

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																				
A.1	<p>PHA Name: <u>Housing Authority of the County of Butte</u> PHA Code: <u>CA043</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2017/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>345</u> Number of Housing Choice Vouchers (HCVs) <u>2176</u> Total Combined <u>2521</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The proposed PHA plan, PHA Plan Elements and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public at the following locations:</p> <ul style="list-style-type: none"> • Housing Authority of the County of Butte, 2039 Forest Ave, Chico CA 95928 • Housing Authority of the County of Butte, 850 E. Gridley Rd, Gridley CA 95948 • www.butte-housing.com <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p>																				
<table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources. <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination. <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs. <input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention. <input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy. <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>Statement of Housing Needs and Strategy for Addressing Housing Needs HACB has revised its 5-Year Plans goals and objectives; see Section B.2 of the HACB 5-Year PHA Plan. <u>HACB is focused on developing Project Based Voucher program in efforts of deconcentrating poverty and expanding housing and economic opportunities.</u></p> <p>Safety and Crime Prevention <u>Violence Against Women Act (VAWA) Protections</u> Descriptions of activities, services and/or programs, including prevention programs, offered by the HACB, either directly or in partnership with other service providers, that help child and adult victims of domestic violence, dating violence, sexual assault, or stalking obtain or maintain housing, prevent violence, and/or enhance victim safety, including HACB's Emergency Transfer Plan are covered in the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy (attached as Exhibits F and G). HACB procedures which are in place that assure that tenants are notified of their rights under VAWA are also included in attached documents.</p>

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

N/A HACB has discussed use of tenant-based Section 8 HCV rental assistance to support creation of new housing opportunity through development activity. The discussion has been compelled by the lack of housing inventory in the jurisdiction, now estimated at <1.5% overall, and <1% for studio- and 1-bedroom units.

The Section 8 HCV program has seen a dramatic decline in the success rate of voucher holders seeking housing. As little as a year ago, approximately 25% of voucher applicants saw success in leasing with their vouchers. Now, the expected leasing success rate has declined to a 10-12% success rate. The low success rate is attributable to the lack of housing opportunity. Consequently, participant expectations are raised and dashed, resulting in great frustration, with the program unable to fulfill its affordable housing promise.

Given that about two thirds of those served by HACB historically are elderly and disabled, most of whom require Studio and 1-Bedroom homes, the project-basing of Section 8 vouchers appears the only viable action that will result in the capture of affordable housing inventory and opportunity, particularly for special needs populations.

The following new development opportunities, targeting elderly, disabled, and veteran populations, have been identified and are recommended for inclusion in HACB's Section 8 HCV Administrative Plan, for use of project-based vouchers at properties in which the HACB has an ownership interest:

- Gridley Senior Housing, City of Gridley and AMG & Associates, 37 units
- Chico Senior/Special Needs Housing, City of Chico and CHIP, 80 units
- Oroville Homeless Veterans Housing, City of Oroville and Jamboree Housing, 35 units

The HACB currently has 2,176 ACC-authorized Section 8 HCV units, 20% of which (435) is the base cap for project-basing of vouchers. The HACB currently administers no (0) Section 8 HCV vouchers committed to project-based assistance. The HACB anticipates project-basing of up to 227 Section 8 HCV program vouchers under new development and/or existing property initiatives.

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

HACB Goal: Expand the supply of assisted housing.

- Seek to expand the supply of assisted housing available to general and special needs populations.
- Apply for additional rental vouchers.
- Advocate for and aggressively pursue all federal, state, and local funding sources available for HACB use in creation of affordable housing opportunities.
- Leverage HACB assets and/or private/public funds in creation of additional housing opportunities.
- Develop Project Based Voucher Program (PBV), in efforts to expand affordable housing opportunities.
- Acquire or build units or developments.

