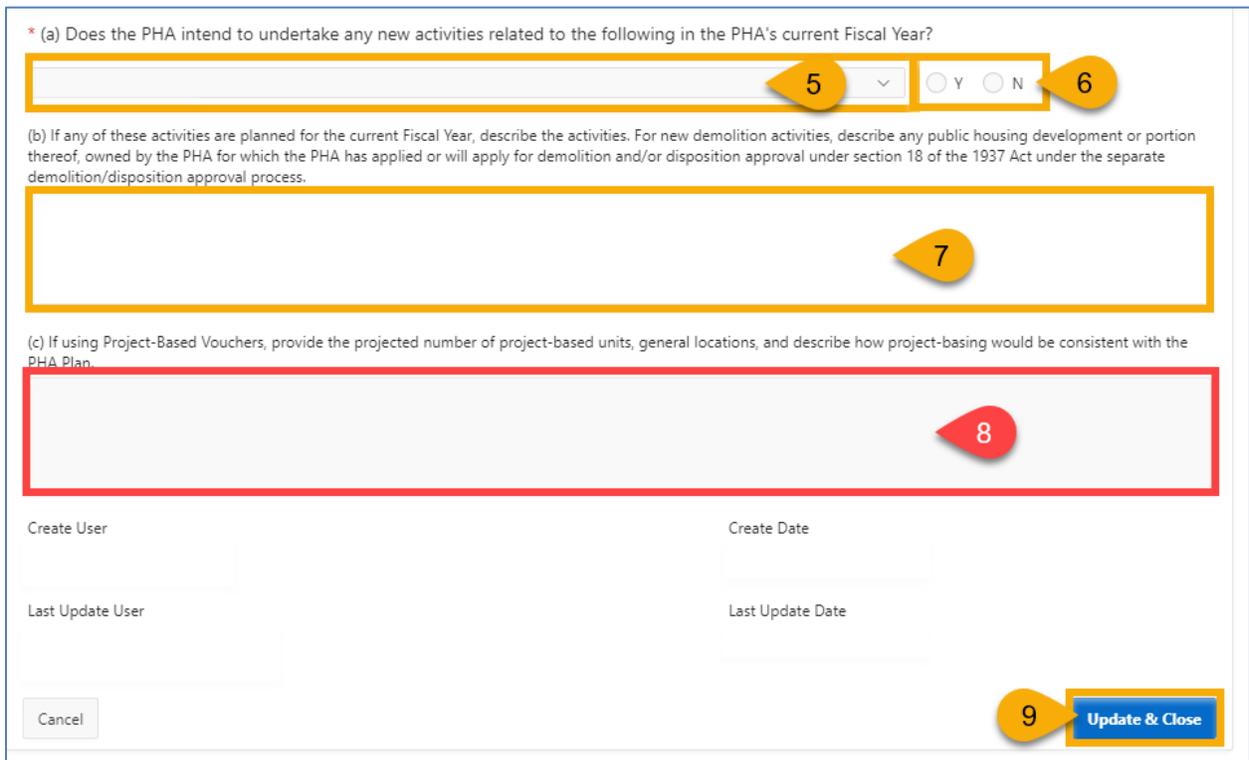
Note: Go to the [Adding PHA Consortia](#) section to follow the steps to complete the PHA Consortia.

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



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.



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 only available for element, Project Based Vouchers. Enter information that describes the projected number of project-based units and general locations.
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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

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.

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



The annual PHA plan is updated.

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



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

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

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/Print HUD-50075 Status 16 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? Y N Add/Delete/View RAB Comments Attachment 0

(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.

Enter text here as needed

25 of 3900

Notice all buttons are grayed out after text is entered

16. 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? Y N Add/Delete/View RAB Comments Attachment 0

(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.

Enter text here as needed.

26 of 3900

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



Note: Go to the [Uploading Attachments](#) 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 an electronic attachment to the PHA Plan. 18 HUD-50077-SL

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

18. Click the **HUD-50077-SL** button to complete the certification. Follow [Completing Supplemental Form HUD-50077-SL \(Authorizing Official\)](#) 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-CRT-SM, *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. 19 HUD-50077-CRT-SM

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

19. Click the HUD-50077-CRT-SM button to complete the certification. Follow [Completing Supplemental Form HUD-50077-CRT-SM \(Board Chair\)](#) and [Completing Supplemental Form HUD-50077-CRT-SM \(Executive Director\)](#) 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 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

If yes, include Challenged Elements.

Enter text here as needed.

25 of 3900

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/Print HUD-50075 Status 22 Apply Changes Delete 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? Y N

If yes, include Challenged Elements.

Enter text here as needed

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 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

If yes, include Challenged Elements.

Enter text here as needed.

26 of 3900

23 Add/Delete/View Challenged Elements Attachment 0

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



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

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

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 5.903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Q Go Actions

24 + Add Fair Housing Goal

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 housing strategies and actions to achieve the goal

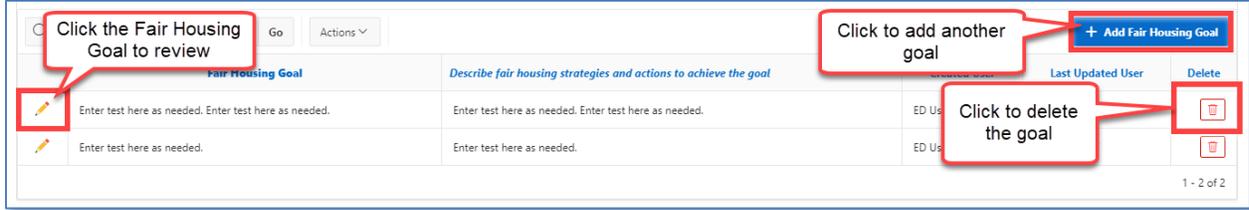
This page is for demonstration and testing only (Application in Development/ User Acceptance Testing (UAT) phases).

* Fair Housing Goal: [Text Area] 25

* Description of Strategies and Actions: [Text Area] 26

Cancel Create & Close 27

- 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.



Scroll down to add additional supporting documents.



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



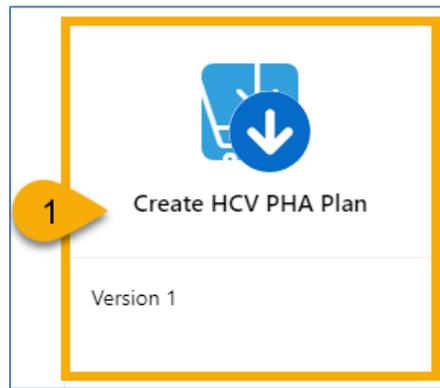
Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.

Housing Choice Voucher (HCV) Only PHA

PHAs who have selected this annual plan are completing the [HUD-50075-HCV](#) template. PHAs will also need to complete the certification forms [HUD-50077-SL](#) and [HUD-50077-ST-HCV-HP](#).

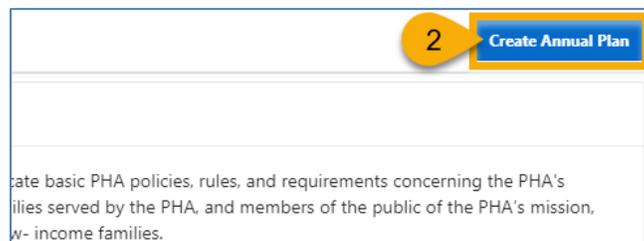
To qualify as a Housing Choice Voucher (HCV)-Only PHA, the PHA must meet the following requirements:

- 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.

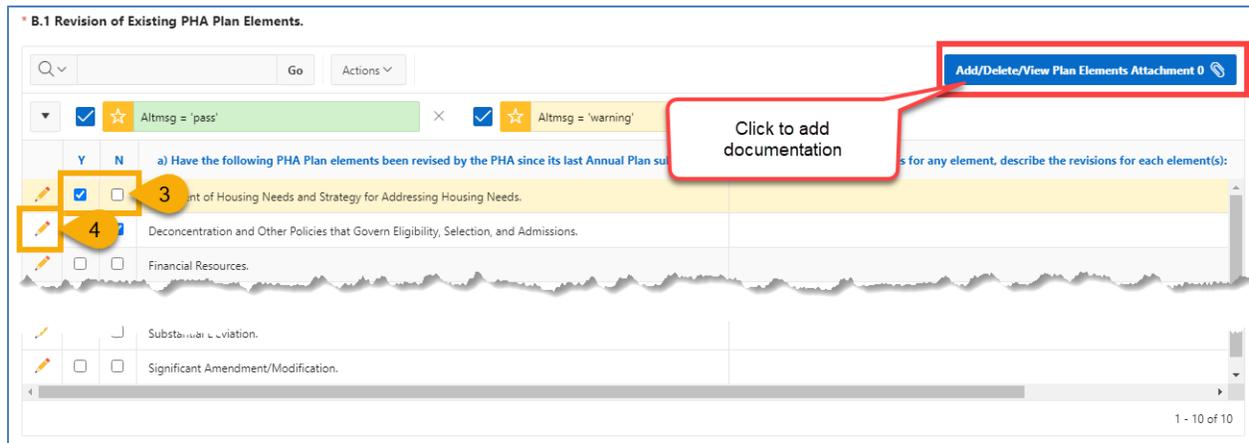
1. **How the public can access this PHA Plan:** Enter the PHA Plan Locations indication how the public can access this Annual PHA Plan.

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.



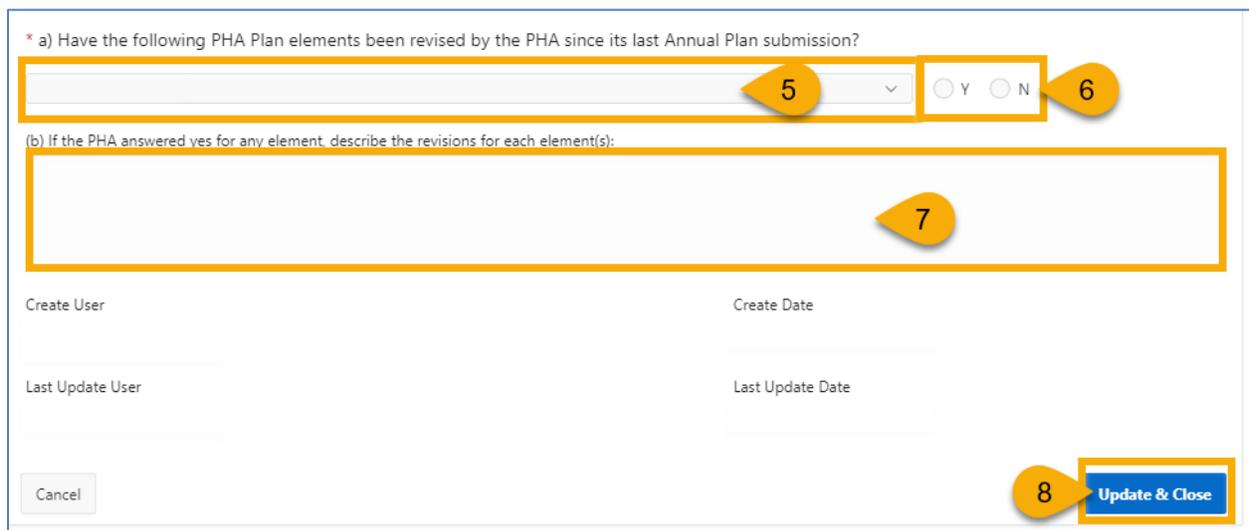
Note: Go to the [Adding PHA Consortia](#) section to follow the steps to complete the PHA Consortia.

Navigate to Section B. Plan Elements.



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

3. 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.



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 Revision of Existing PHA Plan Elements.

Search: [] Go Actions [v]

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):
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 [Uploading Attachments](#) section to follow the steps to complete the attachment process.

