PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011

1.0 **PHA Information**
PHA Name: _Housing Authority of Owensboro _____ PHA Code: ___KY009_____
PHA Type: ☐ Small ☒ High Performing ☐ Standard ☐ HCV (Section 8)
PHA Fiscal Year Beginning: (MM/YYYY): __7/2010_____

2.0 **Inventory** (based on ACC units at time of FY beginning in 1.0 above)
Number of PH units: _____579_____ Number of HCV units: ___289_____

3.0 **Submission Type**
☒ 5-Year and Annual Plan ☐ Annual Plan Only ☐ 5-Year Plan Only

4.0 **PHA Consortia** ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

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.

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: The PHA's mission is: to continue to promote and provide adequate and affordable housing, suitable living environments, and economic opportunity, free from discrimination, all as authorized by applicable law.

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. The HAO continues to consider the feasibility of development or expansion of low income housing units for populations identified in studies as being in need. This consideration is the result of a study conducted under the prior 5- year plan, which established a potential need, but no method for implementing the service component. The HAO continues to consider this as a potential that may be addressed, as an effort to increase the availability of decent safe and affordable housing. It also has communicated regularly with the local governmental entity with respect to developing partnerships in the development of affordable housing. It has also continued with its aggressive modernization and renovation programs under the Capital Fund. In the first year of the second 5-year plan, the HAO has completed multi-year Capital Fund projects at Rolling Heights and a Capital Fund program at Adams Village. Both of the preceding are examples of the method by which it seeks to improve the quality of assisted housing. The HAO continues to determine if replacement housing is necessary at this time, and is seeking appropriate sites for replacement housing as part of its goal to improve community quality of life. Additional or replacement housing is a function of need and funding. Other housing purpose funds are available for some of this funding. Significant demographic changes may occur in the community as the community's sole hospital health care provider moves its operations from the central city to the eastern edge of the city, thus removing jobs and easier physical access to the health care provider from the current centralized city location. Development of affordable housing may necessarily have to shift from its historical and perhaps more affordable geographic areas in the city to the newer and most likely more expensive new area of development. Expansion of the Authority's jurisdiction may be required or implemented. Expansion of services to other populations may be considered, by using public housing or HCV funds, but not necessarily. The HAO may expand out of the traditional PHA/HCV model as conditions warrant, or as HUD reforms dictate. The HAO continues to study these and other factors with respect to development of new and or replacement of previously demolished units. Changing demographics, and significant competition from other assisted housing providers are factors that are also considered. It continues to search for appropriate real estate on which to construct replacement housing, looking for land that will support future development for low-income housing. The HAO has continued its supportive services programs for its residents. It has been awarded a three-year grant during the last year of the second five-year plan. Continuation of services and obtaining grant funds are demonstrations of success in meeting the strategic goal of improving the quality of assisted housing, and providing an improved living environment. It has continued with its practices of nondiscrimination to help ensure equal opportunity in housing for all Americans. The objective criteria related to the Capital Fund goals are detailed in the Capital Fund Five Year plan charts. Partnership opportunities, development of replacement housing, expansion of the HAO's geographic jurisdiction, purchase of real estate, and other conceptual goals cannot be objectified and are dependent on circumstances, serendipity, and opportunities as they present themselves. HUD's current plans to convert public housing to project based rental assistance, (PETRA), potential funding cuts as contemplated in the proposed capital fund budget, make it difficult to objectify or quantify goals and objectives.
6.0	**PHA Plan Update** (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: See attachments 1thru 14 for revisions to plan elements from 1/2009 thru 12/2009 (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. 2161 East 19th Street, Owensboro, KY 42303
7.0	**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *POSSIBLE DEMOLISHION OF UNITS?????.*
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 *Capital Fund Program Annual Statement/Performance and Evaluation Report,* 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 *Capital Fund Program Five-Year Action Plan,* 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).** ☐ 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.