HACB Progress

- HACB initiated offer ~~to build~~ new affordable housing developments in Chico, Gridley, and Oroville.
- HACB has been working diligently in conjunction with the Veterans department to lease the additional ~~eight (8)~~ thirty (30) HUD-VASH Vouchers received from HUD.
- ~~HACB lent \$300,000 for pre-development of Valley View Apartments. The construction of that project is now complete and units are currently being leased. The Valley View apartments are a multi-family, fourteen (14) one-bedroom unit apartments. The property is dedicated to serving those living with mental illness who are homeless or at risk of becoming homeless. It offers permanent, supportive housing, with on-site support and case management provided by Butte County Behavioral Health, and Northern Valley Catholic Social Services.~~

HACB Goal: Improve the quality of assisted housing.

- Assess and address administrative processes to achieve efficiency and effectiveness in program delivery, optimizing ease of use and understanding by applicants and participants.
- Improve the physical quality of public housing stock.
- Work constructively with landlords to improve housing conditions and amenities for housing available to, and used by, participants of rental assistance programs.
- Develop and maintain new and existing housing stock in accordance with sustainable building and design principles as financially feasible.
- Build supportive services capacity through partners.

HACB Progress

- ~~HACB went through a re-organization of executive staff personnel; went from five (5) executive staff members to four (4), also added a housing inspector and maintenance worker.~~
- Engaged in providing support to the Butte County Housing Support Program through DESS housing inspections done by HACB housing inspectors.
- HACB ~~initiated a~~ completed Public Housing Capital Fund improvement project for planned water conservation and energy savings measures.
- HACB has a staff member participating in the local Homeless Continuum of Care (CoC).
- HACB hired a full time Homeless Continuum of Care Coordinator (CoC).
- HACB ~~completed~~ completed or is in the process of completing the following Capital Fund Improvement projects in Public Housing:
43-10 Winston Gardens: window replacement - south facing windows, ADA path of travel and parking stall improvements; energy conservation measures, electric upgrades and replacement of electrical fixtures, 43-03 Chico sewer lateral repair/replacements; repair and replace failing sections of sewage service lines. 43-13 Rhodes Terrace: front yard landscape improvements, backyard landscape and patio improvements in process. HVAC system replacements, (2) 43-03 Chico, (2) 43-01A Gridley, (1) 43-01B Gridley, (1) 43-02A Biggs. Various sites: VCT floor tile and asbestos abatement.

- FLH projects completed and in progress:
 - Unit Rehab- Phase 1A complete 12 Buildings and 19 Units
 - Unit Rehab- Phase 1B complete 8 Buildings and 13 (In Process)
- FLH - Received \$3 million in Section 516 funds from USDA for planning of phase II.
- Siding replacement is in process for Chico Commons, currently in Phase III.
- Planned capital fund improvement projects for Public Housing for ~~2017-2018~~ are again energy conservations; ~~complete water performance project~~, electrical in design planning. Various Sites: VCT Floor Tile and Asbestos Abatement ongoing. 43-01 Gridley: Landscape improvements erosion repairs. 43-03 Sewer Lateral pipe repair/replacements. 43-03 HVAC System Replacements: Complete (7) units. 43-10 Winston Gardens: Architecture of ADA interior improvements for (3) units. ~~43-15 Hammon Park: Path of travel exterior improvements.~~ 43-15 Oro Dam Retaining Wall engineering.

HACB Goal: Increase assisted housing choices.

- Continue to work with potential and participating voucher landlords through outreach and relationship building.
- Develop relations with participating voucher landlords.
- Conduct outreach to area service providers and consumer groups to inform citizenry of assisted housing opportunities.
- Identify and communicate affordable housing occupancy and develop opportunities throughout the County.
- Work to increase the County’s transitional housing and “housing first” capacities, to more effectively bridge between homelessness and permanent housing.
- Seek to establish and maintain partnerships and working relationships with public, nonprofit, and for-profit entities in conception, development, and implementation of affordable housing units and programs.

