

1.0	PHA Information PHA Name: _____ KEARNEY HOUSING AGENCY _____ PHA Code: __NE004_____ PHA Type: X Small X High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): _04/01/2009_____
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2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: __172_____ Number of HCV units: _103_____
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3.0	Submission Type X 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only
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4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)
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Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.
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5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <p style="text-align: center;">Mission Statement</p> <p style="text-align: center;">"The mission of the Kearney Housing Agency (KHA) is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Agency is committed to operating in an efficient, ethical and professional manner in order to serve each client effectively and respectfully. The Housing Agency will maintain working relationships with its clients and appropriate community agencies in order to accomplish this mission."</p>
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5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.
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5 YEAR GOALS AND OBJECTIVE 2009-2013

Staff Editorial

As KHA staff is now seeing children of previous families return to Kearney Housing Agency housing assistance programs with children of their own, we feel we must expand self-sufficiency activities to the youth in the housing programs. Frequently, the returning "dependents" are drop outs from high school, often with no employment skills, limited support system (no spouse) and no goals to assist them to break free of "welfare" cycle. The goal is to provide support to the children while they are with their family of origin that will keep them in school, develop skills needed for future education and employment opportunities, and link to community activities that build interpersonal skills.

Measurement—youth complete high school, attend college or training program, gain transferable skills for employment goals. All participants/family members gain employment skills and literacy skills, develop skills to reduce impact of crises and lessen long term obstacles that develop after entering housing (pregnancies(?), gain long term employment history and leave PH in compliance with policies,

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opportunities, and link to community activities that build interpersonal skills.

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1. Develop resources for Kearney Housing Agency’s assisted children and teens for building skills to break the dependency cycle so they do not return to housing programs as adults.

- a) Improve children’s skills to improve academic success and interpersonal skill development
 - i. Improve computer access for children to use for school work or develop computer skills.
 - ii. Research funding sources to provide assistance with educational needs children might have to allow them to do better academically and advance academically. (tutors, supplies for specific classes, summer school fees, summer school youth programs/Personal Achievement Work Shop/PAWS).
 - iii. Work with community resources to develop children groups in Kearney Housing Agency programs that would allow parents and children to interact and continue to develop children’s self-esteem and interpersonal growth (4-H, Scouts, Youth Financial Peace University/FPU).
- b) Improve teen and young adult competencies and skills for academic and career success.
 - i. Improve knowledge of community resources for teens and young adults to allow them to develop goals for self-sufficiency.
 - ii. Work with community resources for young adult dependents (junior/seniors) to allow them to plan for future employment and education goals. (high schools/guidance counselors, Central Community College/UNK, Workforce, Voc Rehab, Education Quest, Nebraska Job Corp).
 - iii. Work with community resources to develop resources to build financial literacy skills (FPU, Money Smart).
 - iv. Coordinate with community resources to develop life planning programs by improving access to reproductive health services in community and delaying unplanned pregnancies.

2. Increase opportunities for self-sufficiency for Kearney Housing Agency’s assisted families.

- a) Increase home ownership incentives for families.
 - i. Down payment assistance grants.
 - ii. Habitat for Humanity partnership.
 - iii. Watch for other opportunities in community (*incubator programs, block grants*).
- b) Continue to develop resources for training program to build employment skills and opportunities for Housing Choice Voucher & Public Housing FSS (funding for transportation assistance, fees for programs, books, and clothing).
- c) Collaborate with community resources to develop Individual Savings Account (ISA) program for MEID families for future education, employment and home ownership goals (Possible resource-*Assets for Independence Grant*)
- d) Coordinate with community resources to improve access to reproductive health resources, increase knowledge of health risks related to sexual activity, improve personal

skills on life planning, including family planning and reduction of unplanned pregnancies.