* B.2 New Activities.

Search: [] Go Actions [v]

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 Project-Based 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.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project-Based Vouchers	

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 () 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?

11

12

(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.

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.

15

Add/Delete/View New Activities Attachment 0

Altmsg = 'pass'

Altmsg = 'warning'

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



Note: Go to the [Uploading Attachments](#) 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.

Enter text here as needed.

Click to upload documentation

Add/Delete/View Progress Report Attachment 0

16

25 of 3900

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/Print HUD-50075 | Status 17 | Apply Changes | Delete HUD-50075 | Validate | Submit | View Email Log | View File Attachments

*** 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 buttons are grayed out after text is entered

Add/Delete/View Progress Report Attachment 0

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.

Enter text here as needed.

18 Add/Delete/View Progress Report Attachment 0

26 of 3900

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



Note: Go to the [Uploading Attachments](#) 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? Y N N/A 19

Click to upload documentation

Add/Delete/View Audit Attachment 0

(b) If yes, please describe:

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.)

HUD-50077-SL HUD-50077-ST-HCV-HP View/Print HUD-50075-HCV 21 Apply Changes Delete HUD-50075 Validate Submit View Email Log View File Attachments

B.5 Most Recent Fiscal Year Audit.

* (a) Were there any findings in the most recent FY Audit? Y N N/A

Add/Delete/View Audit Attachment 0

(b) If yes, please describe:

Notice all buttons are grayed out after text is entered

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? Y N N/A

22

Add/Delete/View Audit Attachment 0

(b) If yes, please describe:

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



Note: Go to the [Uploading Attachments](#) 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? Y N

(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.

Enter text here as needed

Add/Delete/View RAB Comments Attachment 0

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.

C.1 Resident Advisory Board (RAB) Comments.

* (a) Did the RAB(s) have comments to the PHA Plan? Y N

(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.

Enter text here as needed

Add/Delete/View RAB Comments Attachment 0

Notice all buttons are grayed out after text is entered

25. 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? Y N

(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.

Enter text here as needed.

Add/Delete/View RAB Comments Attachment 0

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



Note: Go to the [Uploading Attachments](#) 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 an electronic attachment to the PHA Plan.

27

HUD-50077-SL

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

27. Click the HUD-50077-SL button to complete the certification. Follow [Completing Supplemental Form HUD-50077-SL \(Authorizing Official\)](#) 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.

28

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.

28. Click the HUD-50077-ST-HCV-HP button to complete the certification. Follow [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Board Chair\)](#) or [Completing Supplemental Form HUD-50077-ST-HCV-HP \(Executive Director\)](#) 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 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

29

Click to upload documentation

Add/Delete/View Challenged Elements Attachment 0

If yes, include Challenged Elements.

Enter text here as needed.

30

28 of 3900

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.

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



The annual PHA plan is updated.

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

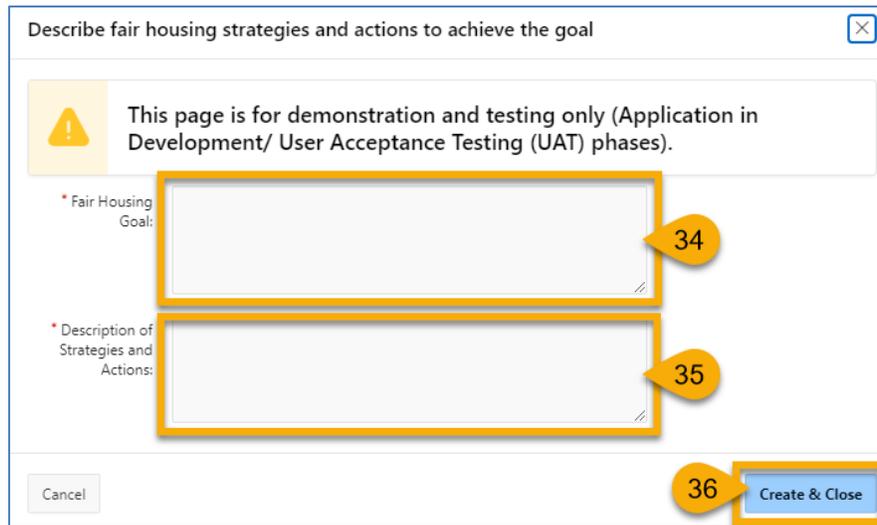


Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.

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

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

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



Describe fair housing strategies and actions to achieve the goal

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

* Fair Housing Goal: [Text Area] 34

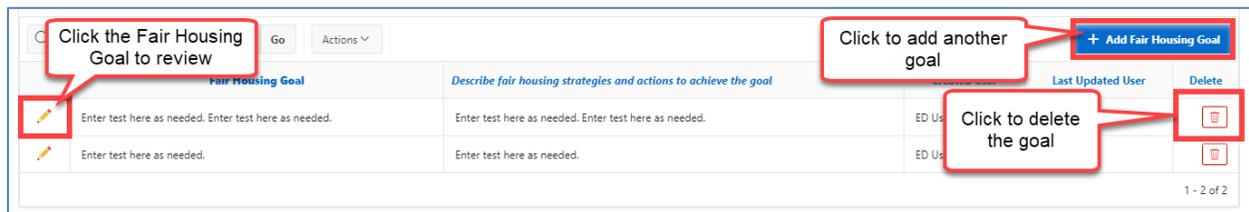
* Description of Strategies and Actions: [Text Area] 35

Cancel [Create & Close] 36

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.



Fair Housing Goal	Describe fair housing strategies and actions to achieve the goal	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	
 Enter test here as needed.	Enter test here as needed.	ED Us	

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.



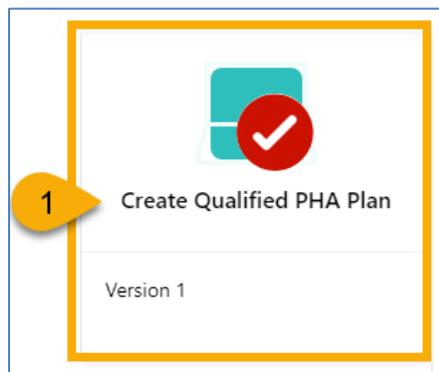
Note: Go to the [Uploading Attachments](#) section to follow the steps to complete the attachment process.

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 [HUD-50077-CR](#) and [HUD-50077-SL](#) forms only. Note the HUD-50077-SL is completed once every 5 PHA Fiscal Years along with the HUD-50075-5Y Plan.

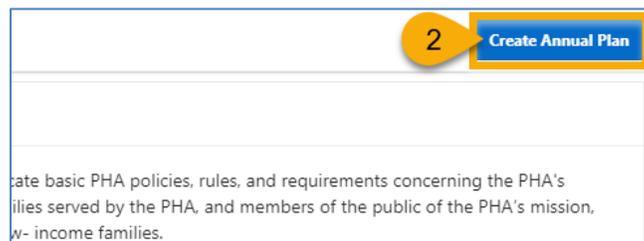
To qualify as a Qualified PHA, the PHA must meet the following requirements:

- 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 Executive 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 [Completing Supplemental Form HUD-50077-CR \(Board Chair\)](#) or [Completing Supplemental Form HUD-50077-CR \(Executive Director\)](#) 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 [Uploading Attachments](#) section to follow the steps to complete the 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.



Note:

1. The Authorized Official must submit their signature as an attachment (wet signature.) The electronic signature option is not currently available for HUD-50077-SL.
2. Additionally, if a user submits a HUD-50077-SL certificate through the Annual PHA Plan module before the same submission in the 5-Year PHA Plan module, the HUD-50077-SL will 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.

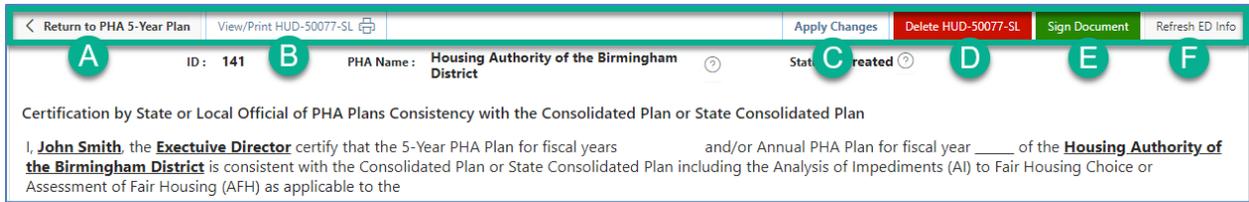
To electronically sign the Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan, or HUD-50077-SL, follow the directions below.

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.

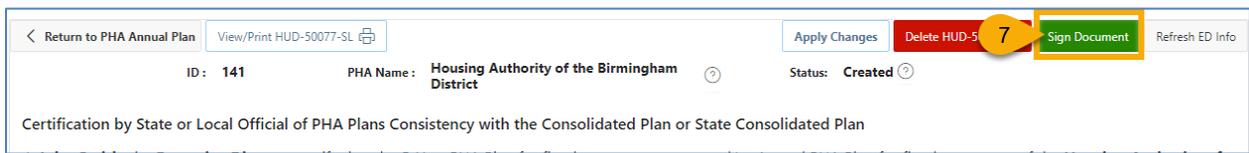
3. **Electronic Signature:** Select **True**.
4. **Name of Authorized Official:** Enter the name of the authorized official for HUD-50077-SL.
5. **Title:** Enter the title of the authorized official.

6. Click the **Create** button.

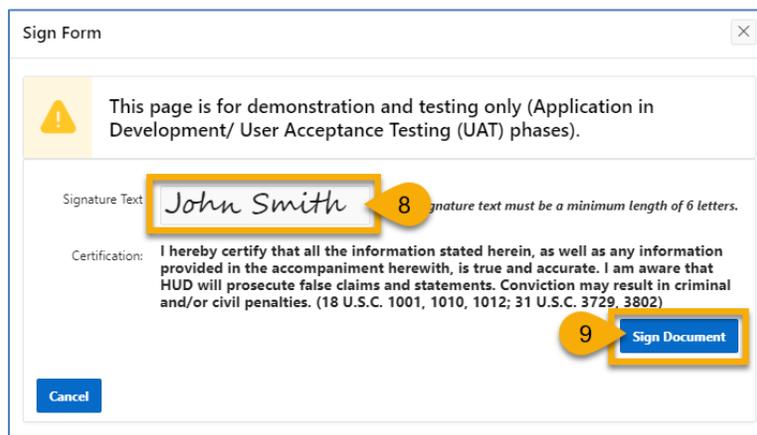
The system displays the menu buttons at the top of the screen.



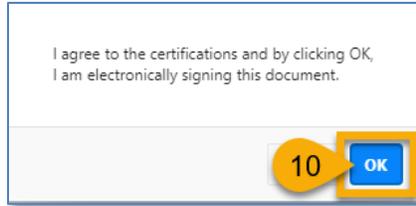
- A. **Return to PHA Annual Plan:** Click this button to return to the PHA’s Annual Plan submission.
- B. **View/Print HUD-50077-SL:** Click this button to review the HUD-50077-SL in printed form.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-SL form.
- D. **Delete HUD-50077-SL:**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



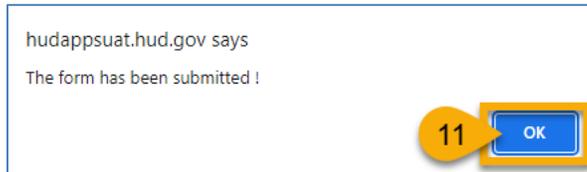
- 7. Click the **Submit Document** button to submit the HUD-50077-SL.



