

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
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1.0	PHA Information PHA Name: <u>Provo City Housing Authority</u> PHA Code: <u>UT007</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2012</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>248</u> Number of HCV units: <u>883</u>					
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <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:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	<p>Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:</p> <p>MISSION STATEMENT: Provo City Housing Authority cares for the well-being and self-reliance of individuals and families by providing safe, decent, and affordable housing to those in need. We enhance Provo's economic and social stability through our services, programs, and collaborative relationships.</p> <p>CORE VALUES: Our Board of Commissioners and Housing Authority Staff affirm the following core values:</p> <p>Respect: We understand and acknowledge individual circumstances of both our partners and patrons and treat all people with dignity in every interaction.</p> <p>Integrity: We consistently act in accordance with sound and ethical principles. We seek to do the right thing, even when no one is watching.</p> <p>Expertise: We understand the needs of the community and pursue new ways and resources to create solutions. We abide by local, state and federal laws and regulations. We competently apply knowledge and skills while seeking new avenues for learning.</p> <p>Ingenuity: We utilize new technologies, tools, and techniques to achieve our objectives.</p> <p>Diligence: We are relentless in our efforts to achieve excellence.</p> <p>Stewardship: We strive to be wise and responsible in our use of our human, fiscal, and environmental resources.</p>					

5.2	<p>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.</p> <p>Goal: Maintain the quality and effectiveness of the Public Housing Program.</p> <p>Objective 1: Maintain High Performance Status in the Public Housing Assessment Program.</p> <p>Objective 2: Apply to HUD Special Applications Center for authorization to sell up to 140 units of Public Housing to the Provo Nonprofit Housing Development Corporation and participants, where practicable.</p> <p>Objective 3: Apply for an additional allocation of Project Based Housing Choice Vouchers to assist very low income households residing in maximum of 140 units to be sold to Provo Nonprofit Housing Development Corporation and participants.</p> <p>Objective 4: Initiate fund raising & predevelopment activities to construct a new Provo Housing Office facility.</p> <p>Goal: Maintain the quality and effectiveness of the Section 8 Program.</p> <p>Objective 1: Maintain High Performance Status in the Section 8 Assessment Program.</p> <p>Objective 2: Apply for Section 8 Housing Choice Vouchers when they become available.</p> <p>Objective 3: Initiate fund raising & predevelopment activities to construct a new Provo Housing Office facility.</p> <p>Goal: Comply with the Violence Against Women Act (VAWA)</p> <p>Objective 1: Administer a policy that promotes a safe and secure environment for victims of domestic violence.</p>
6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>Section 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</p> <p>Section 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.</p> <p>(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.</p> <p>The public may obtain copies of the 5-Year and Annual PHA Plan at the administrative office located at 650 West 100 North, Provo, Utah.</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>The PCHA intends to file an application with HUD for the mixed finance leveraging of Capital Funds, through the Capital Fund Finance Program. The PCHA will explore the leveraging of its Capital Fund for improvements to its Public Housing stock and facilities. Said financing may include the disposition of its Public Housing inventory to a Limited Liability Company or a Limited Partnership to facilitate the use of the Low-Income Housing Tax Credit Program and tax exempt bond financing. All Public Housing in Provo benefiting from this effort will continue to function for the benefit of current low and very low income residents, consistent with the mission and scope of the Public Housing Program.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

