

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 3/31/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <b>Tuscarawas Metropolitan Housing Authority</b> _____ PHA Code: <b>OH063</b> _____ PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> <b>HCV (Section 8)</b> PHA Fiscal Year Beginning: (MM/YYYY): <b>04/2010</b> _____					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <b>0</b> _____ Number of HCV units: <b>574</b> _____					
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> <b>Annual Plan Only</b> <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> 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:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> 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: <b>Tuscarawas Metropolitan Housing Authority's mission for the next five years is to assist eligible families with safe, decent, and affordable housing opportunities, without discrimination. We will strive to help families achieve self-sufficiency and improve the quality of their lives. We will create and maintain partnerships with our clients, landlords, and appropriate community agencies in order to accomplish this mission, and are committed to operating in an efficient, ethical and professional manner.</b>					

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.

**Goals and Objectives:**

Tuscarawas Metropolitan Housing Authority goals and objectives for the years 2010-2014.

- Expand the supply of existing housing through: 1) Applying for additional rental vouchers if available and eligible, 2) Leveraging private or other public funds to create additional housing opportunities, 3) Engaging in landlord outreach with the goal of adding at least 5 new program landlords per year, 4) Maximize Voucher Payment Standards, in accordance with HUD regulations and rent reasonableness standards, to increase the number, location and quality of rental units available to Voucher holders, 5) Collaborate with area agencies who case manage elderly and disabled families to identify rental units available to our shared clientele.
- Improve the quality of assisted housing through: 1) Improved SEMAP score, 2) Providing information to program owners concerning the dangers of lead based paint and regulation concerning control of such, 2) Provide HEPA vacuum for program owners in stabilizing lead hazards and cleaning lead dust in pre-1978 housing units, 3) In each annual budget, allocate funds for staff training on Housing Quality Standards issues.
- Increase assisted housing choices through: 1) Expanding Voucher Homeownership Program, 2) Maintain membership in the Coalition on Homelessness and Housing in Ohio network group in order to access this forum to expand the range and quality of housing choices for very low and low income families, 3) Maintain at least 30 Vouchers that are targeted for exclusive use by disabled families.
- Promote self-sufficiency and asset development of assisted households through: 1) Increase the number and percentage of employed persons in assisted households by providing or attracting supportive services for FSS families, 2) Collaborate with agencies who provide supportive services to shared clientele to improve employability of said clientele, 3) Counsel FSS graduates who receive escrow funds in the use of those funds for investment or homeownership, 4) Continue and refine our policy and plan of proactive procedures to reduce fraud and complete reporting of income for families who claim zero or very low income. 5) Ongoing operation of the Tuscarawas MHA Homeownership Program to enable more TMHA clients the opportunity of purchasing their own homes through this education, training, and financial assistance program.
- Ensure equal opportunity and affirmatively further fair housing through: 1) Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability, 2) Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required. 3) Inform applicants at every briefing of local resources for fair housing information, services and advice.
- Manage the Tuscarawas Metropolitan Housing Authority in an efficient and effective manner in every fiscal year through March 31<sup>st</sup>, 2014 through: 1) Achieve a SEMAP score of at least "standard" level in every fiscal year, 2) Manage in a manner that results in compliance with applicable statutes and regulations as defined by program audit reviews, 3) Maintain a record of timely reporting to HUD regarding program data in PIC and VMS and correct any data submission errors as needed, 4) Regularly consult with HUD field office personnel for explanation and clarification of new and changing information and regulations, 5) Allocate funds in each annual administrative budget for continuing education of staff and commissioners on financial and programmatic issues. 6) Support the Resident Advisory Board in achieving their goals of improving the HCV Program, and assist RAB with the process of selecting a resident for nomination to the Board of Commissioners when applicable.

**Progress in Meeting the Goals and Objectives described in the Previous 5-Year Plan:**

TMHA has made significant progress in achieving goals that were established in the most recently submitted five year plan including:

- TMHA successfully applied for and received a Shelter + Care Program grant from HUD which has enabled several homeless and disabled individuals and families to receive stable housing while being able to work closely with a local case management agency to address their personal life issues which led to their initial homeless circumstance.
- TMHA was able to successfully address the housing needs of those awaiting a TMHA Voucher through the establishment of a Tenant Based Rental Assistance Program Component through the City of New Philadelphia's Community Housing Improvement Program. This program has supplied some 20+ families with shorter term rental assistance.
- TMHA has significantly assisted the local jurisdiction in increasing housing assistance through our active participation in the Tuscarawas County HOME Network. The Home Network successfully applied for and received an HPRP grant which will provide local housing assistance in the form of rental assistance, security deposits, utility deposits and utility payment assistance.
- TMHA has consistently performed as a High Performer in the HUD SEMAP assessment system and has consistently had very positive audit reviews of operations with no findings.
- TMHA has continued our efforts to promote self-sufficiency through the operation of our FSS and Homeownership Programs. In the past five years 13 families have successfully graduated from FSS and collected escrow account funds totaling \$54,830, an average of \$4,218 per family. Forty one families are currently enrolled and participating in FSS. Twenty-four families currently have escrow accounts totaling \$33,381. Of those clients, twenty are currently working in paid employment and five are enrolled in college or vocational training. In this most recent five year span, TMHA began operation of a Homeownership Voucher program. Approximately 15 families have participated in the program and two families have successfully purchased homes of their own with assistance from the program.
- TMHA continues to serve the maximum number of families possible based on our established HCV baseline and the limitations of HAP funding that we are allocated. We have consistently received the full amount of points possible in SEMAP for leasing. Additionally, we continue to reach out to new landlords to increase their participation in the program. Participating landlords now number 292.
- TMHA has continued to affirmatively further fair housing by providing a fair housing presentation at every new tenant orientation meeting. Fair Housing posters and brochures are prominently displayed in the TMHA office. When TMHA receives calls or complaints regarding fair housing issues, those families are immediately referred to the local fair housing counseling agency to address their questions and concerns.
- TMHA also continues to address the housing needs of disabled families within our jurisdiction. Thirty Vouchers are set aside as Mainstream Vouchers which can only be utilized by disabled families. No individuals or families are denied benefits or services due to their disabilities. TMHA has installed two wheelchair ramps at the buildings entrances, accessible restroom facilities, as well as an elevator to accommodate those clients with physical disabilities. Office staff will alter commonly applied operating methods to accommodate persons in wheelchairs, including meeting clients at other locations if ever required.

6.0	<p><b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  <b>(a) Response: Revised PHA Plan Elements</b>  1) A significant amendment to the PHA Plan occurred in regard the TMHA Housing Choice Voucher Waiting List. The Board of Commissioners of TMHA approved closing the HCV Waiting List due to the fact that it contains in excess of 900 families. TMHA Administrative Policy allows for TMHA to close the HCV Waiting List if it contains more families than it can expect to serve within the next 24 month period. This certainly is the case for TMHA at this point and time.  2) Tuscarawas MHA also added an addendum to our FSS Action Plan. This addendum will now permit an interim disbursement from an FSS client's escrow account in order to allow them to clear up minor credit issues that are currently obstacles to their ability to receive a mortgage loan to purchase their own home. Eligible FSS clients would be those who are currently enrolled in TMHA'S Homeownership Voucher Program and the funds needed from escrow to clear up the minor credit problems would be \$1,000 or less.  (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.  <b>(b) Response: The public can obtain copies of the most recent 5-Year and this Annual and 5-Year PHA Plan at the TMHA Administrative Office at 134 Second Street, SW, New Philadelphia, Ohio 44663. The public may also request information regarding the applicable PHA Plan Elements at the TMH Administrative Office , including information on the TMHA Administrative Plan, Financial Resources information, Operation and Management, Grievance Procedures, Civil Rights Certifications and Impediments to Fair Housing, Fiscal Year Audit, Violence Against Women Act (VAWA) information.</b></p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  <b>This section not applicable.</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.  <b>This section not applicable</b></p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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.  <b>This section not applicable</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> 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.  <b>This section not applicable</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <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.  <b>This section not applicable</b></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.

**Response: Housing Needs**

At drafting of this Annual Plan, there are 906 families on the TMHA waiting list for the Housing Choice Voucher program. Average wait time is anticipated to be two years. Recent census data shows that the racial mix in Tuscarawas County is 97.7% White. Racial minorities comprise the remaining 2.3% with the largest minority being African American at 0.7% of the population. Persons of Hispanic ethnicity comprise 0.5% of the population. The racial / ethnic composition of the TMHA waiting list matches the larger population.

The 2000 census shows the universe of rental units to be 8,922. Since the Federal Fair Market Rents schedule, which is the basis for TMHA's Payment Standards schedule, is designed to be reflective of the 40<sup>th</sup> percentile rents, it can be assumed that many of the rental unit universe will not be applicable to the voucher program because rents are too high for the program. Other factors affect the number of units available to low income families. In Tuscarawas County, there is largely no building or maintenance code for existing housing. This means that potential landlords sometimes decline to make the repairs required to meet Housing Quality Standards for a Section 8 voucher tenant, if they have another suitable tenant who does not have a voucher. In addition housing stock is aging. In the city of New Philadelphia, Tuscarawas Co's largest city, 72% of homes were built before 1978, making them applicable to the lead-based paint regulations for families with children under six. In some cases, landlords with older housing stock decline to take vouchers when higher income tenants without vouchers are available.