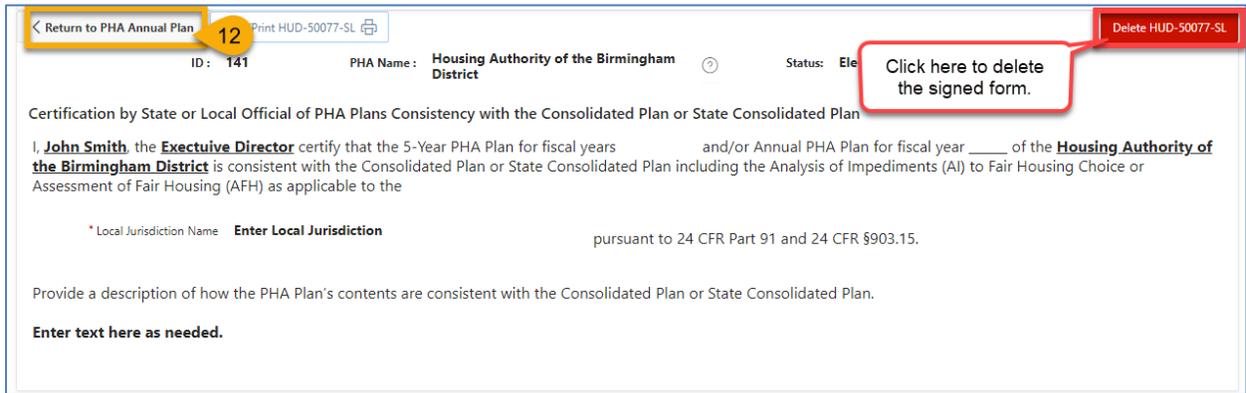
- 8. **Signature Text:** Type your name in the field.
- 9. Click the **Sign Document** button to electronically sign the form.



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



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



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.

[Return 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: PHA Code/Name: **GA006 - Housing Authority of the City of ATLANTA Georgia** HUD 50077-SL ID: Status:

Form: **HUD-50077-SL** Annual PHA Plan ID: **273** Version:

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

I, , the certify that the 5-Year PHA Plan for fiscal years and/or Annual PHA Plan for fiscal year of the **GA006 - Housing Authority of the City of ATLANTA Georgia** is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

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

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

2

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

Signature

Electronic Signature: **3**

* Name of Authorized Official: **4** * Title: **5**

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

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.

6 [Create](#)

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

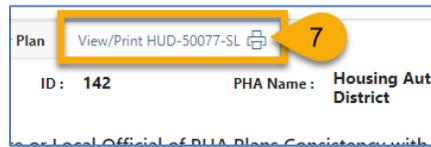
of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

6. Click the **Create** button.

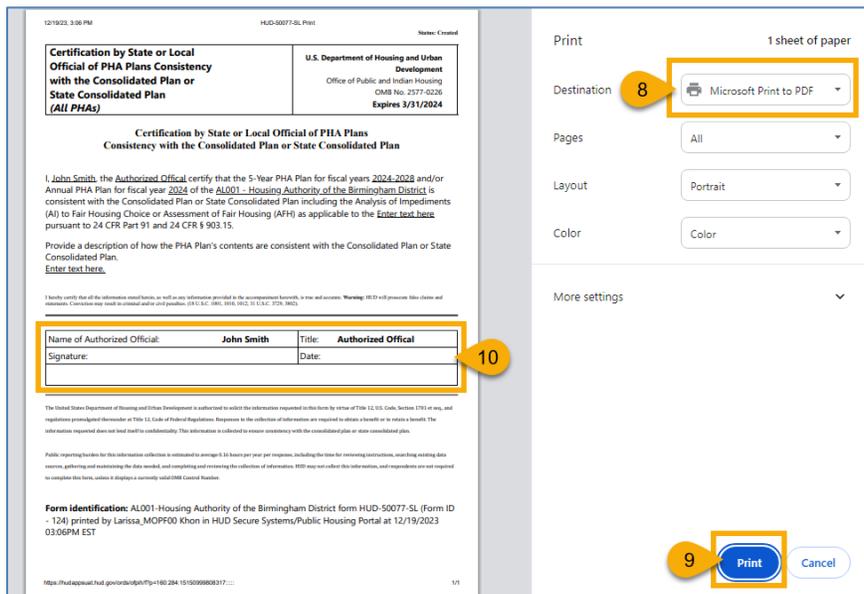
The system displays the menu buttons at the top of the screen.



- 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.



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

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

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).



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

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

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 [Submitting the HUD-50077-ST-HCV-HP with Electronic Signature \(Board Chair\)](#). If for some reason a Wet Signature is desired, please follow directions for [Submitting the HUD-50077-CRT-SM with Wet Signature \(Board Chair\)](#).

Navigation bar for HUD-50077-ST-HCV-HP. It includes a back button labeled 'Return to PHA Selection', a breadcrumb 'HUD-50077-ST-HCV-HP', and a 'View/Print HUD-50075-HCV' button. Below the navigation bar is the title 'Streamlined Annual PHA Plan (HCV Only PHAs)'. A yellow callout bubble with the number '1' points to the 'HUD-50077-ST-HCV-HP' button.

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

PHA Name: Orlando Housing Authority (with a help icon).
 Annual PHA Plan for Fiscal Year 2024
 5-Year PHA Plan for Fiscal Years 20__ - 20__
A yellow callout bubble with the number '2' points to the '5-Year PHA Plan for Fiscal Years 20__ - 20__' checkbox.

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



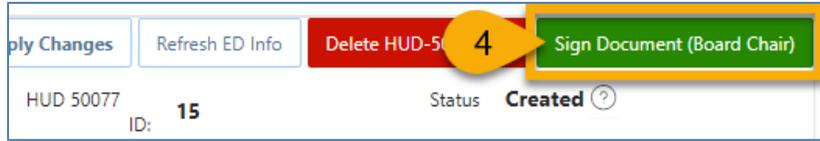
Note: Follow Steps 1-3 only when the Executive Director has not previously created the HUD-50077-ST-HCV-HP. If the Executive Director has previously created the form, skip Steps 1-3, and go to Step 4.

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

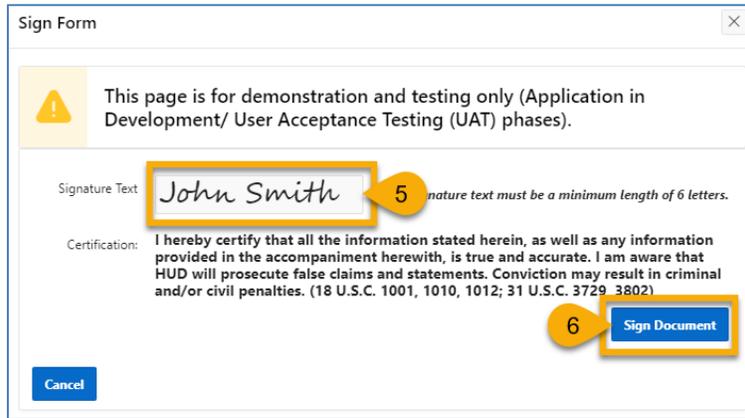
3. Click the **Create** button.

The menu buttons at the top of the screen appear.

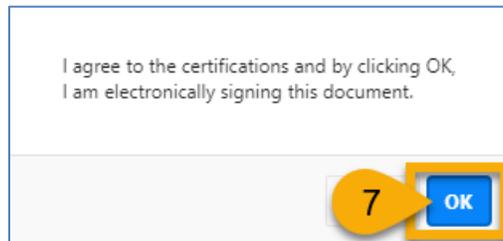
- A. **Return to PHA Annual Plan:** Click this button to return to the PHA’s HUD-50075 submission.
- B. **View/Print HUD-50077-ST-HCV-HP:** Click this button to review the HUD-50077-ST-HCV-HP in printed format.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-ST-HCV-HP form.
- 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.



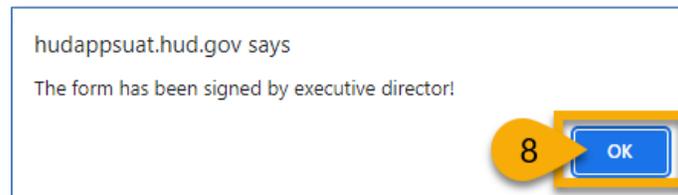
- Click the **Sign Document (Board Chair)** button to submit the HUD-50077-ST-HCV-HP certificate since it is required for the HUD-50075 submission.



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



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



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



- 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.



Note:

- It is preferable the Board Chair electronically signs the HUD-50077-HCV-HP form by following the steps outlined in [Submitting the HUD-50077-HCV-HP with Electronically Signature section \(Board Chair\)](#).
- 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.

The screenshot shows a form with the following fields:

- Electronic Signature: False (marked with a yellow circle and '1')
- Name of Executive Director: (with a help icon)
- Executive Director Signature Text: (with a help icon)
- Executive Director Signature: (with a help icon)
- Date (mm/dd/yyyy): (with a help icon)
- * Name of Board Chairperson: John Smith (marked with a yellow circle and '2')
- Chairperson Signature Text: (with a help icon)
- Board Chairperson Signature: (with a help icon)
- Date (mm/dd/yyyy): (with a help icon)

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

The screenshot shows the bottom part of the form with the following fields:

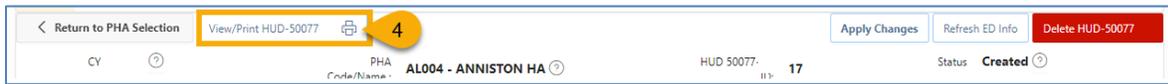
- Status: (with a help icon)
- Version:
- Create button (marked with a yellow circle and '3')

- Click the **Create** button.

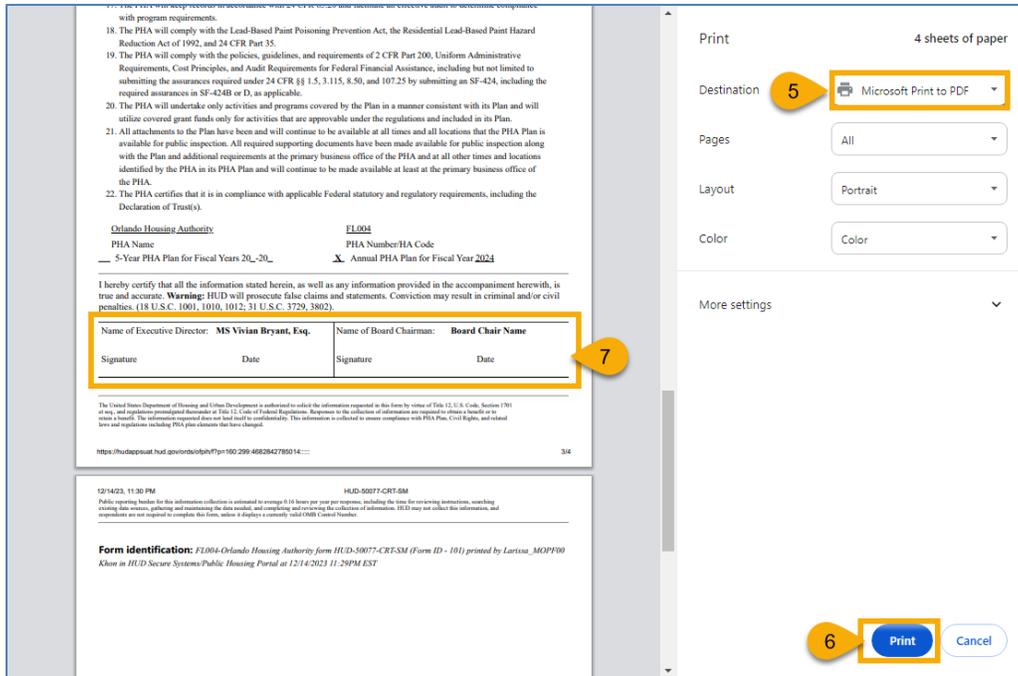
The menu buttons at the top of the screen appear.