<p>9.0</p>	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>In the City of Provo, family, elderly and disabled households of low, very low and extremely low income need decent, safe and affordable housing; housing that insures equal opportunities for its residents; housing that is accessible for the disabled; and housing that meets HUD's Fair Housing standards. Currently, the Provo City Housing Authority's (PCHA) Section 8 waiting list has 2,751 households. The average wait time for qualified applicants to receive housing is 15 months. An income analysis reveals that out of these 2,751 households, 94.69% are extremely low income, 4.76% are very low income, and .51% are low income. The PCHA Public Housing waiting list has 304 households. Out of these 304 households, 89.14% are extremely low income, 9.21% are very low income and 1.32% are low income.</p> <p>The PCHA will provide housing that meets these needs through programs including: Public Housing, Section 8 Housing Choice Vouchers, Supportive Housing, Permanent Housing, and Shelter Plus Care. We anticipate that the demand for senior units will greatly increase in the next five years as members of the "baby boomer" generation reach retirement age.</p>
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<p>9.1</p>	<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> <p>The strategy for addressing housing needs consist of initiating a planning process for addressing long term need. First, without additional immediate and sizeable HUD allocations of Section 8 Housing Choice Vouchers, very little can be done within the year to increase our level of service. However, the PCHA has recently acquired two sites with the balance of our non-federal resource that have potential for future development. In addition, the PCHA will file an application with the HUD for the mixed finance leveraging of Capital Funds through the Capital Fund Finance Program. The PCHA will explore leveraging its Capital Fund to modernize its Public Housing stock and make necessary improvements and additions to make Public Housing a more competitive alternative to Housing Choice Vouchers. This will be a multi-year effort from the planning phase to implementation of activities.</p>
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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.

Goal: Manage the Public Housing Program effectively and cost-efficiently, maintaining the PCHA's status as "High Performer".

The PCHA strives to maintain its status of a High Performer, under HUD's PHAS Program. The PCHA has also achieved a High Performer designation under the Section 8 Management Assessment Program in each of the years under this plan.

In the Public Housing Program, the PCHA continued to implement thorough and aggressive tenant screening practices that has resulted in a reduction of criminal and drug activity. The PCHA continues to work closely with local law enforcement officials to increase security in Public Housing. Weekly coordination meetings are held with the local police department. Staff has participated in a Citizen's Academy Training sponsored by the local police department. The PCHA has requested and received approval for four (4) units to be occupied by police officers.

Goal: Increase the availability of decent, safe and affordable housing.

Efforts to increase the supply of affordable housing in Provo have been mixed. The PCHA maintains full occupancy of its Senior buildings. However, new opportunities to increase the supply of affordable housing since 2007 have been few. The PCHA anticipates filing a LIHTC application in October of 2012 for an allocation of tax credits to construct a 42 unit apartment building for seniors and developmentally disabled individuals. The PCHA, through its affiliate non-profit organization, Provo Nonprofit Housing Development Corporation (PNHDC) has acquired two parcels of land in the last 12 months totaling approximately 3.1 acres for future development. The PCHA is looking forward to filing an application to HUD in 2012 for disposition of 140 units of Public Housing. With 134 units to be sold to PNHDC with accompanying Housing Choice Vouchers, the supply of affordable housing in Provo will increase as we use the sale proceeds as equity in new project development.

Goal: Provide an improved living environment.

The PCHA continued its efforts to deconcentrate poverty by mixing income groups in its Public Housing units and have experienced a reasonable level of results. However, additional resources must be sought for reinvestment in Public Housing to make our units more attractive, energy efficient, and competitive with privately owned housing.

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Security in Public Housing has been improved with the leasing of family units to police officers and the installation of security cameras in two of our senior properties.

Goal: Provide a safe and secure environment for Victims of Domestic Violence as required under the Violence Against Women Act (VAWA).

Once a tenant notifies the Provo City Housing Authority (PCHA) staff of a domestic violence incident, they will be advised to provide documentation from law enforcement, court records, or statements from professionals such as physicians, attorneys or other victim advocates. Once the documentation is received, the PCHA may implement one or more of the following options in order to assist the victim:

- 1) Refer the victim to local victim advocate groups, local domestic violence shelter, or any other social service agency;
- 2) Remove the abuser from the lease;
- 3) Change the locks at the unit;
- 4) Allow the victim to move to another rental unit.

Goal: Promote self-sufficiency and asset development of families and individuals.

In the Section 8 Program, the PCHA has continued to promote self-sufficiency through our Family Self-Sufficiency Program (FSS). We currently have 79 families participating in the program.

Efforts to promote Home Ownership through the use of the Section 8 Program has been unsuccessful to date, largely due to the high cost of Homeownership in Provo.