3. Implement and expand support programs to increase opportunities for improved physical and mental health outcomes.

- a) Develop and provide new on-site programs that will increase opportunities for adults in housing to allow them healthy activities, and increase resident safety.
 - i. Exercise equipment or programs (Wii system, Tai Chi, stationary bike).
 - ii. Annual safety programs (fire, disaster, fall prevention, Lifeline).
 - iii. Annual nutrition programs (importance of nutrition, where to get assistance).
 - iv. Install safety burners at all Kearney Housing Agency sites.
- b) Coordinate with community resources to assist adults to attend community programs that increase healthy lifestyle opportunities (transportation to programs, fees to attend)
- c) Look for community resources to provide services and activities for seniors (youth groups, Scouts, churches, UNK student programs).

4. Continue to develop funding resources for meal program to meet senior's needs.

- a) Maintain current 5-day a week program.
- b) Saturday or weekend meals.

5. Continue with Agency Disaster Plans and coordination with Community Disaster Preparedness Program/Director.

- a) Kearney Housing Agency administration will name a coordinator to implement a staff training program as well as an outreach program for program participants.
- b) Residents of Kearney Housing Agency programs would understand the process if there is a disaster of unusual dimensions (effects large number of residents, extended duration, danger to health and safety of residents).
- c) Kearney Housing Agency staff will be trained on the Agency Disaster plan so they are knowledgeable on the process and effectively communicate it to residents, and implement their individual responses if a disaster occurred.

6. HUD mandates require Kearney Housing Agency to develop and implement agency goals to Affirmatively Further Fair Housing and assist promoting fair housing in the communities in which the PHA serves. The activities for this goal include agency activities for staff education, and providing information to Kearney Housing Agency applicants and assisted families on their fair housing rights.

Kearney Housing Agency will continue current agency activities and program requirements, which are outlined in the Kearney Housing Agency Affirmatively Further Fair Housing Policy. In addition Kearney Housing Agency will continue outreach efforts to the City and community resources to develop opportunities to educate the community on fair housing laws.

- a) Work with community agencies or organizations to develop and implement an event to promote Fair Housing.
 - i. Possible partners-City of Kearney, United Way, State of Nebraska, Nebraska Equal Opportunity Commission, Buffalo County Community Partners, UNK.
 - ii. Assist with the development of program materials, "What is fair housing?" How it affects everyone, not just people receiving federal housing assistance.
 - iii. Include Kearney Housing Agency landlords in the activity to increase their access to fair housing laws, and resources for questions.
- b) Support the development of community resources that will support fair housing regulations and assist residents of the community.
 - i. Coordinate with United Way—Include Fair Housing resources on Nebraska 211

Program

- ii. Involve the FSS Program Coordinating Committee (PCC) members in outreach efforts

7. Enhance cooperation and partner with community landlords and Housing Choice Voucher

program participants.

- a) Improve landlord participation in Kearney Housing Agency HCV program.
 - i. Implement monthly information newsletters (HUD changes, Kearney Housing Agency policy changes, landlord surveys)
 - ii. Implement changes to improve attendance at Kearney Housing Agency Landlord Meetings.
 - a. Implement quarterly informal meeting-roundtable
 - b. Determine interest in developing a Landlord Panel to facilitate positive landlord participation in the HCV program & community
 - c. Implement Landlord Panel if interest is confirmed
- b) Continue to support the self-sufficiency activities provided by Kearney Housing Agency and increase enrollment in the FSS program.

8. Strive to meet or exceed HCV HUD program requirements and KHA policy.

- a) Achieve SEMAP score that ensures agency designation as a high performer.
- b) Maintain high quality of Section 8 units through enforcement of HUD Housing Quality Standards.
- c) Assure HCV program participants have access to all available incentives.

9. Enhance all programs administered by KHA to assure consistency with federal regulations

and agency policy.

- a) Review and update policy to assure compliance with latest HUD notices.
- b) Administer programs by applying policy fairly and consistently.
- c) Improve Standard Operating Procedures (SOP)
 - i. Staff will review, update, maintain SOP Books
 - ii. Decisions affecting applicants/participants shall be monitored.
 - iii. Staff will develop Master Files for computer.
- d) Monitor Federal reporting requirements resolving discrepancies.
- e) Implement cross training of staff to allow capacity and availability to service KHA owned and managed programs.
- f) Ensure adequate and comprehensive Quality Control.
- g) Reduce the risk of Management Review Findings.