- A. **Return to PHA Annual Plan:** Click this button to return to the PHA’s HUD-50075 submission.
- B. **View/Print HUD-50077-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.



4. Click the **View/Print HUD-50077-ST-HCV-HP** 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-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).



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

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 [Submitting the HUD-50077-ST-HCV-HP with 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 \(Executive Director\)](#).

Return to PHA Selection HUD-50077-ST-HCV-HP View/Print HUD-50075-HCV

Streamlined Annual PHA Plan (HCV Only PHAs)

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

PHA Name **Orlando Housing Authority**

Annual PHA Plan for Fiscal Year 2024

5-Year PHA Plan for Fiscal Years 20__ - 20__

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



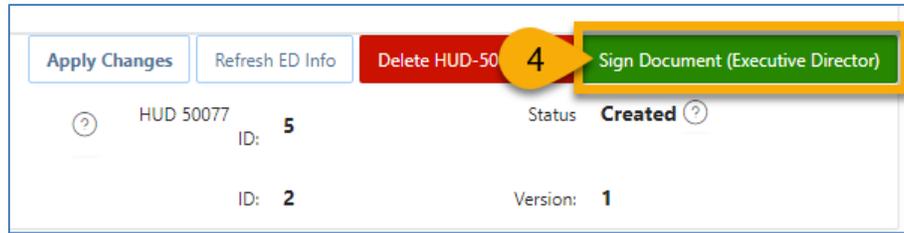
Note: Follow Steps 1-3 only when the Board Chair has not previously created the HUD-50077-ST-HCV-HP. If the Board Chair has previously created the HUD-50077-ST-HCV-HP form, skip Steps 1-3.

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

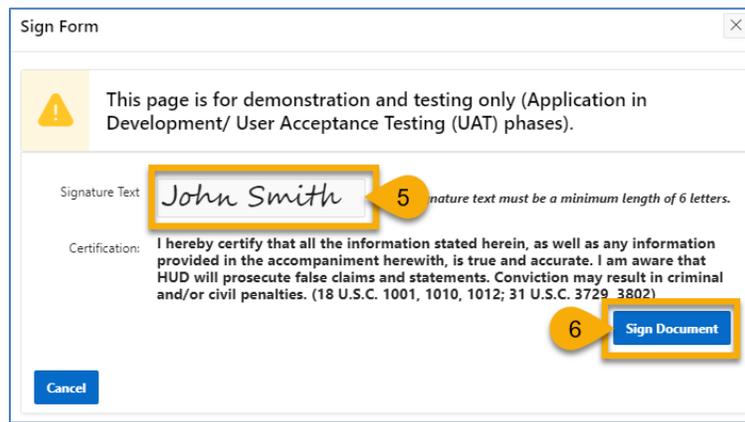
3. Click the **Create** button.

The menu buttons at the top of the screen appear.

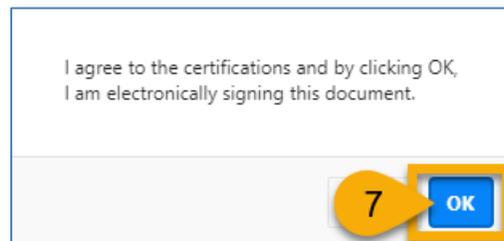
- A. **Return to PHA Annual Plan:** Click this button to return to the PHA’s HUD-50075 submission.
- B. **View/Print HUD-50077-ST-HCV-HP:** Click this button to review the HUD-50077-ST-HCV-HP in printed format.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-ST-HCV-HP form.
- 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.



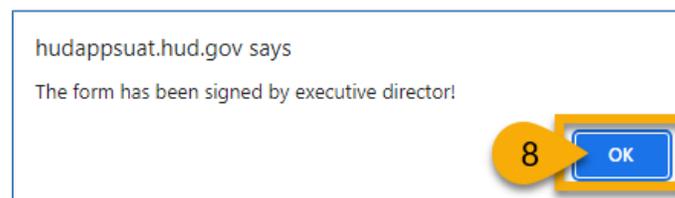
4. Click the **Sign Document (Executive Director)** button to submit the HUD-50077-ST-HCV-HP certificate since it is required for the HUD-50075 submission.



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.

Return to PHA Selection | Print HUD-50077 | Apply Changes | Refresh ED | Delete HUD-50077

PHA Code/Name: AL001 - Housing Authority of the Birmingham District | HUD 50077 ID: 4 | ID: 2

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 Signature: False (1)

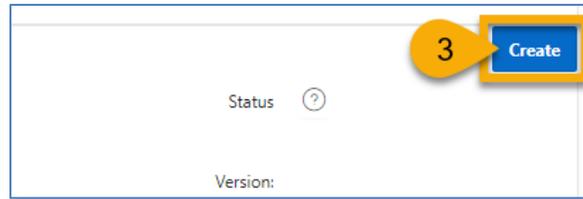
Signature

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): ?

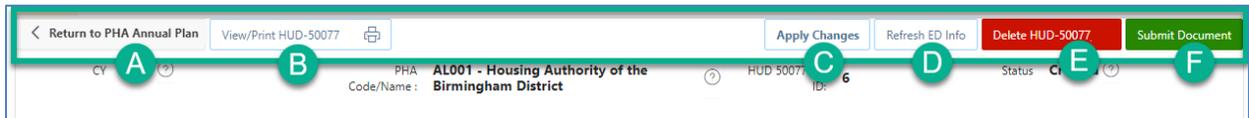
Executive Director Signature: ? | Board Chairperson Signature: ?

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



3. Click the **Create** button.

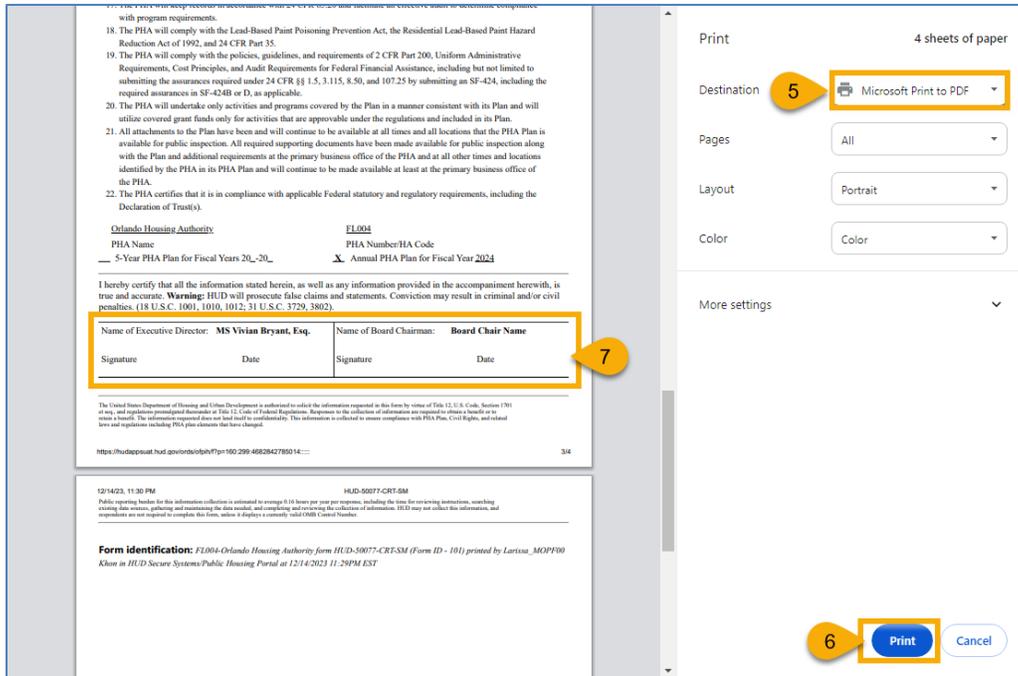
The menu buttons at the top of the screen appear.



- A. **Return to PHA Annual Plan:** Click this button to return to the PHA’s HUD-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.



4. Click the **View/ HUD-50077-ST-HCV-HP** 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-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).



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

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

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 [Submitting the HUD-50077-CRT-SM with Electronic Signature \(Board Chair\)](#). If for some reason a Wet Signature is desired, please follow directions for [Submitting the HUD-50077-CRT-SM with Wet Signature \(Board Chair\)](#).

Return to PHA Selection HUD-50077-SL HUD-50077-CRT-SM 1 HUD-50075-SM

Streamlined Annual PHA Plan (Small PHAs)

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

4. 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):

- 03.7a Housing Needs
- 03.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
- 03.7c Financial Resources
- 03.7d Rent Determination Policies
- 03.7h Demolition and Disposition
- 03.7k Homeownership Programs
- 03.7r Additional Information

A. Progress in meeting 5-year mission and goals

B. Criteria for substantial deviation and significant amendments

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-Year 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.

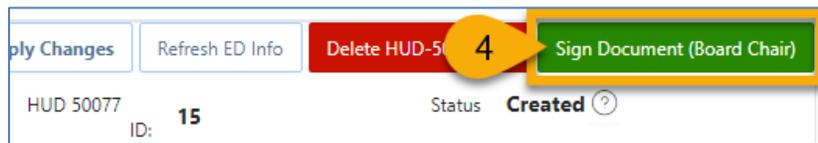
1. **Electronic Signature:** Select **True**.
2. **Name of Board Chairperson:** Enter the name of the Board Chair.

3. Click the **Create** button.

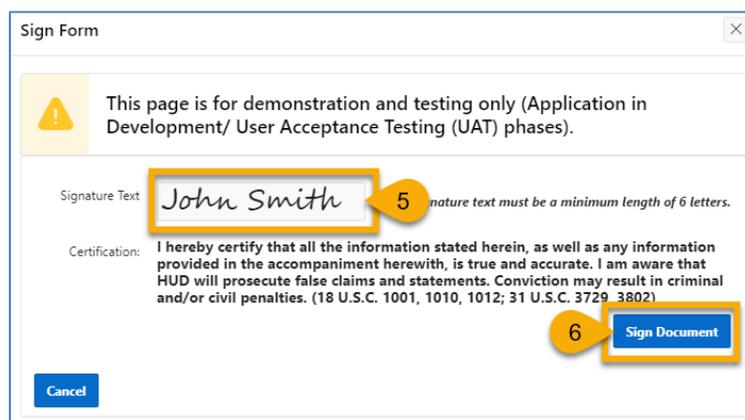
The menu buttons at the top of the screen appear.



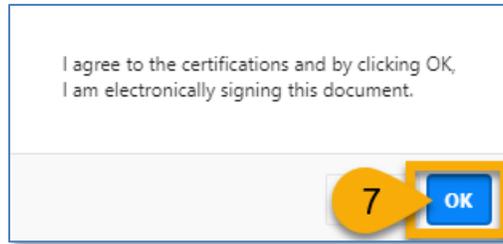
- A. **Return to PHA Annual Plan:** Click this button to return to the PHA’s HUD-50075 submission.
- B. **View/Print HUD-50077-CRT-SM:** Click this button to review the HUD-50077-CRT-SM in printed format.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-CRT-SM form.
- D. **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.



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-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.



Note:

1. It is preferable the Board Chair electronically signs the HUD-50077-CRT-SM form **by following the steps outlined in [Submitting the HUD-50077-CRT-SM with Electronic Signature \(Board Chair\)](#) 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.

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-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.

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

The screenshot shows a web-based form for printing. On the right side, there is a print sidebar with the following options:

- Print: 4 sheets of paper
- Destination: Microsoft Print to PDF (Callout 5)
- Pages: All
- Layout: Portrait
- Color: Color
- More settings: (dropdown arrow)
- Print button (Callout 6)
- Cancel button

 The main form area contains text and a signature table. Callout 7 points to the signature and date fields for the Executive Director (MS Vivian Bryant, Esq.) and the Board Chairman.

