

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>Charleston County Housing and Redevelopment Authority</u> PHA Code: <u>SC056</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>399</u> Number of HCV units: <u>1079</u>					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input checked="" 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
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <i>The mission of the Charleston County Housing and Redevelopment Authority is to provide quality affordable housing and assist in improving economic opportunities to the low-income citizens of Charleston County.</i>					

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. (**Note: HCV and PH Programs’ Violence Against Women Act Policies provided as an attachment.**)

2015 Goals and Objectives

Goal No. 1 – Increase CCHRA’s net operating income through actions aimed at increasing funding, with emphasis on non-HUD sources, and decreasing operational expenses.

Objective(s):

1. Aggressively seek out sources of funding, both HUD and non-HUD, including, *but not limited to*, grants (allowing administrative cost reimbursement), sale of underutilized assets, commercial space rental, property management and other fee services.
2. Aggressively explore and implement options to reduce operational expenses, including, *but not limited to*, energy cost reductions, staff efficiency, innovation, consolidation of functions, and partnerships with area agencies such as colleges and other non-profits.

Goal No. 2 – Take necessary actions to improve all aspects of CCHRA Staff and Board of Commissioners operations.

Objective(s):

1. Systematically review all aspects of CCHRA operations and take actions, where appropriate, to improve the efficiency and effectiveness of the agency. Opportunities include, *but are not limited to*, training; information technology effectiveness; customer service improvements; performance management; staffing analysis; CCHRA policy review; staff/tenant accountability; and proactive vs reactive approaches to management. In the process of accomplishing this objective, make maximum use of external sources of information such as NAHRO, HUD, and other successful PHA’s.
2. Under the direction of the BOC Chair, review all aspects of BOC operations to ensure that members, individually and collectively, are carrying out the governance process as effectively as possible. Opportunities include, *but are not limited to*, a complete review of Policy Governance policies and procedures; increased number of linkage meetings with other boards and agencies; enhanced BOC training; and improved monitoring of progress toward accomplishment of CCHRA goals and objectives.

Goal No. 3 - Pursue initiatives aimed at building stronger relationships within the community, state, nation, and the housing authority.

Objective(s):

1. Develop and implement a plan for ongoing outreach to local community leaders and for securing local collaborations and/or partnerships that enable CCHRA to better accomplish our mission.
2. Build upon existing CCHRA relationships within the public housing industry (HUD, NAHRO, SERC, etc.) to gather information, ideas, best practices, potential funding sources, etc. that can assist the agency in improving its financial posture, secure additional housing assets, and improve operational efficiency.
3. Re-establish relationships with County Council, Congressional staffs, and other political entities that can assist with funding and other beneficial areas to CCHRA. Seek out closer coordination with the Charleston County 5 Year Community Development Plan and the Community Development Block Grant.

Goal No. 4 – Improve public relations and communication, both internal and external, at CCHRA.

Objective(s):

1. Take actions to upgrade CCHRA’s use of technology in communicating information about the agency to the public, including, *but not limited to*, website overhaul, exploiting social media opportunities, and other channels that may exist or come available in the future.
2. Develop and implement a communication plan that includes improvements to both internal and external communication that result in higher quality, more timely information being sent and received by CCHRA stakeholder and employees of the agency. Specific emphasis should be placed on conveying successes and good news stories to the public.

Goal No. 5 – Take actions to improve quality of life for CCHRA residents.

Objective(s):

1. Expand the number of activities available to residents, and work to increase participation in those activities.
2. Increase the emphasis on programs that target quality of life enhancements for elderly and disabled residents.
3. Increase the involvement of CCHRA residents in taking care of and showing pride in their homes, including increased accountability for basic cleanliness and timely reporting of maintenance discrepancies.

Goal No. 6 – Expand housing opportunities for the citizens served by CCHRA.

Objective(s):

1. Develop a comprehensive plan of action and timeline to increase availability of affordable housing, including investigating partnerships with housing-related organizations, and seeking “outside the box” ideas for new housing creation.
2. Increase participation in available home ownership programs to more effectively incentivize tenants to move out of the HUD system and into their own homes.

Goals and Objectives from the Previous Five-Year Plan

Goal Number I - Pursue actions aimed at gaining financial independence of CCHRA at an acceptable rate of return.

Objective(s): (1) Continue to seek out private sector opportunities to generate revenue for CCHRA; (2) Determine and prioritize areas of HUD funding from which CCHRA should attempt to separate; (3) Study the possibility of offering property management services to non-section 8 landlords as a revenue source; (4) Work with the Lowcountry Housing and Economic Dev. Foundation (LHEDF) on tax credit and other financing opportunities.

- The Housing Choice Voucher (Section 8 Program) received an award of \$65,000 to fund the Family Self-sufficiency coordinator’s position.
- CCHRA has hosted trainings in Fair Housing and Reasonable Accommodations, Rent Calculation and Procurement. We continue to look at opportunities to host additional trainings.