The inclusion of Public Housing in a Self-Sufficiency Program is currently not possible due to lack of funding necessary for the establishment of escrow accounts. However, PCHA staff continues to refer participants to community supportive services to increase independence for the elderly, families, and disabled individuals.

Goal: Ensure Equal Opportunity in Housing for all Americans.

The PCHA continues to take affirmative measures to ensure fair housing and equal opportunity for residents of Provo.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

- 1) Discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals or objectives of the Housing Authority.
- 2) Changes in the 5 year plan in excess of \$200,000 per year.

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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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

Part I: Summary	
PHA Name: Provo City Housing Authority	Grant Type and Number Capital Fund Program Grant No: UT6P00750112 Replacement Housing Factor Grant No: Date of CFFP:
FFY of Grant: 2012 FFY of Grant Approval:	

Type of Grant
 Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no: _____)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	40,000			
3	1408 Management Improvements	5,000			
4	1410 Administration (may not exceed 10% of line 21)	29,600			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1000			
8	1440 Site Acquisition				
9	1450 Site Improvement	18,000			
10	1460 Dwelling Structures	153,609			
11	1465.1 Dwelling Equipment—Nonexpendable	12,000			
12	1470 Non-dwelling Structures	2,000			
13	1475 Non-dwelling Equipment	35,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

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

Part I: Summary						
PHA Name: Provo City Housing Authority		Grant Type and Number Capital Fund Program Grant No: UT06P00750112 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2012 FFY of Grant Approval:	
Type of Grant						
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹		
		Original	Revised ²	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	\$296,209.00				
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director			Date			
Signature of Public Housing Director			Date			

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Provo City Housin Authority			Grant Type and Number Capital Fund Program Grant No: UT06P00750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA - Wide	A & E /costs & Fees	1430	1	1000				
PHA - Wide	Landscape/sprinkler improvements	1450	2	18,000				
PHA - Wide	Elevator modernization	1460	1	3,000				
PHA - Wide	Roofing	1460	9	50,000				
PHA - Wide	Flooring	1460	15	40,000				
PHA - Wide	HVAC	1460	8	30,609				
PHA - Wide	plumbing	1460	3	15,000				
PHA - Wide	Lighting/ Electrtrical	1460	7	15,000				
PHA - Wide	Appliances	1465.1	30	12,000				
PHA - Wide	vehicle	1475.1	1	25,000				
PHA - Wide	maintenance tools/equipment	1475.1	10	10,000				
PHA - Wide	shed	1470	1	2,000				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Provo City Housing Authority				Federal FFY of Grant: 2012	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
	3/12/14		3/12/16		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary						
Provo City Housing Authority / UT007		Locality (Provo/Utah / Utah)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year 2 FFY <u>2013</u>	Work Statement for Year 3 FFY <u>2014</u>	Work Statement for Year 4 FFY <u>2015</u>	Work Statement for Year 5 FFY <u>2016</u>
B.	Physical Improvements Subtotal	Annual Statement	240,900	246,200	246,200	246,200
C.	Management Improvements		5,000	5,900	5,900	5,900
D.	PHA-Wide Non-dwelling Structures and Equipment		30,300	34,000	34,000	34,000
E.	Administration		36,800	37,900	37,900	37,900
F.	Other					
G.	Operations		55,000	55,000	55,000	55,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total		368,000	379,000	379,000	379,000

Part I: Summary (Continuation)						
PHA Name Provo City Housing/Number			Locality (Provo/Utah/Utah)		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY _____	Work Statement for Year 3 FFY _____	Work Statement for Year 4 FFY _____	Work Statement for Year 5 FFY _____
		Annual Statement				

