

**The Beatrice Housing Agency shall continue and maintain an effective anti-fraud program
Maintenance Goals of the Housing Agency Real Estate**

- a. **Maintain the agency's real estate in decent condition**
- b. **Delivery timely and high quality maintenance service to residents of the Agency's property**

Public Image Goals

- a. **Enhance the image of Section 8 Housing in our community by conducting outreach efforts to encourage potential participation by landlords in the Section 8 Voucher Program.**
- b. **Participate in Community Outreach meetings and partner with other Health and Human Services groups. (Gage County MAPS, etc .**

Resolutions

Resolution 2004-1	Nebraska Affordable Housing Program Funds
Resolution 2004-2	Disabled Income
Resolution 2004-3	Zero Income Reporting
Resolution 2004-4	Utility Reimbursements-
Resolution 2004-5	Establishing Preferences and Maintaining Waiting List
Resolution 2004-6	Portability
Resolution 2004-7	Preference Selection (replaced 2004-5)
Resolution 2004-8	Restriction on Moves within jurisdiction
Resolution 2004-9	Update Five Year and Annual Agency Plan (2004-2008)
Resolution 2004-10	Loan Resolution
Resolution 2004-11	Rent Reasonableness
Resolution 2004-12	Rent Reasonableness Methodology
Resolution 2004-13	SEMAP – Quality Control
Resolution 2004-14	SEMAP - Quality control
Resolution 2004-15	SEMAP- Quality Control
Resolution 2004-16	SEMAP- Quality Control
Resolution 2004-17	SEMAP Quality Control
Resolution 2004-18	Additions to Household
Resolution 2004-19	Zero Income Statement
Resolution 2004-20	Additions to Household- Signed Verifications
Resolution 2004-21	Definition of a Family
Resolution 2004-22	Payment Standards- Effective 12/1/2004
Resolution 2004-23	SEMAP Certification Fiscal year 2004
Resolution 2004-24	Approved Addition of EIV to Income Verification
Resolution 2005-1	Prairie Village Rent Increase
Resolution 2005-2	Section 8 Vouchers Crete- discussion
Resolution 2005-3	Acceptance of Children at appointments- Application
Resolution 2005-4	Acceptance of Children at Recertification Appointments
Resolution 2005-5	Approval Fiscal year 2005 Agency Plan
Resolution 2005-6	Loan Resolution - USDA
Resolution 2005-7	Denial of 25 Housing Choice Vouchers- Crete
Resolution 2005-8	Residency Requirements- Employees
Resolution 2005-9	Payment Standard - Effective 12/1/2005
Resolution 2005-10	SEMAP Certification- Fiscal Year ending 9/30/2005
Resolution 2006-1	Application Distressed Funds - Prairie Village
Resolution 2006-2	Section 8 Updated Administrative Plan
Resolution 2006-3	Agency Plan Fiscal year 2006
Resolution 2006-4	Prairie Village - D.A.N. Management Agreement
Resolution 2006-5	Payment Standard effective 1/1/2006
Resolution 2006-6	SEMAP Certification Fiscal year 2006
Resolution 2006-7	Updated Personnel Plan
Resolution 2007-1	Pre Application Nebraska Affordable Housing Funds
Resolution 2007-2	Violence Against Women's Act
Resolution 2007-3	Meeting Changes- Regular Meetings changed to quarterly
Resolution 2007-4	Collection Policy- Bad Debts Prairie Village
Resolution 2007-5	Agency Plan- Fiscal year 2007
Resolution 2007-6	Payment Standards effective January 1, 2008
Resolution 2008-1	Utility Reimbursement Policy
Resolution 2008-2	Ethics Policy
Resolution 2008-3	Internal Control Policy
Resolution 2008-4	EIV Policy and Procedures
Resolution 2008-5	Anti Fraud Policy
Resolution 2008-6	Computer Code of Conduct
Resolution 2008-7	Minimum Rent Increase
Resolution 2008-8	Employee Job Description

Resolution 2008-9
Resolution 2008-10
Resolution 2008-11

Equipment- Copier to Prairie Village
Payment Standards Effective 1/1/2009
SEMAP Fiscal Year 2008

PHA Plan Update

- (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. **Copies of Annual Plan- Housing Agency Office, City of Beatrice Office**

CHAPTER 22

VIOLENCE AGAINST WOMENS AND JUSTICE DEPARTMENT REAUTHORIZATION ACT OF 2005 (VAWA)

INTRODUCTION:

It is the policy of the Housing Agency of the City of Beatrice to fully comply with all rules and regulations regarding the VAWA. The VAWA protects tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. These provisions apply both to public housing agencies administering public housing and Section 8 programs and to owners renting to families under Section 8 rental assistance programs. In general the law provides in part that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse. The law also provides that an incident or incident of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be good cause for termination of assistance, tenancy or occupancy rights of a victim of such violence.