9.0	**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. The HAO historically has experienced a short waiting list for both its public housing and HCV programs. Over the last year the waiting list for Section 8 increased dramatically and was closed for a few months, but is expected to be re-opened in April 2010. The need for Section 8 seems to have decreased, since the HAO's outreach to persons out its waiting list has resulted in about a 13% capture rate; to avoid being under-leased for the measuring period, the HAO will absorb 36 vouchers from the KHC "Learning Villa" program. There was not a significant change in the number of people on the waiting list for public housing. Despite the short waiting list for public housing, the Authority will turn 25-33% of its units in any given year. The Authority offers significant supportive services, and reasonably concludes the economics may not be the driving force behind decisions. This historically has caused the Authority management to reasonably conclude that massive new expansions of affordable housing is less in demand than other areas of the country. The Authority has previously engaged in a long term planning session, where the population most in need in the near future was the elderly. Population growth for the area is predicted to be less than half the average for the state in the next 20 years. The Authority has not seen a demand for its accessible units in excess of the available number of accessible units. The Authority's units are well spaced throughout the jurisdiction, and are not concentrated in any one or two areas. The age of the Authority properties will sooner rather than later become of concern, since although it is unlikely that any current construction will withstand the test of time as well as that of the original construction, an aging population, a population with greater numbers of recognized disabilities, will require more modern facilities, and perhaps only ground floor units. The Authority's LEP analysis showed no significant ethnic populations requiring specialized housing services. The jurisdiction is subject to current economic conditions, which are adverse, but it has not relied on one industry so that it has typically weathered economic downturns more readily than other areas. At the same time, it has not experienced economic booms as have other jurisdictions. This significantly explains the relative stable nature of the housing needs over time. Significant demographic changes may occur in the community as the community's sole hospital health care provider moves its operations from the central city to the eastern edge of the city, thus removing jobs and easier physical access to the health care provider from the current centralized city location. Development of affordable housing may necessarily have to shift from its historical and perhaps more affordable geographic areas in the city to the newer and most likely more expensive new area of development. The HAO has seen extensive production of rent subsidized housing within a half mile radius of its largest development in the past two years. There is objective and subjective data providing information on the size of the homeless population in the county and city; these counts are considered low by the service providers. Current economic conditions may be a partial cause, mental issues, substance addiction, and criminal history are also causes for some persons to be homeless. It would be fair to assume that as economic conditions improve, those persons would transition out of homelessness. With the addition of the 100 bed men's recovery center, some homeless issues relating to substance abuse may be alleviated. The homeless population and causes deserve monitoring, and further attention as necessary.

9.1	**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.**

10.0	**Additional Information**. Describe the following, as well as any additional information HUD has requested. (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. The HAO continues to consider the feasibility of development or expansion of low income housing units for populations identified in studies as being in need.. The HAO continues to consider this as a potential that may be addressed, as an effort to increase the availability of decent safe and affordable housing. It also has communicated regularly with the local governmental entity with respect to developing partnerships in the development of affordable housing. It has also continued with its aggressive modernization and renovation programs under the Capital Fund. The HAO has completed all of its FFY 2005 Capital Fund work. It has completed the majority of its work items as well as obligation and actual expenditure of most of the funds in its FFY 2006 Capital Fund program. Additional or replacement housing is a function of need and funding. The HAO continues to study these and other factors with respect to development of new and or replacement of previously demolished units. Changing demographics, and significant competition from other assisted housing providers are factors that are also considered. The HAO has continued its commitment to resident services by contracting with Ameri Corp for a part time volunteer person, and then employing a person in a full-time capacity to provide additional needed services to its residents. The HAO has continued its supportive services programs for its residents and received the RIC program of the year award in 2008. Continuation of services and obtaining grant funds are demonstrations of success in meeting the strategic goal of improving the quality of assisted housing, and providing an improved living environment. It has continued with its practices of nondiscrimination to help ensure equal opportunity in housing for all Americans. The Housing Authority of Owensboro remains a high performer. Uncertainties about funding, asset management, and uncoordinated expansion of financially assisted housing in the jurisdiction have warranted caution in the implementation of new plans. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" a. Substantial Deviation from the 5-Year Plan: a discretionary change in the plan(s) or policy (ies) of the Housing Authority that fundamentally changes the mission(s), goals(s), objectives(s), or plans(s) of the agency, as expressed in the Five (5) Year Plan, and which requires formal approval by the Board of Commissioners. b. Significant Amendment or Modification to the Annual Plan: a discretionary change in the plan(s) or policy(ies) of the Housing Authority that fundamentally changes the mission(s), goals(s), objective(s), or plans(s) of the agency, as expressed in the Five (5) Year Plan and/or Annual Plan, and which requires formal approval by the Board of Commissioners. Any change in the five year plan, annual plan, annual plan capital fund work statement, and/or five year plan capital fund work necessitated in the judgment of the HAO as the result of budget decreases or increases over what the HAO planned its work items and dollar assignments, is not a "discretionary change" and therefore, will not be considered substantial or significant for purposes of plan amendment procedures. This includes the possibility that entire work items may be deleted, in whole or in part, and funds transferred to other line items. This includes the possibility that future work items costing less may be substituted for current work items. Changes to policies are not amendments, modifications or deviations from the annual or five-year plan. Required public comment is received prior to implementation of such changes. Any Notice, Guidance or other form of instruction, direction, clarification, information, etc., from DHUD or its offices, which is published or made effective on a date which makes inclusion of the provisions of the information in the annual plan planning and hearing process impracticable (such as, during the comment period or after the public hearing but before final board action), and which the HAO determines to implement, is neither a substantial deviation nor a significant amendment or modification, without regard to whether formal Board action required or taken to implement the particular provisions. Changes to the American Recovery and Reinvestment Act Capital Fund stimulus program plan which are required or suggested by HUD or in response to clarifications, directive, guidance, etc. from HUD or other responsible entities, after adoption of the ARRA plan, are not substantial deviations or amendments to the ARRA plan.

11.0	**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. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (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. 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, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (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 off ice 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.