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year <u>2013</u> FFY _____			Work Statement for Year: <u>2014</u> FFY _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PHA - WIDE			PHA - WIDE		
Annual	Parking lot repairs	2	2,000	Parking lot repairs	2	5,000
Statement	Concrete work	3	4,000	Concrete work	3	4,000
	Landscape / sprinkler / exterior upgrades	3	8,000	Landscape /sprinkler / exterior upgrades	3	10,000
	Flooring	20	37,000	Flooring	20	40,000
	HVAC	4	10,000	HVAC	15	70,000
	Security/fire systems	3	1,000	Security/fire systems	3	5,000
	Fencing	3	2,000	Fencing	3	5,000
	Doors/locks	30	5,000	Doors/locks	30	5,000
	Windows/screens	30	7,000	Windows/screens	30	5,000
	Cabinets /Carpentry	5	5,000	Cabinets /Carpentry	5	9,200
	Rain gutter /siding	3	5,000	Rain gutter /siding	3	5,000
	Roofing	2	19,900	Roofing	2	23,000
	Plumbing / tub finishing	10	4,000	Plumbing / tub finishing	10	5,000
	Electrical & lighting	200	7,000	Electrical & lighting	6	2,000
	Appliances	25	7,000	Appliances	25	8,000
	Office Const./upgrades/	4	25,000	Office Const./upgrades	4	30,000
	Vehicles/tools/equipment/computers	5	30,300	Vehicles/tools/equipment/computers	5	34,000
	Energy upgrades & Insulation	5	3,000	Energy upgrades & Insulation	5	3,000
	Elevators	2	80,000	Elevators	2	3,000
	A&E/costs & fees	3	2,000	A&E/costs & fees	3	2,000
	Building interior upgrades	3	2,000	Building interior upgrades	3	2,000
	Stairs/rails/decking	4	1,000	Stairs/rails/decking	4	1,000
	Storage sheds	4	4,000	Storage sheds	4	4,000
	Disposition expenses	1		Disposition expenses	1	
	Subtotal of Estimated Cost		\$271,200	Subtotal of Estimated Cost		\$280,200

Capital Fund Program—Five-Year Action Plan

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY <u>2012</u>	Work Statement for Year <u>2015</u> FFY _____			Work Statement for Year: <u>2016</u> FFY _____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	PHA - WIDE			PHA - WIDE		
Annual	Parking lot repairs	2	5,000	Parking lot repairs	2	5,000
Statement	Concrete work	3	5,000	Concrete work	3	5,000
	Landscape / sprinkler / exterior upgrades	3	10,000	Landscape / sprinkler / exterior upgrades	3	10,000
	Flooring	20	40,000	Flooring	20	40,000
	HVAC	15	70,000	HVAC	15	70,000
	Security/fire systems	3	5,000	Security/fire systems	3	5,000
	Fencing	3	5,000	Fencing	3	5,000
	Doors/locks	30	2,000	Doors/locks	30	3,000
	Windows/screens	30	5,200	Windows/screens	30	5,000
	Cabinets /Carpentry	5	10,000	Cabinets /Carpentry	5	5,000
	Rain gutter /siding	3	5,000	Rain gutter /siding	3	8,000
	Roofing	2	10,000	Roofing	2	31,200
	Plumbing / tub finishing	10	6,000	Plumbing / tub finishing	10	5,000
	Electrical & lighting	6	2,000	Electrical & lighting	6	2,000
	Appliances	25	6,000	Appliances	25	7,000
	Office Const./upgrades	4	45,000	Office Const./upgrades	4	25,000
	Vehicles/tools/equipment/computers	5	34,000	Vehicles/tools/equipment/computers	5	34,000
	Energy upgrades & Insulation	5	3,000	Energy upgrades & Insulation	5	3,000
	Elevators	2	3,000	Elevators	2	2,000
	A&E/costs & fees	3	2,000	A&E/costs & fees	3	2,000
	Building interior upgrades	3	2,000	Building interior upgrades	3	2,000
	Stairs/rails/decking	4	1,000	Stairs/rails/decking	4	2,000
	Storage sheds	4	4,000	Storage sheds	4	4,000
	Disposition expenses	1		Disposition expenses	1	
	Subtotal of Estimated Cost		\$280,200	Subtotal of Estimated Cost		\$280,200