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

This image shows a close-up of a button in the attachment management area. The button is blue and contains the text:

- Signed form HUD-50077
- Add/Delete/View Attachment 0

 Callout 8 points to this button.

- 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.)



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

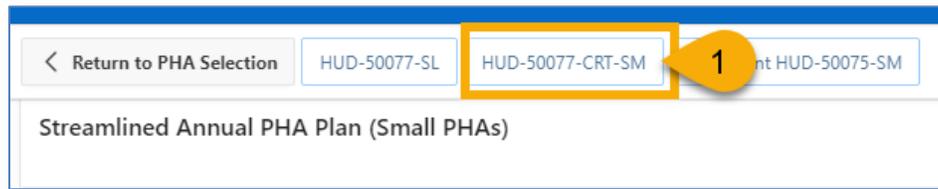
9. Click the **Return to PHA Annual Plan** button to return to the HUD-50075 submission.

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 [Submitting the HUD-50077-CRT-SM with Electronic Signature \(Executive Director\)](#). If for some reason a Wet Signature is desired, please follow directions for [Submitting the HUD-50077-CRT-SM with Wet Signature \(Executive Director\)](#).



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.

PHA Name **Orlando Housing Authority** ⓘ

Annual PHA Plan for Fiscal Year 2024

3 5-Year PHA Plan for Fiscal Years 20__ - 20__

3. Scroll down and check the **5-Year PHA Plan for Fiscal Year 20__-20__** if this form is submitted for the 5-Year 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 Signature: **1** True ⓘ

Signature

Name of Executive Director: ⓘ * Name of Board Chairperson: **2** ⓘ

Executive Director Signature Text: ⓘ Chairperson Signature Text: ⓘ Date (mm/dd/yyyy): ⓘ 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 ⓘ

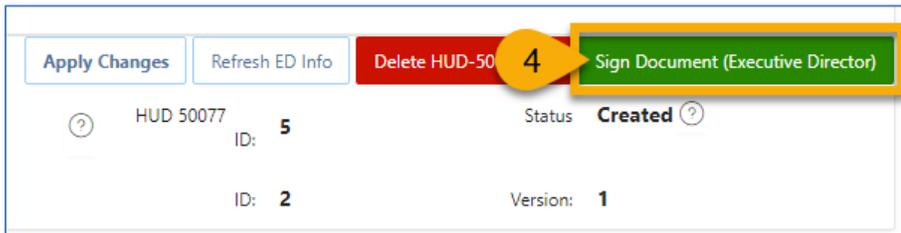
Version:

3. Click the **Create** button.

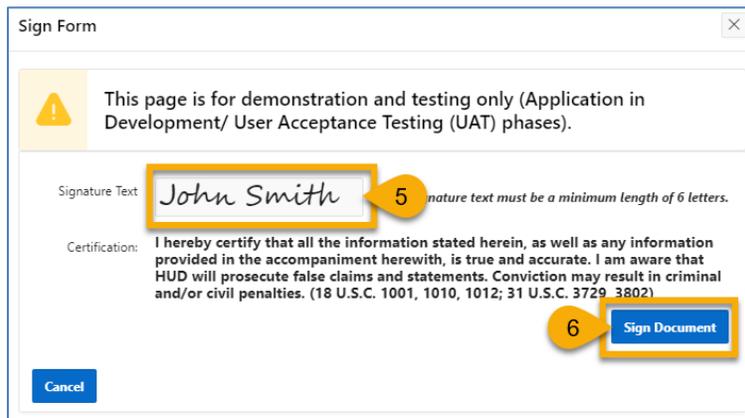
The menu buttons at the top of the screen appear.



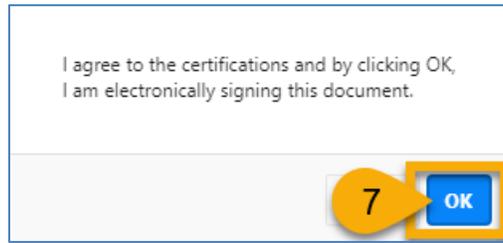
- A. **Return to PHA Annual Plan:** Click this button to return to the PHA’s HUD-50075 submission.
- B. **View/Print HUD-50077-CRT-SM:** Click this button to review the HUD-50077-CRT-SM in printed format.
- C. **Apply Changes:** Click this button to save any changes to the HUD-50077-CRT-SM form.
- D. **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.



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.

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

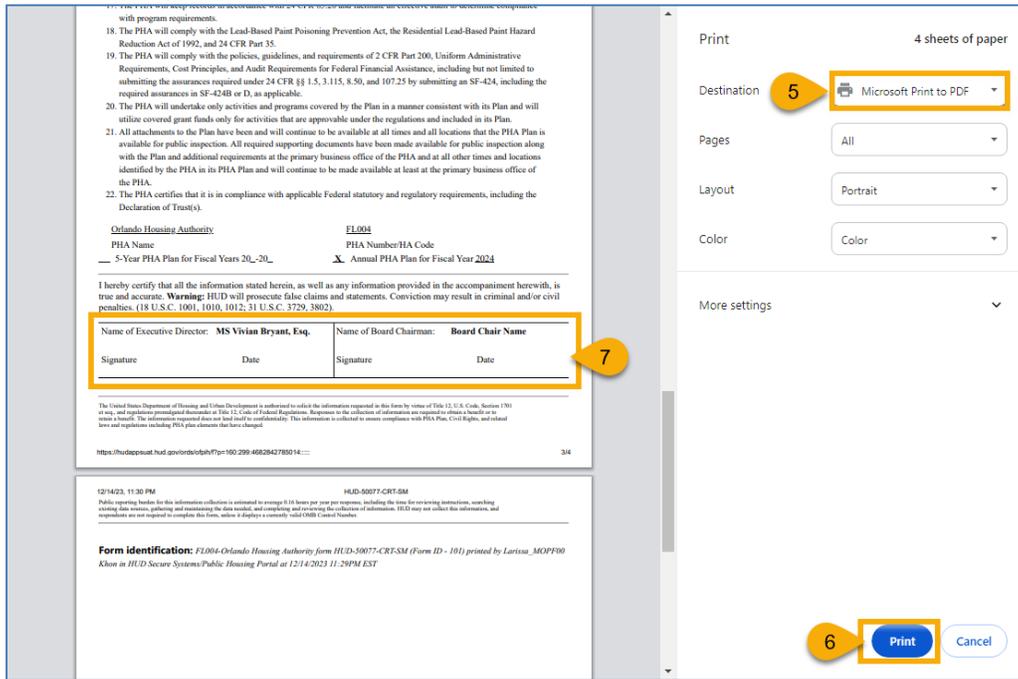
3. Click the **Create** button.

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-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.



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



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



- 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 HUD-50077 [Print Icon] Apply Changes Refresh ED Info Delete HUD-50077

PHA AL001 - Housing Authority of the Birmingham District HUD 50077 ID: 7 Status Created

Code/Name: AL001 - Housing Authority of the Birmingham District ID: 2 Version: 1

Information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.10 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Form identification: AL001-Housing Authority of the Birmingham District form HUD-50077 (Form ID - 7) for CY printed by in HUD Secure Systems/Public Housing Portal at 09/11/2023 11:39PM EST



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

< Return to PHA Annual Plan View/Print HUD-50077 [Print Icon] Apply Changes Refresh ED Info Delete HUD-50077 9 Submit Document

CY PHA AL001 - Housing Authority of the Birmingham District HUD 50077 6 Status Created

Code/Name: AL001 - Housing Authority of the Birmingham District

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

< Return to PHA Selection 10 Print HUD-50077 [Print Icon] App Delete HUD-50077

CY PHA AL004 - ANNISTON HA HUD 50077 17

Code/Name: AL004 - ANNISTON HA

Click here to delete the form

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 [Submitting the HUD-50077-CR with Electronic Signature \(Board Chair\)](#). If for some reason a Wet Signature is desired, please follow directions for [Submitting the HUD-50077-CR with Wet Signature \(Board Chair\)](#).

The screenshot shows the top navigation bar of the HUD-50077-CR form. It includes a back arrow, a 'Return PHA Selection' button, a breadcrumb trail 'HUD-50077-CR', and a 'View/Print HUD-50075-5YR' button. Below this is section 'A. PHA Information.' with fields for 'PHA Name: Housing Authority of the Birmingham District', 'PHA Code: AL001', 'CY: 2024', '* PHA Plan for Fiscal Year Beginning: 07/2024', and 'The Five-Year Period of the Plan: 2024-2028'. A yellow callout bubble with the number '1' points to the 'HUD-50077-CR' button in the breadcrumb trail.

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)

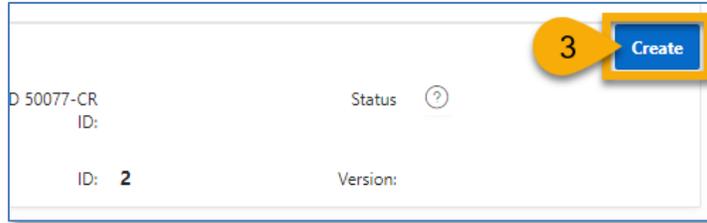
To electronically sign the Civil Rights Certification (Qualified PHAs), or HUD-50077-CR, follow the directions below.



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.

The screenshot shows the 'Signature' section of the HUD-50077-CR form. It includes a dropdown menu for 'Electronic Signature' set to 'True' with a yellow callout bubble '1'. Below this are fields for 'Name of Executive Director', 'Executive Director Signature Text', 'Executive Director Signature', 'Date (mm/dd/yyyy)', '* Name of Board Chairperson' (highlighted with a yellow box and callout '2'), 'Chairperson Signature Text', 'Board Chairperson Signature', and 'Date (mm/dd/yyyy)'.

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

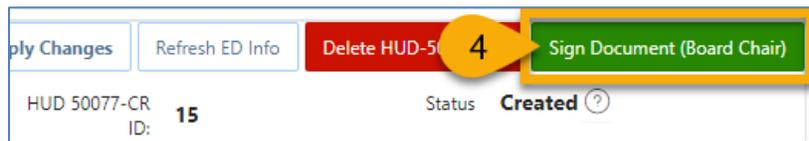


3. Click the **Create** button.

The menu buttons at the top of the screen appear.



- Return to PHA Annual Plan:** Click this button to return to the PHA’s HUD-50075 submission.
- View/Print HUD-50077-CR:** Click this button to review the HUD-50077-CR in printed format.
- Apply Changes:** Click this button to save any changes to the HUD-50077-CR form.
- 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.
- Delete HUD-50077-CR:** Click this button to delete the HUD-50077-CR form.
- 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-50075 submission.

Sign Form

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

Signature Text: **5** Signature text must be a minimum length of 6 letters.

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

6

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

I agree to the certifications and by clicking OK, I am electronically signing this document.

7

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

hudappsuat.hud.gov says

The form has been signed by Board Chairperson.

8

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

< Return to PHA Annual Plan **9** Print HUD-50077 App Click here to delete the form Delete HUD-50077

AL004 - ANNISTON HA HUD 50077- 17

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.



Note:

1. It is preferable the Board Chair to electronically sign the HUD-50077-CR form by following the steps outlined in [Submitting the HUD-50077-CR with Electronic Signature \(Board Chair\)](#) section.
2. 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.