A. DEFINITIONS:

- 1. 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 share a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, 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 persons against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- 2. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
- 3. Stalking: to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and 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 that person; a member of the immediate family of that person, or the spouse or intimate partner of that person.
- 4. Immediate Family Member; a spouse, parent, brother or sister, or a child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or any other person living in the household of that person and related to that person by blood or marriage

B. NOTICE:

VAWA requires that PHA’s must notify tenants of their rights under VAWA, which includes the existence of form 50056 and the right to confidentiality and limits therefore.

- 1. All current Section 8 Tenants and landlords will be notified by mail of their rights under VAWA, which includes a letter from the Housing Agency, VAWA brochure, and HUD Form 50066 Certification of Domestic Violence, Dating Violence, or Stalking.
- 2. All new tenants/landlords will receive the information at lease approval and HAP Contract.

C. VERIFICATION: Certification of Domestic Violence, Dating Violence, or Stalking.

Among other requirements, Sections 606 and 607 of VAWA adds certification and confidentiality provisions that allow for PHA’s, owners, or managers responding to an incident or incidents of actual or threatened domestic violence, dating violence or stalking that may affect a tenant’s participating in the housing program to request in writing that an individual complete, sign and submit within 14 business days, a HUD approved certification form 50066. On the form, the individual certifies that;

- 1. he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in questions are bona fide incidences of such actual or threatened abuse.
- 2. On the certification form, the individual shall provide the name of the perpetrator. The PHA will then verify with local police, courts, and the local victims assistance program and determine that the incidents or incidents in question are bona fide acts of abuse, and the victim of domestic violence, or stalking has signed or attested to the documentation. If the individual does not provide the form HUD-50066 by the 14th business day, the PHA, owner, or manager would therefore be free to evict, or to terminate assistance.

D. CONFIDENTIALITY

Any information provided pursuant to the VAWA shall neither be entered into any shared database nor provided to any related entity, except to the extend that disclosure is requested or consented to by the individual in writing; required for use in an eviction proceeding of an abuse, stalker or perpetrator or domestic violence; or is otherwise required by law.

Resolution 2007-2

Violence Against Women Act (VAWA)

WHEREAS, the Housing Agency of the City of Beatrice wishes to add chapter 21 to its current Administrative Plan. This Chapter will be the implementation of the Violence Against Women’s Act and Department of Justice Reauthorization Act of 2005 (VAWA)

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AGENCY OF THE CITY OF BEATRICE, NEBRASKA, THAT

The Housing Agency of the City of Beatrice, Nebraska, hereby adds Chapter 21- the implementation of the Violence Against Women’s Act and Department of Justice Reauthorization Act of 2005 (VAWA) to its current Administration Plan

This Resolution is effective immediately.

Passed and Adopted:
This 10th day of April, 2007

7.0	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>
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	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.
8.2	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.
8.3	Capital Fund Financing Program (CFFP). <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.

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.

Section 9.0

Housing Needs-

At present, the waiting list is approximately 4 to 6 months. The Housing Agency has experienced a 25% increase from last year in pre-applications and applications. This is due to the increase in unemployment in Gage County. Per Workforce development, Beatrice has seen a decrease of 15% in manufacturing jobs. Two larger employees have since shut down their business and moved overseas. About 80 percent of the Section 8 Applications fall below 30 percent of the area wide median income.

Elderly and disabled housing is one of the strongest areas in Beatrice. Elderly housing is affordable, and the quality is good. Two new complexes have been built in the city of Beatrice the past two years. Currently the greatest demand is for four and five bedroom units. This increase is due to the families that have lost their jobs and our now looking for rental assistance. Beatrice does not have apartment complex with more than three bedrooms. This has caused a problem with tenants who need that bedroom size. One property owner has been working on putting egress windows in the basement of their homes to accommodate this need. One, two, and three bedroom units are readily available in the City of Beatrice. Beatrice rental rates have not changed much in the past five years. We have seen only a small increase of \$10.00 to \$15.00 per month in rates charged. The two largest apartment complex's have not had a rent increase in the past five years.

Section 9.1- Strategy for Addressing Housing Needs

The Beatrice Housing Agency has collaborated with several social service organizations to increase awareness of the Section 8 program. Those organizations are:

9.0

Mother to Mother, Blue Valley Community Action, Gage County MAPS, Health and Human Services, Individuals, Youth and Families.

We have conducted outreach efforts to encourage potential participation by landlords by speaking at the Gage County Rental Association, and speaking at the above mentioned organizations. Since we received our budget for the fiscal year, the agency has been interviewing applications and increased the amount of applicants that have received a voucher. The waiting list has dropped from 6 to 8 months, to an average of two to four months. With a staff of two, we are extremely busy.

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> <p>(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.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>A substantial deviation from the 5 year plan occurs when the board of commissioners decides that it wants to change the mission statement, goals or objectives of the Housing Agency.</p> <p>Significant Amendment or Modification to the annual plan are defined as discretionary changes in the plan or policies of the housing agency such as Changes in admission policies, preference list, that can affect qualifications to receive housing assistance or continue housing assistance. That fundamentally change the plan of the agency and which require formal approval of the board of commissioners and 45 day public review. Any significant amendment or modification must be approved by HUD.</p>

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)
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.- No 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.