HACB Progress

- HACB is continuing to outreach to landlords. Staff consistently makes phone calls and checks advertisements for vacant units.
- HACB staff participates in Program outreach through association with North Valley Property Owners Association.
- HACB supports the Butte Countywide Continuum of Care (CoC).
- HACB is also continuing to work with other social service agencies to more effectively bridge between homelessness and permanent housing.
- HACB continues to participate in the Greater Chico Area Homeless Task Force, sits on the Butte County Continuum of Care Council, attends the City of Chico Housing Trust Fund Committee, and provides contract services and administration to the City of Chico and the County of Butte Behavioral Health Department for operation of custom tenant-based local affordable housing programs.
- HACB Executive Director is ~~President chair of CalAHA, also served serving~~ the last two (2) on the Pacific Southwest Region Council of the National Association of Housing and Redevelopment Officials (PSWRC-NAHRO); networking and legislative opportunities and advancement of housing initiatives.

HACB Goal: Optimize improved living environment to enhance the lives of residents.

- Maintain safety of properties, considering site, neighborhood and community factors.
- Promote and encourage conservation, recycling, and use of recycled materials with contractors, residents, and vendors.

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- Seek to optimize participant stability and self-sufficiency through delivery of supportive service programs, including education, employment development, nursing, food distribution, nutrition, and tax preparation.
- Provide comment to local jurisdiction regarding affordable housing development proposals and community development and planning policies as they affect assisted housing interests.
- Develop resident groups.

HACB Progress

- HACB utilizes private security for properties as necessary, in addition with coordinating with local law enforcement.
- ~~Inclusion of fencing installed around senior housing project, for added security measures.~~
- Annually, HACB renews contracts with the City of Chico for the Tenant Based Rental Assistance (TBRA) and Lease Guarantee programs; and with the County of Butte for the Behavioral Health Housing Assistance Payment Program (BHHAP), permanent and supportive housing grants.
- HACB sponsors the non-profit Mi C.A.S.A. Education, Inc., in provision of an after-school homework program at its Gridley Farm Labor housing property in Gridley.
- HACB has partnered with IRS-VITA tax assistance program to provide tax preparation free of cost to low-income residents.
- HACB actively utilizes local food distribution services, in addition to working with local mobile library to promote literacy.
- HACB collaborates with CSUC nursing students to provide services to residents in elderly and disabled sites.
- HACB implemented no smoking policy in its public housing units as well as other owned properties.
- HACB regularly provides comment to local jurisdictions.
- Annual resident council – Resident Advisory Board (RAB).

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HACB Goal: Promote and secure services for Housing Authority residents and participants.

- Actively research and access available federal, state, local, and private foundation resources for the delivery and enhancement of resident services, through both HACB and Butte County Affordable Housing Development Corporation.
- Collaborate with partners who are able to expand our reach and effectiveness by providing services, education, and economic opportunities that help residents advance out of poverty.
- Assess and identify the quality of life concerns for senior, disabled, and special needs residents.
- Promote open and effective communication with HACB residents to encourage their input and involvement.
- Provide opportunities and pathways to success for youth.
- Partner with service organizations, volunteers, and students to provide low- or no- cost services to residents.
- Provide opportunities and pathways to transition into unsubsidized housing opportunities for those who are able to do so.

HACB Progress

- HACB administers fifty (50) units under the HUD Family Self Sufficiency (FSS) program on behalf of its Section 8 HCV participants. The HACB’s FSS program is voluntary.
- Section 8 Housing Manager is a member of the Tenant Based Rental Assistance (TBRA) committee, responsible for assignment of rental assistance under the City of Chico’s Tenant-

Based Rental Assistance (TBRA) program. Section 8 Manager also serves on the Butte County Coordinating Council (BCC) committee, coordinating delivery of homeless services to the disabled in Butte County.

- ~~• HACB utilized CSUC social work interns for the 2015-2016 school year; interns participated and lead organization of Project Homeless Connect (PHC), a one day service fair for local homeless community.~~
- ~~• HACB has been continuously working with Experience Works to train seniors for re-entry into workforce, in the clerical department.~~

HACB Goal: Ensure equal opportunity and affirmatively further fair housing.