The screenshot shows a web form with the following fields:

- Electronic Signature: A dropdown menu currently set to "False", highlighted with a yellow box and a yellow circle containing the number "1".
- Signature section containing:
 - Name of Executive Director: A text input field with a question mark icon.
 - Executive Director Signature Text: A text input field with a question mark icon.
 - Executive Director Signature: A text input field with a question mark icon.
 - Date (mm/dd/yyyy): A date input field with a question mark icon.
 - * Name of Board Chairperson: A text input field containing "John Smith", highlighted with a yellow box and a yellow circle containing the number "2".
 - Chairperson Signature Text: A text input field with a question mark icon.
 - Board Chairperson Signature: A text input field with a question mark icon.
 - Date (mm/dd/yyyy): A date input field with a question mark icon.

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

The screenshot shows a form with the following fields:

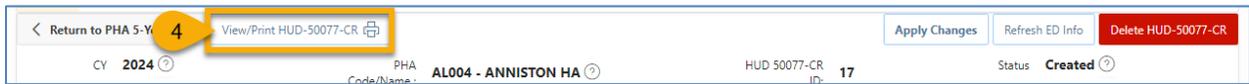
- 77-CR ID: A text input field.
- Status: A dropdown menu with a question mark icon.
- ID: 2: A text input field.
- Version: A text input field.
- Create: A blue button with white text, highlighted with a yellow box and a yellow circle containing the number "3".

3. Click the **Create** button.

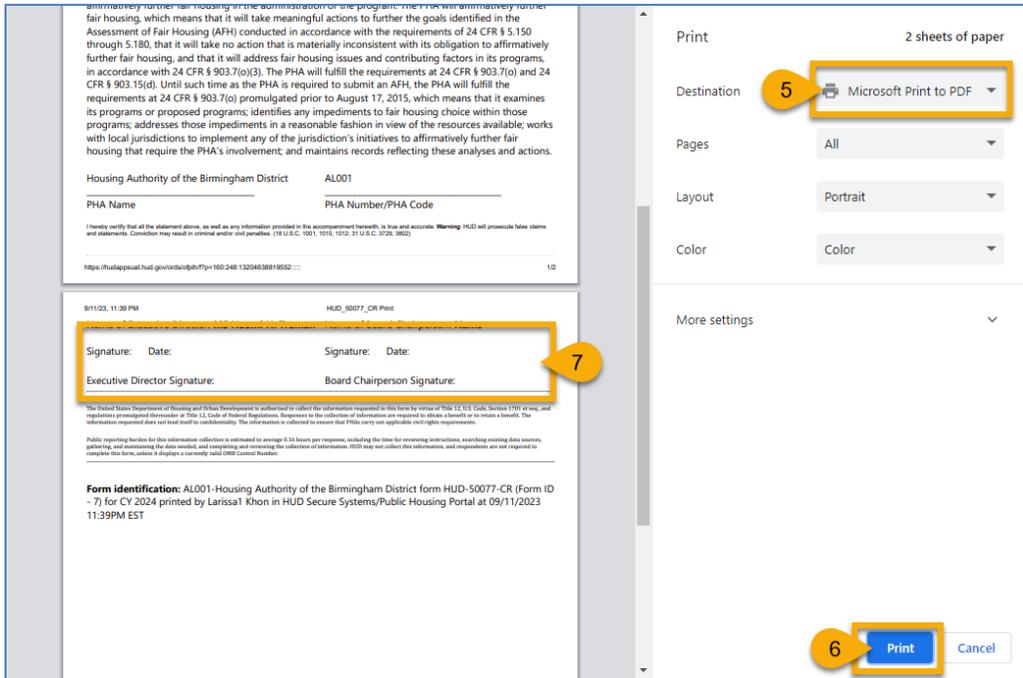
The menu buttons at the top of the screen appear.



- 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.



- 4. Click the **View/Print HUD-50077-CR** 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-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).



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

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 [Submitting the HUD-50077-CR with Electronic Signature \(Executive Director\)](#). If for some reason a Wet Signature is desired, please follow directions for [Submitting the HUD-50077-CR with Wet Signature \(Executive Director\)](#).

The screenshot shows the top navigation bar of the HUD-50077-CR form. It includes a 'Return PHA Selection' button, a breadcrumb trail 'HUD-50077-CR', and a 'View/Print HUD-50075-5YR' button. Below this is the 'A. PHA Information' section, which contains fields for 'PHA Name: Housing Authority of the Birmingham District', 'PHA Code: AL001', 'CY: 2024', '* PHA Plan for Fiscal Year Beginning: 07/2024', and 'The Five-Year Period of the Plan (i.e. 2024-2028)'. A yellow callout bubble with the number '1' points to the 'HUD-50077-CR' button in the breadcrumb trail.

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)

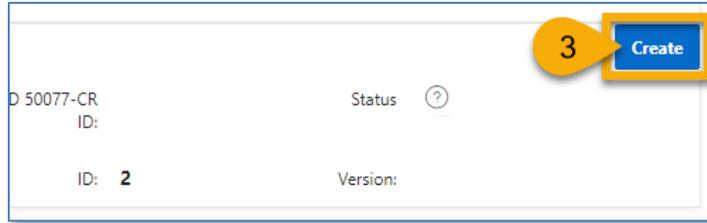
To electronically sign the Civil Rights Certification (Qualified PHAs), or HUD-50077-CR, follow the directions below.



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.

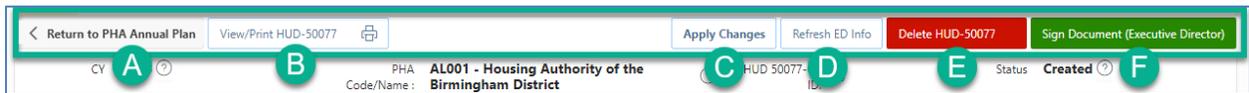
The screenshot shows the 'Signature' section of the HUD-50077-CR form. It includes a dropdown menu for 'Electronic Signature' set to 'True', with a yellow callout bubble '1' pointing to it. Below this are several input fields: 'Name of Executive Director', 'Executive Director Signature Text', 'Executive Director Signature', 'Date (mm/dd/yyyy)', '* Name of Board Chairperson' (highlighted with a yellow box and callout '2'), 'Chairperson Signature Text', 'Board Chairperson Signature', and 'Date (mm/dd/yyyy)'. Each field has a help icon (question mark) next to it.

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

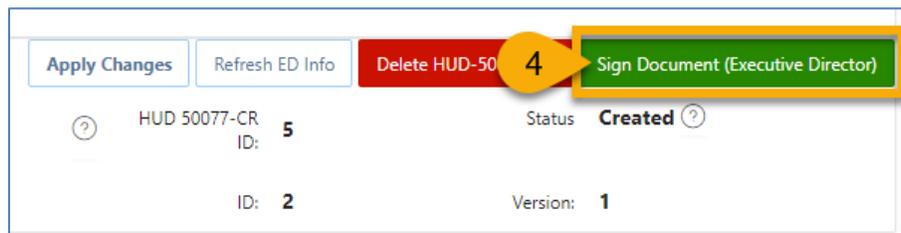


3. Click the **Create** button.

The menu buttons at the top of the screen appear.



- 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 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.



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

Sign Form

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

Signature Text: **5** Signature text must be a minimum length of 6 letters.

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

6

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

I agree to the certifications and by clicking OK, I am electronically signing this document.

7

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

hudappsuat.hud.gov says
The form has been signed by executive director!

8

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

9 HUD-50077

PHA Code/Name: AL004 - ANNISTON HA HUD 50077- 17

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.



Note:

1. It is preferable the Executive Director electronically signs the HUD-50077-CR and follows the steps outlines in [Submitting the HUD-50077-CR with Electronic Signature \(Executive Director\)](#) 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.

The screenshot shows the HUD-50077-CR form. At the top, the 'Electronic Signature' dropdown menu is set to 'False', highlighted with a yellow circle and the number '1'. Below this, the 'Signature' section contains several fields. The 'Name of Board Chairperson' field is filled with 'John Smith', highlighted with a yellow circle and the number '2'. Other fields include 'Name of Executive Director', 'Executive Director Signature Text', 'Executive Director Signature', 'Date (mm/dd/yyyy)', 'Chairperson Signature Text', 'Board Chairperson Signature', and 'Date (mm/dd/yyyy)'. Each field has a question mark icon next to it.

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

The screenshot shows the HUD-50077-CR form. The 'Create' button is highlighted with a yellow circle and the number '3'. The form displays the HUD-50077-CR ID as '2' and the Version as '2'. The Status field is empty.

3. Click the **Create** button.

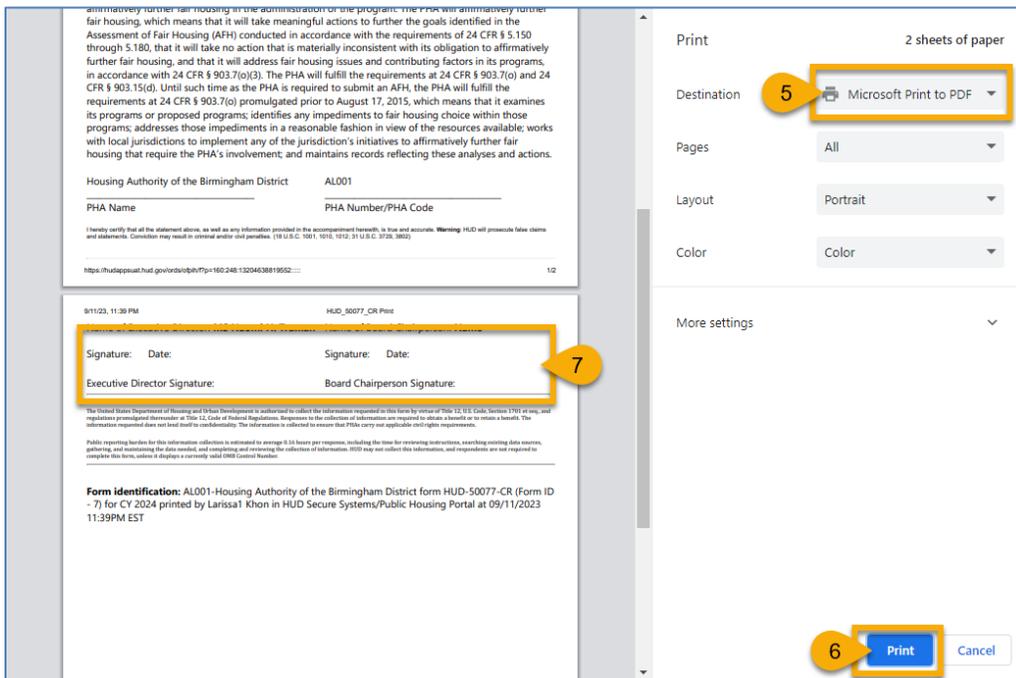
The menu buttons at the top of the screen appear.

The screenshot shows the HUD-50077-CR form. The menu buttons at the top of the screen are: 'Return to PHA Annual Plan', 'View/Print HUD-50077', 'Apply Changes', 'Refresh ED Info', 'Delete HUD-50077', and 'Submit Document'. The PHA Code/Name is 'AL001 - Housing Authority of the Birmingham District' and the HUD 50077 ID is '6'. The Status is 'C'. The menu buttons are labeled with letters A through F.

- 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.