10. Continue Financial accounting procedures and controls to assure accountability, reduce risk of fraud and ultimate goal of no audit findings.

- a) Enhance written procedures and oversight with depositing and withdrawing of funds.
- b) Maintain Segregation of accounting duties and staff handling funds.
- c) Fair Allocation of staff time and dollars for each program administered.
 - i. Semi-annually track staff time
 - ii. Determine funds adequate to program allocation

11. Continue energy efficient and cost effective measures for facility maintenance and

	<p>upgrades.</p> <ul style="list-style-type: none"> a) Using compact fluorescent replacement bulbs b) Purchasing and installing energy efficient appliances and HVAC equipment c) Weatherization of buildings to decrease utility consumption and cost. <p>12. Research ways to reduce maintenance costs in property management, purchasing and working more effectively within repair and time constraints to ensure well maintained properties.</p> <ul style="list-style-type: none"> a) Develop a home maintenance training program for participants. <ul style="list-style-type: none"> i. Educate participants with life time skills for future homeownership and self-sufficiency. ii. Instill pride and ownership in a well maintained home. iii. Reduce Maintenance calls. b) Continue to use eProcurement for bidding and purchasing of supplies and materials. c) Review work order procedures and practices to improve efficiency.
6.0	<p>PHA Plan Update</p> <ul style="list-style-type: none"> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <ul style="list-style-type: none"> (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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II. CHAPTER 24 VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

24.1 Purpose and Applicability

THE PURPOSE OF THIS POLICY (HEREIN CALLED “POLICY”) IS TO IMPLEMENT THE APPLICABLE PROVISIONS OF THE VIOLENCE AGAINST WOMEN ACT AND DEPARTMENT OF JUSTICE REAUTHORIZATION ACT OF 2005 (PUB. L. 109-162) AND MORE GENERALLY TO SET FORTH PHA’S POLICIES AND PROCEDURES REGARDING DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING, AS HEREINAFTER DEFINED.

THIS POLICY SHALL BE APPLICABLE TO THE ADMINISTRATION BY PHA OF ALL FEDERALLY SUBSIDIZED PUBLIC HOUSING AND HOUSING CHOICE VOUCHER RENTAL ASSISTANCE UNDER THE UNITED STATES HOUSING ACT OF 1937 (42 U.S.C. §1437 *ET SEQ.*). NOTWITHSTANDING ITS TITLE, THIS POLICY IS GENDER-NEUTRAL, AND ITS PROTECTIONS ARE AVAILABLE TO MALES WHO ARE VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING AS WELL AS FEMALE VICTIMS OF SUCH VIOLENCE.

24.2 Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by PHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between PHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by PHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by PHA.

24.3 Other PHA Policies and Procedures

This Policy shall be referenced in and attached to PHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of PHA's Admissions and Continued Occupancy Policy and Administrative Plan. PHA's annual public housing agency plan shall also contain information concerning PHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of PHA, the provisions of this Policy shall prevail.

24.4 Definitions

As used in this Policy:

- A. *Domestic Violence*** – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- B. *Dating Violence*** – means violence committed by a person —
1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship;
 - c. The frequency of interaction between the persons involved in the relationship.
1. (a) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (b) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
2. In the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –
- a. that person;
 - b. a member of the immediate family of that person; or
 - c. the spouse or intimate partner of that person;
- D. *Immediate Family Member*** - means, with respect to a person –
1. A spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands as a parental figure; or
 2. Any other person living in the household of that person and related to that person by blood or marriage.