- Implement provisions of the FHEO Voluntary Compliance Agreement.
- Undertake affirmative measures to ensure access to assisted housing regardless of age, race, ethnicity, ancestry, color, religion, national origin, sex, familial status, marital status, disability, medical condition, source of income, sexual orientation and veteran status.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

HACB Progress

- HACB has made measurable strides addressing prioritized needs DAC report.
- Two-thirds of total clients served by HACB are elderly or disabled.
- HACB provides ongoing training to agency staff in Fair Housing and Reasonable Accommodation.
- HACB is continuing to improve website and provide more information regarding HACB's various properties.

HACB Goal: Maintain and improve interagency cooperation.

- Remain a stakeholder in the local efforts to end homelessness.
- Seek to strengthen links between HACB, the County of Butte, and other jurisdictions.
- Seek participation by services agencies that support stabilization and self-sufficiency by participants of assisted housing programs.
- Connect residents to partner agencies through information exchange.
- Provide housing assistance and demographic data and program and policy comment to municipal, county, and other agencies and entities.

HACB Progress

- Seat on the Butte County Continuum of Care Council.
- HACB has multiple contracts with Butte county and other jurisdictions to administer a variety of housing programs.
- Regularly provided demographics and comment to other agencies and entities.

HACB Goal: Maintain the Housing Authority's financial position and its ability to respond to shifting economic conditions through prudent management of limited resources.

- Control expenditures and seek other revenue sources to sustain and develop new housing opportunities and mitigate risk associated with program loss.
- Optimize internal operations for sustainability through development and implementation of green operations.
- Foster a culture of excellence and innovation in the work environment.

- In developing facilities, balance the needs of residents with the appropriate level of amenities while also maximizing the number of affordable dwelling units.
- Diversify funding sources.
- Develop a Strategic Asset Plan to account and plan for tangible asset management.
- Seek and maintain credit rating from Standard & Poor's.
- Assess and address unfunded pension liability.

HACB Progress

- HACB maintains a balanced portfolio.
- Actively developing a paperless system.
- Currently implementing-Implemented water and electric conservation measures throughout its housing portfolio.
- Obtained credit rating from Standard & Poor's.
- Currently working with actuarial to address unfunded pension liability.

HACB Goal: Maintain and enhance the Housing Authority's organizational strength and resiliency.

- Develop and adopt technological solutions to improve efficiency.
- Honor our staff as a key organizational asset while respecting our fiscal limitations.
- Continue to provide staff members with the tools and training to do their jobs effectively and efficiently.
- Communicate progress toward goals and objectives with Board members and staff through annual reporting.

HACB Progress

- Actively developing and implementing paperless measures:
 - Housing inspectors use tablets to complete inspections.
 - Maintenance staff next in line to start implementing- implemented use of tablets to complete work orders and daily tasks.
 - Eliminated paper use by providing board packet to the Board of Commissioners in an electronic format that is uploaded to tablets.
- Agency acknowledges longevity years of service in honor of staff.
- HACB aggressively offers and encourages training opportunities to staff members.

<p>B.4.</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe: N/A</p>
<p>Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Exhibit A</p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Exhibit B</p>
<p>C.3</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Exhibit C</p>
<p>C.4</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Exhibit D</p>
<p>D Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>	

D.1 **Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.

See attached Exhibit E for HUD-50075.2 Capital Fund Program Five-Year Action Plan approved by HUD on ~~March 9, 2017~~.

Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

A. **PHA Information.** All PHAs must complete this section.

A.1 Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. **Annual Plan.**

B.1 **Revision of PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). 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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

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. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

Safety and Crime Prevention (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. ([24 CFR §903.7\(m\)\(5\)](#))

Pet Policy. Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI. 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PH 2010-30)

Mixed Finance Modernization or Development. 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for 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>. (Notice PH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, 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. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. 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. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. (24 CFR §903.7(i))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the 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. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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 the 5-Year and Annual PHA Plan. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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.