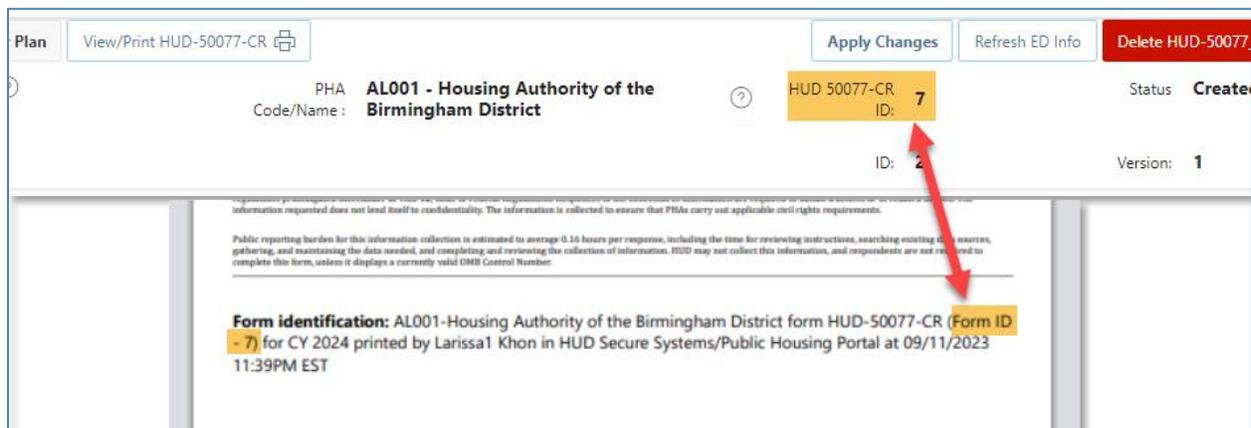
- 5. Select the **Destination** you want to print to.
- 6. Click the **Print** button to print the form.

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

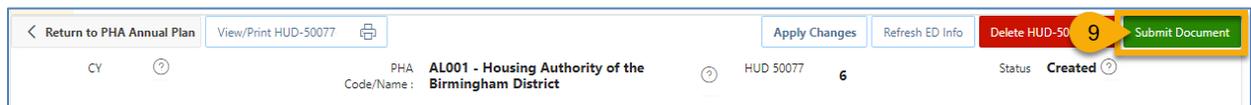


8. Click the **Signed form HUD-50077-CR Add/Delete/View Attachment** button.

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).



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



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



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.

The screenshot shows a form titled "view/edit/delete/add File Attach". It contains the following elements:

- Document Type:** A dropdown menu highlighted with a yellow box and callout "2".
- Document View:** A field with the value "PHA and HUD View" highlighted with a yellow box and callout "3".
- Comment:** A text input area highlighted with a yellow box and callout "4".
- File browse:** A section containing a "Drag and Drop" area with a folder icon and the text "Select a file or drop one here." and a "Choose File" button, all highlighted with a yellow box and callout "5".
- Upload File:** A blue button with an upward arrow icon, highlighted with a yellow box and callout "6".
- Close & Return:** A blue button with a left arrow icon.

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.

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

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



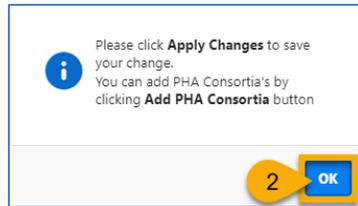
7. Click the **Close & Return** button when finished.

Adding PHA Consortia

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

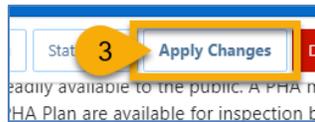
1 PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

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

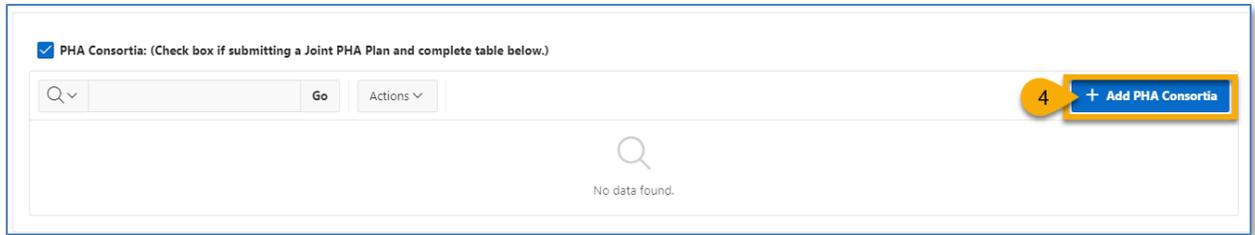


A popup window appears.

2. Click the **OK** button.



3. Click the **Apply Changes** button.



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

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

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 **not part** of the joint consortia.
9. **No. of Units in PH:** Number of Public Housing units is displayed for the selected PHA.
10. **No. of Units in HCV:** Number of Housing Choice Voucher units is displayed for the selected PHA.



Note: The number units are 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.

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

Search: Go Actions

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

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

Edit	Lead PHA	Program(s) not in the Consortia	Number Of Units in PH	Number Of Units in HCV	Delete Id	
<input type="checkbox"/>	Y	AK001 Corporation needed.	Enter text here as needed.	1261	0	<input type="checkbox"/>
<input type="checkbox"/>	N	AK002 METLAKATLA HA	Enter text here as needed.	50	0	Larissa1 Khon Larissa1 Khon <input type="checkbox"/>

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.

Status Log **Apply Changes** Delete HUD-50075 **1** **Validate** Submit

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

1 error has occurred

⚠ Please click [HUD-5007](#) to electronically sign HUD-5007 or attach signed HUD-5007 document. Event Id: 19,541

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.

Enter comments here as needed.

1. Enter changes you would like to make.

Apply Changes Delete HUD-50075

2. Click the **Apply Changes** button to save the changes.



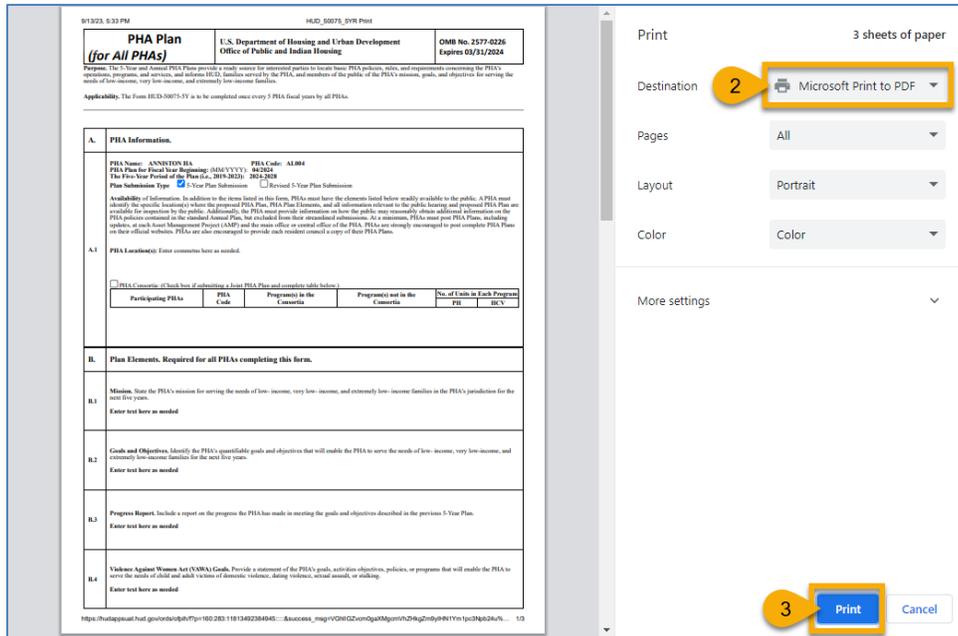
The changes have been saved. The user can proceed with the submission.

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.

View/Print HUD-50075

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



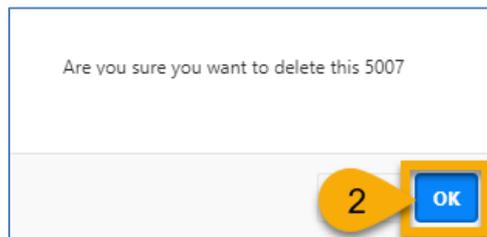
2. Select the **Destination** you want to print to.
3. Click the **Print** button to print the form.

Deleting HUD-50075

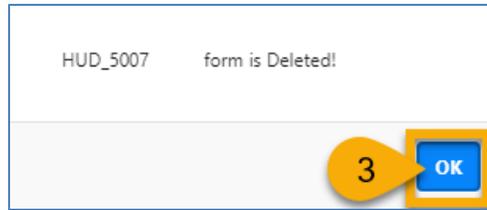
To delete the HUD-50075 submission, follow the steps below.



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



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



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.

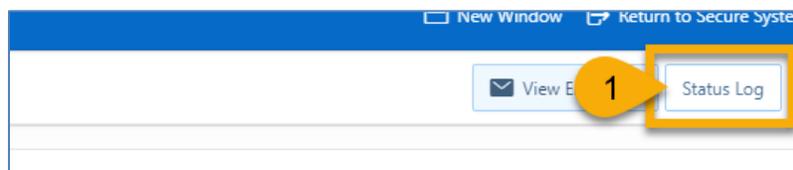
To submit the HUD-50075 submission, follow the step below.



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.

Status Change Detail

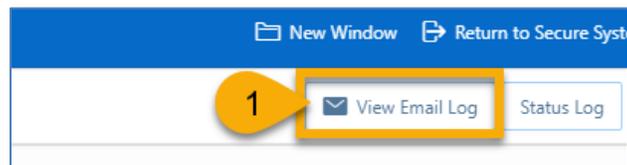
Current Submission Status

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

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

View Email Log

To view the email log, follow the directions below.



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

View Email Log

Current Submission Emails

Close & Return ← 2

Q Go Actions

ID	Source ID	Development No.	Email Scope	Level	Mail Message	Mail To	Mail From	Mail Subject	Mail CC	Mail BCC	Mail Attachment Count	Up	
518	16	T_HUD_50075	FL004	-	PHA	PHA	Send email test 22222222222222222222	vbryant@ori-oha.orgF L004	daniel.m.lassila@hud.gov	CY-2024 Follow-up on	publicho usingpor tal@hud.gov	0	Up

1 - 1 of 1

Previous Submission Emails

Q Go Actions

ID	Source ID	Development No.	Email Scope	Level	Mail Message	Mail To	Mail From	Mail Subject	Mail CC	Mail BCC	Mail Attachment Count	Last Update User	Up
517	15	T_HUD_50075	FL004	-	PHA	PHA	Enter comments here as needed -	vbryant@ori-oha.orgF L004	daniel.m.lassila@hud.gov	CY-2024 Follow-up on	publicho usingpor tal@hud.gov	0	Daniel Lassila 09/10/23

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.

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

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [PHA Annual Plans \(HUD-50075\)](#)

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

Sincerely,

Office of Public Housing

US Department of Housing & Urban Development

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.