- E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

24.5 Admissions and Screening

- A. *Non-Denial of Assistance*. PHA will not deny admission to public housing or to the HCV rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.
- B. *Mitigation of Disqualifying Information*. When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, PHA, may but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, PHA shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information and require applicant to provide relevant documentation. PHA will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

24.6 Termination of Tenancy or Assistance

- A. *VAWA Protections*. Under VAWA, public housing residents and persons assisted under the HCV rental assistance program have the following specific protections, which will be observed by PHA:
1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
 2. In addition to the foregoing, tenancy or assistance will not be terminated by PHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
 - a. Nothing contained in this paragraph shall limit any otherwise available authority of PHA’ or a HCV owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither PHA nor a HCV manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
 - b. Nothing contained in this paragraph shall be construed to limit the authority of PHA or a HCV owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or PHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at

or providing service to the property, if the tenant is not evicted or terminated from assistance.

- B. *Removal of Perpetrator.*** Further, notwithstanding anything in paragraph 6.A.2. or Federal, State or local law to the contrary, PHA or a HCV owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by PHA. Leases used for all public housing operated by PHA and, at the option of HCV owners or managers, leases for dwelling units occupied by families assisted with HCV rental assistance administered by PHA, shall contain provisions setting forth the substance of this paragraph.

24.7 Verification of Domestic Violence, Dating Violence or Stalking

- A. *Requirement for Verification*** PHA or a HCV owner or manager may verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., PHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by PHA. HCV owners or managers receiving rental assistance administered by PHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following two ways:

- 1. *HUD-approved form*** - by providing to PHA or to the requesting HCV owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD) and available at the PHA office, that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator. The form must also be signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

2. *Police or court record* – by providing to PHA or to the requesting HCV owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- B. *Time allowed to provide verification/failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by PHA, or a HCV owner or manager to provide verification, must provide such verification within 14 business days after the date of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
 - C. *Waiver of verification requirement.* The Executive Director of PHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

24.8 Confidentiality

- A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to PHA or to a HCV owner or manager in connection with a verification required under section 7 of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:
 1. Requested or consented to by the individual in writing; or
 2. Required for use in a public housing eviction proceeding or in connection with termination of HCV assistance, as permitted in VAWA; or
 3. Otherwise required by applicable law.
- B. *Notification of rights.* All tenants of public housing and tenants participating in the HCV rental assistance program administered by PHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

24.9 Transfer to New Residence

- A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, PHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or HCV tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit. Verification as described in Section 7 of this policy will be required.
- B. *Action on applications.* PHA will act upon such an application promptly.

- C. *No right to transfer.* PHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of HCV assistance as provided in paragraph 9. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of PHA, and this policy does not create any right on the part of any applicant to be granted a transfer.
- D. *Family rent obligations.* If a family occupying PHA public housing or HCV assisted housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by PHA or the landlord/manager/owner. In cases where PHA determines that the family's decision to move was reasonable under the circumstances, PHA or the landlord/manager/owner may wholly or partially waive rent payments and any rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
- E. *Portability.* Notwithstanding the foregoing, a HCV-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the HCV program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

V. 24.10 COURT ORDERS/FAMILY BREAK-UP

- A. *Court orders.* It is PHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by PHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.
- B. *Family break-up.* Other PHA policies regarding family break-up are contained in PHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its HCV Administrative Plan.

VI. 24.11 RELATIONSHIPS WITH SERVICE PROVIDERS

It is the policy of PHA to cooperate with organizations and entities, both private and governmental that provides shelter and/or services to victims of domestic violence. If PHA staff becomes aware that an individual assisted by PHA is a victim of domestic violence, dating violence or stalking, PHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring PHA either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. PHA's annual public housing agency plan shall describe providers of shelter or

services to victims of domestic violence with which PHA has referral or other cooperative relationships.

VII. 24.12 NOTIFICATION

PHA shall provide written notification to applicants, tenants, and HCV owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

VIII. 24.13 RELATIONSHIP WITH OTHER APPLICABLE LAWS

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

IX. 24.14 AMENDMENT

This policy may be amended from time to time by PHA as approved by the PHA Board of Commissioners.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.