Anecdotally, voucher holders frequently report that they cannot find rental housing that will pass TMHA's inspection within the applicable time of the voucher, even when the voucher is extended to its maximum length. This scenario is especially true for families who need accessible unit features. There are few units built to ADA specifications that have affordable rents. In cases where the tenant could reasonably make modifications, those tenants often do not have the needed funds to make the changes, and there are few local options to assist with modifications.

9.0 Voucher utilization generally is 60%, meaning that when 20 families are issued vouchers, 12 will successfully find a unit at which TMHA can assist. There have been some occasions in the past when utilization has climbed to 70 – 75% generally during the spring of the year. TMHA is willing to assist units throughout the geographic area of the jurisdiction and does maintain an on-going in house list of available units for searching voucher holders, but many expend the available time on their voucher without finding a unit to place on the program.

The makeup of the families under assistance is some indication of housing needs in the community. Of active participants at writing of this Annual Plan, 55% are Elderly and/or Disabled households with an average annual income of \$10,186. This income level places them below the 2009 Federal Extremely Low Income limit of \$11,300 for a 1-person household. This income level places these families in the worst case housing scenario whereby they cannot afford stable housing without some assistance. Thirty-nine (39%) of active participant households have some employment income. However, average annual income for this group is still only \$11,371, which is below the 2009 Federal Extremely Low Income limit of \$12,900 for a 2 person household. Many of these working families are single heads of household with 1 or more children. Again even with employment income, these families cannot afford housing without assistance. The fact that 40% of these Extremely Low Income families who receive a voucher are unable to locate a unit where TMHA can assist indicates that there is a lack of available housing from which they can choose and that is owned by a landlord willing to execute a HAP contract with TMHA. This is especially true for those families seeking a zero bedroom or a 4 bedroom unit.

Many rental units in Tuscarawas Co. are "mom and pop" owned, meaning that an individual or couple has a unit or two that they use as rentals, and are not in the business of being full time landlords. Of the 292 current TMHA landlords, only 27 (9.2%) have 5 or more units under HAP Contract. This means that TMHA personnel spend significant staff time educating owners in the requirements and procedures necessary to be a Section 8 owner. Some owners see the lease-up process as being too daunting, and they back out of offering potential units.

Members of the Housing Advisory Committees for Tuscarawas County, City of New Philadelphia, and the City of Uhrichsville have identified the lack of decent, affordable rental properties as a significant barrier to Tuscarawas Co. low income families. The HAC committees meet to identify significant housing needs, and to recommend housing activities through the CHIP (Community Housing Improvement Program) to address those needs. As a result of the last round of HAC Comm. meetings, the CHIP programs for the county, City of Dover, and City of New Philadelphia received Tenant Based Rental Assistance (TBRA) funds to help alleviate the situation.

References for this section were the Ohio Consolidated Plan, the Ohio Office of Strategic Research, and the recommendations of the Housing Advisory Committees for Tuscarawas County, City of Uhrichsville, and the City of New Philadelphia.

**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.**

9.1

- Utilize all currently available TMHA Housing Choice Vouchers as affordability allows and apply for any additional Vouchers that would become available to TMHA.
- Pursue any housing resources that become available to Tuscarawas County residents other than the HCV program that will assist low income families with housing needs.
- Improve HCV lease-up rates through utilization of the maximum Payment Standards that we can along with continuing to engage in landlord outreach activities which will increase housing choice options for Voucher holders.
- All TMHA staff will affirmatively further fair housing and provide equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as part of the overall commitment to quality customer service. Fair Housing referrals will be made as needed to our local fair housing resource center.
- Continue our active participation in the Tuscarawas County Housing Opportunities Monitoring Education Network which addresses local housing needs on a continual basis.
- Aggressively pursue enrollments into TMHA's family Self-Sufficiency and Homeownership Programs in order to promote economic self-sufficiency through improved career opportunities and increased wealth building through home ownership.
- Seek to have a Tenant Based Rental Assistance Program as a component of our local Community Housing Improvement Program in order to provide rental assistance help to families still awaiting a TMHA Voucher.