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

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [PHA Annual Plans \(HUD-50075\)](#)

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

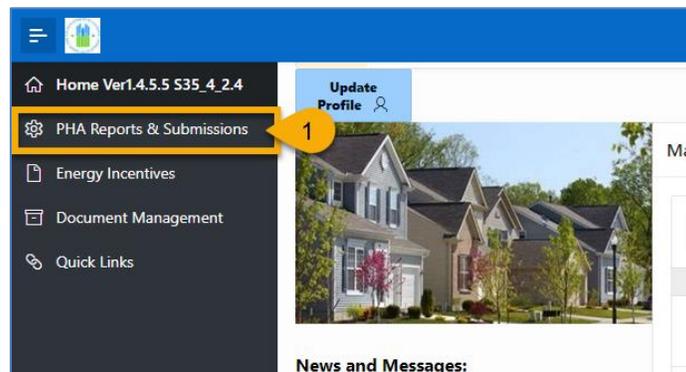
Sincerely,

Office of Public Housing

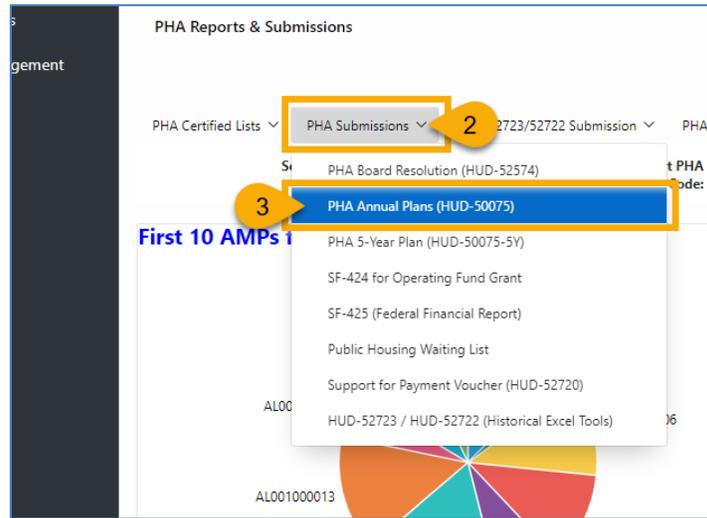
US Department of Housing & Urban Development

Creating a Revised HUD-50075

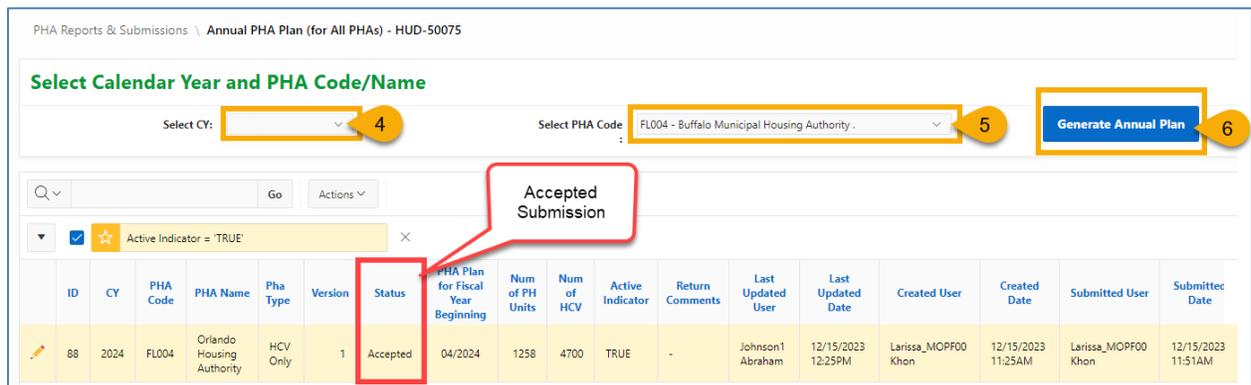
Once the Annual Plan submission is accepted by the Field Office, the PHA has the ability to submit a revised HUD-50075 to the FO for another review. Follow the steps below.



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

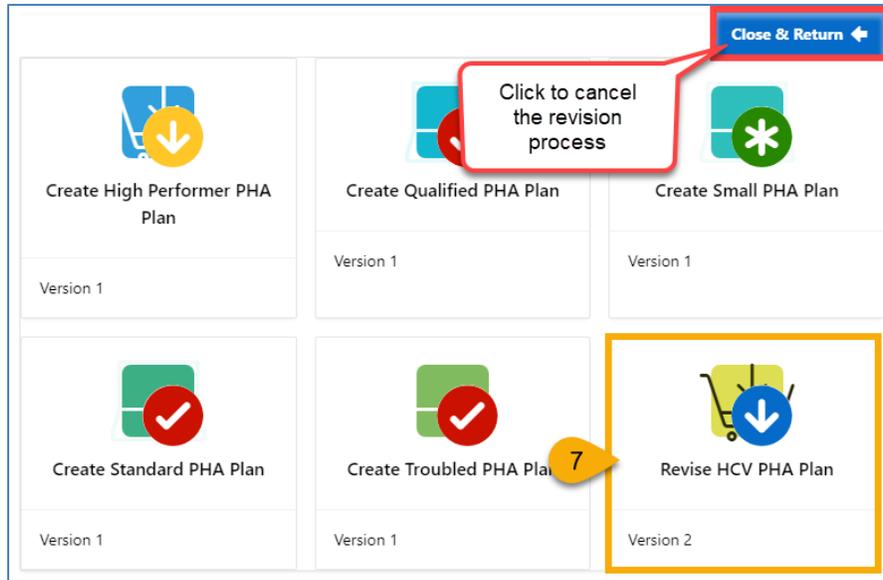


2. Click the **PHA Submissions** drop-down menu.
3. Select **PHA Annual Plans (HUD-50075)**.



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.

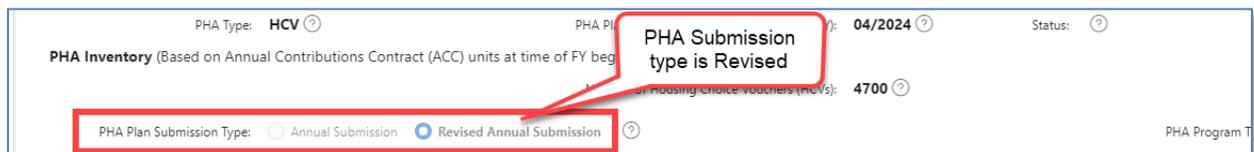
A pop-up window appears with the option to select the appropriate Annual Plan depending on your PHA type.



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.



Go to [Creating New and Revised HUD-50075 Annual Plan Submissions](#) 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.

HUD reviewed and returned your annual PHA plan submission. You may review further and resubmit your annual PHA plan with appropriate corrections as requested. It is important that you submit your annual PHA plan timely in order to receive Operating Fund Grant funds. Your current submission can be viewed by selecting the following from the main navigation:

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [PHA Annual Plans \(HUD-50075\)](#)

Return comment: *Enter text here as needed.*

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

Sincerely,

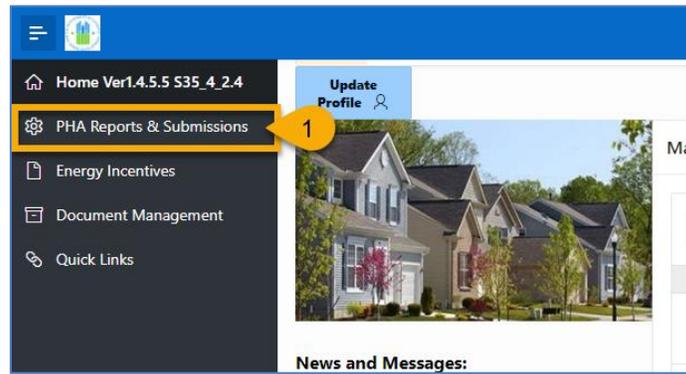
Office of Public Housing

US Department of Housing & Urban Development

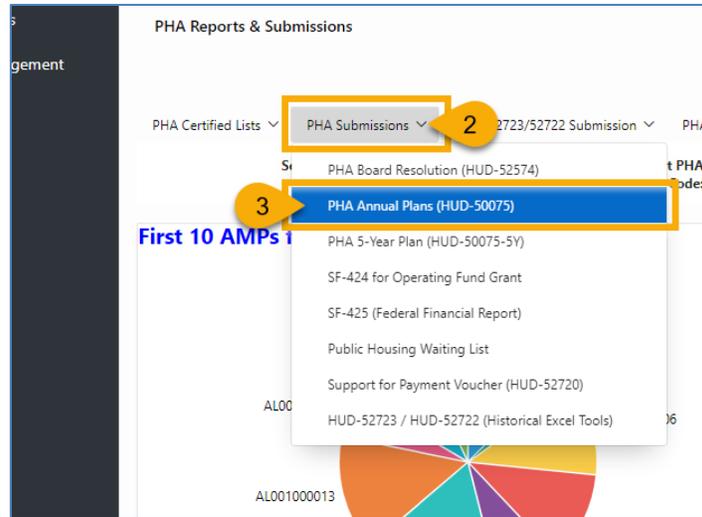
Refer to instructions on how to resubmit the HUD-50075-5Y in the next section, [Resubmit HUD-50075](#), in response to a Return.

Resubmit HUD-50075

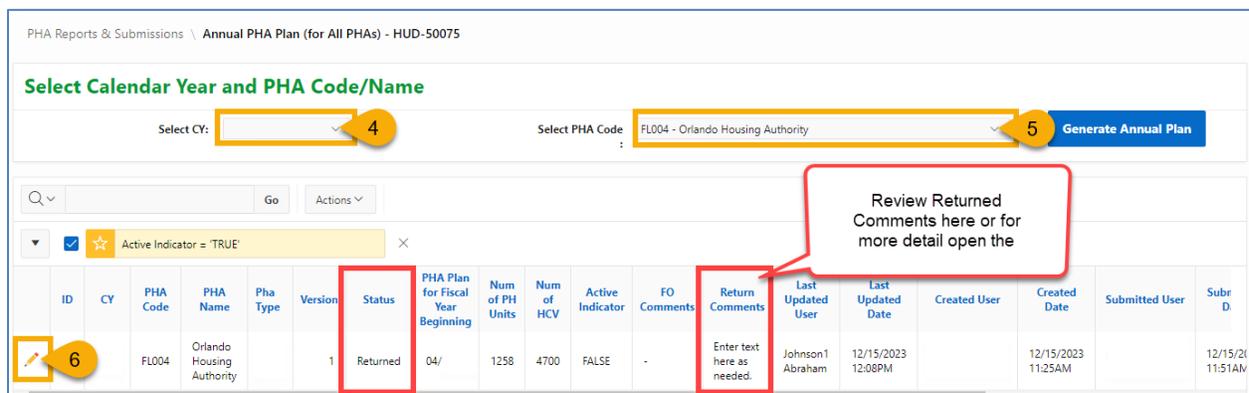
To resubmit the HUD-50075 submission, in response to a Field Office return, follow the steps below.



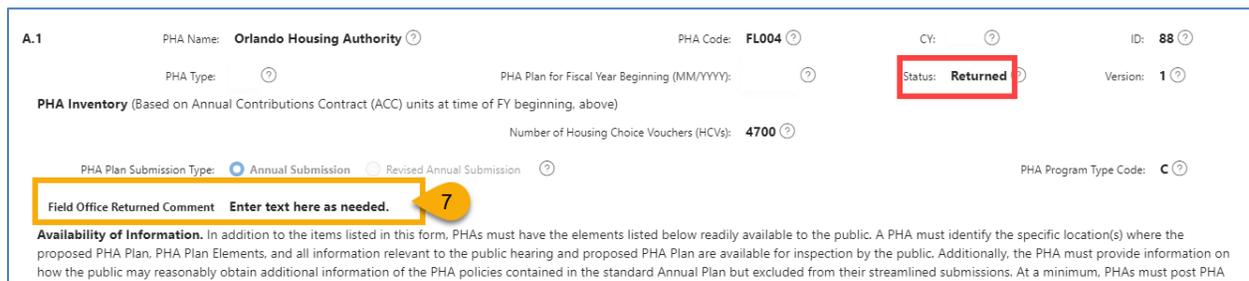
1. On the Portal home page, click **PHA Reports & Submissions** in the left side navigation menu.



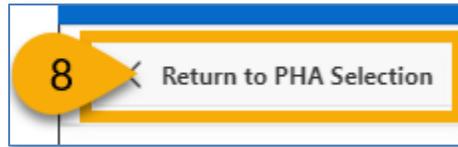
2. Click the PHA Submissions drop-down menu.
3. Select PHA Annual Plans (HUD-50075).



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.



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 [Creating New and Revised HUD-50075 Annual Plan Submissions](#) section resubmit the HUD-50075 form.

The Public Housing Portal Statuses

The Portal tracks five (5) different PHA Annual 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 REAC_TAC@hud.gov.
- For questions regarding technical issues with using the Public Housing Portal, contact publichousingportal@hud.gov.