	<p><b>Additional Information.</b> 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>(a) Response:</b>  <b>Progress in Meeting Mission and Goals. The Tuscarawas MHA has consistently assisted eligible families with safe, decent, and affordable housing, without discrimination while adhering to Federal laws, HUD regulation, and budgetary constraints. TMHA has not sought or been granted additional Section 8 units because funding for new “fair share” allocations has not been available in recent Federal budgets. Special purpose vouchers that have been available have not been compatible with the needs of TMHA. However, in the past two years TMHA has sought and received other funding under the HUD Continuum of Care for the Shelter + Care program for homeless, disabled families. The HA has also received funding under 3 local CHIP programs for Tenant Based Rental Assistance.</b></p> <p><b>In the past five years, TMHA has assisted 654 new families off its waiting list, while at the same time maintaining assistance to those families who continued to receive assistance under the Section 8 Housing Choice Voucher program. Families are assisted in units from all parts of the Tuscarawas County jurisdiction. In order to maximize the number of units available to participating families, TMHA has recruited new landlords each year, and has maintained open communication with landlords who need assistance to understand HUD regulation regarding Housing Quality Standards and Lead-based Paint regulations.</b></p> <p><b>TMHA has begun an active Voucher Homeownership Program, and two families have successfully attained homeownership. TMHA maintains an active Family Self Sufficiency program (FSS), and has consistently maintained the required number of active families. There are currently 41 families enrolled in FSS. In the past five years, 13 families have successfully graduated from the FSS program and received the escrow savings they earned through employment.</b></p> <p><b>TMHA reveres and actively fosters collaboration with local agencies and non-profit organizations who have clients that need our voucher program. To this end, TMHA is an active member of the Tuscarawas Family &amp; Children First Council, the Housing, Opportunities, Monitoring, Education (HOME) Network (which is the local Continuum of Care collaborative), and the Ohio Coalition on Homelessness and Housing in Ohio (COHHIO). In addition, TMHA staff actively cultivate an “open line” style of communication with area agencies that serve shared clientele in order to minimize barriers in serving those in need. TMHA participates with the County and local cities by serving on local Housing Advisory Committees that formulate the jurisdictions’ Community Housing Improvement Surveys (CHIS) and the Impediments to Fair Housing needs priority surveys. In the above ways, TMHA has earned a reputation as being a respected and accountable community resource for housing for low-income families.</b></p> <p><b>TMHA has continued to operate in a fiscally prudent manner and has had no findings or questioned costs in its State of Ohio audits. Additionally, TMHA has complied with HUD’s requirements to submit program data to the HUD PIC database in a timely and accurate manner.</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p><b>(b) Response:</b>  <b>“Significant Amendment” means that the actions and responses of the housing authority show a notable variation to actions / responses stated in the Plan, and where noting the amendment or modification will help the reader understand a change that has occurred from the prior submitted 5-Year or Annual Plan.</b></p> <p><b>“Substantial Deviation” means that the actions and responses of the housing authority do not match the action and responses stated in the PHA Plan because the HA has voluntarily added, deleted, or amended its internal policies. This definition precludes deviations that result because of required change(s) to Federal or HUD regulation in regard to the Section 8 program operations. It also does not refer to actions taken by the HA within its discretion to operate within the stated policies and procedures in the TMHA Administrative Plan.</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

## **Tuscarawas MHA Annual / 5 Year Plan**

### **Violence Against Women Act Statement**

The Tuscarawas Metropolitan Housing Authority adopted revisions to its Section 8 Housing Choice Voucher Administrative Plan to address the requirement of the Violence Against Women Act. Those revisions were adopted by Resolution 06-12 of the Board of Commissioners of the Tuscarawas Metropolitan Housing Authority on July 11th, 2006.

The Tuscarawas Metropolitan Housing Authority notified residents of the Section 8 Housing Choice Voucher Program through written mail of the requirements of the Violence Against Women Act in the fall of 2006. Tuscarawas MHA has also incorporated that information in its Housing Choice Voucher Program application process, annual recertification process and change of units process. All staff working with clients of the Section 8 Housing Choice Voucher Program were given training and all necessary information regarding the Act. Periodic recurrent training will be scheduled as appropriate.

The Tuscarawas Metropolitan Housing Authority does not offer any “activities, services or programs” that are intended to specifically help child or adult victims of domestic violence, dating violence, or stalking other than that required by law or regulation. The Tuscarawas Metropolitan Housing Authority always makes appropriate referrals when victims of domestic violence, dating violence, or stalking are identified.

Tuscarawas Metropolitan Housing Authority has a close working relationship with our local domestic violence shelter known as Harbor House. Tuscarawas MHA and Harbor House are both very active members in our local housing coalition and Continuum of Care which is known as the Tuscarawas County HOME Network. Tuscarawas MHA also has close working relationships with Compass and the Tuscarawas County Department of Job & Family Services. Within these three other organizations, services are provided which include 24-hour services to child and adult victims of domestic violence, dating violence, sexual assault, and bullying. They provide a full range of crisis intervention, treatment, counseling, prevention and support services to individuals and families impacted by domestic violence and/or sexual assault.

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](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.