Goal Number II - Develop and/or participate in training and professional development programs to ensure a highly efficient and effective CCHRA staff at a cost not to exceed two (2) percent of annual budget.

Objective(s): (1) Continue internal training and professional development activities based on needs; (2) Review individual staff member career patterns and professional development plans to determine needed refresher courses, certificates, etc.; (3) Increase cross-training within CCHRA; (3) Investigate the possibility of joint training opportunities with the Housing Authority of the City of Charleston; (4) Develop an effective, ongoing method of obtaining customer feedback from residents and landlords.

- CCHRA internally provided customer service training on an annual basis to all employees and held quarterly employee meetings to update staff to better enable their service to the public.
- External trainings included Family Self Sufficiency, HCV Specialist, HCV Executive Management, HCV Financial Management, HQS, REAC, Fair Housing and Reasonable Accommodation, Rent Calculation, Blended Occupancy Management and Procurement.

Goal Number III - Provide additional housing opportunities for low-income residents. (Note: Cost to be determined later).

Objective(s): (1) Continually look for opportunities to obtain funding for additional housing and be ready to respond rapidly to those opportunities; (2) Continue to make referrals to the LHEDF of HCV and PH residents expressing interest in home ownership.

- The CCHRA reopened the waiting list for the Housing Choice Voucher and Low Rent Public Housing Programs and received nearly 3000 applicants for the wait list. Qualified applicants continue to be housed as units become available.

Goal Number IV - Provide programs which will lead to family independence of residents and HCV clients at a cost of .55 percent of annual budget.

Objective(s): (1) Continue to emphasize the Family Self-sufficiency Program within CCHRA, with a goal of graduating five or more people in 09-10; (2) Continue to encourage PH residents to participate in the Individual Development Account (IDA) Program.

- The HCV Family Self-Sufficiency Program increased enrollment to 48 participants.
- HCV Family Self-Sufficiency Program graduated twelve (12) participants.
- The HCVP provided ongoing orientation to applicants coming off the waiting list.
- The Low Rent Public Housing continued to utilize the Community Service Requirement as a mechanism to assist residents in becoming gainfully employed.

Goal Number V - Provide educational, social, and cultural programs to enhance quality of life of residents and HCV clients at a cost of at least .25 percent but no more than three (3) percent of annual budget.

Objective(s): (1) Expand the patient navigation program to Brighton Place and HCV Participants; (2) Continue to seek out and participate in events which will enrich the lives of CCHRA residents.

- Low Rent Public Housing Residents attended the Resident Retreat.
- The Public Housing Specialist attended monthly resident meetings.

Goal Number VI - Increase the knowledge and awareness of stakeholders and the general public about CCHRA at a cost of one (1) percent of annual budget.

Objective(s): (1) Conduct BOC Linkage sessions with appropriate groups to determine better ways to collaborate and serve CCHRA customers; (2) Continue to participate with groups that are stakeholders of CCHRA.

- Throughout the year, the CCHRA and its Board networked with agencies such as NAHRO, Chamber of Commerce, Trident Workforce Investment, Charleston County Human Services, etc.

PHA Plan Update

6.0

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

- The Housing Choice Voucher and Low Rent Public Housing re-opened its wait list May 15-16, 2013 resulting in increase of applicants.
- The Housing Choice Voucher Program payment standards were revised to 92.5% of the FMR to better reflect Charleston's actual market rates which are above average and housing availability is highly competitive – especially since Charleston has multiple HA jurisdictions.
- The Housing Choice Voucher Program completed Utility Allowance Study which resulted in utility allowances being updated effective October 1, 2013.
- The Public Housing Program completed Utility Allowance and Flat Rents Study which resulted in utility allowances and flat rents being updated effective December 1, 2013.
- The HCVP implemented a new Rent Reasonable process to more accurately reflect that Charleston housing stock market.
- HCVP Administrative Plan was revised to reflect Direct Deposit requirements of Owners and Landlords. As a result, 99% of the participants are enrolled.
- Fiscal Year Audit

(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.

The plan is available for review at the following locations:

2106 Mt. Pleasant Street, Charleston, South Carolina 29403
1429 Orleans Road, Charleston, South Carolina 29407
www.cchra.net

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><i>*The above programs are not applicable to CCHRA.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p><i>*See HUD forms 50075.1 and 50075.2 approved by HUD on 04/13/2015.</i></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 checked="" 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>

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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Location
Income <= 30% of AMI	7251	5	5	4	4	1	3
Income >30% but <=50% of AMI	4819	4	4	4	4	2	3
Income >50% but <80% of AMI	4850	3	3	4	3	2	1
Elderly	2498	5	4	4	4	1	5
Families with Disabilities	N/A	5	3	3	5	1	5
Race/Ethnicity	N/A	4	4	3	4	2	3
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

1=No impact 5=Severe impact

(The above analysis was obtained from the Charleston County, South Carolina – Consolidated Plan PY 2011-2016)

9.0

Housing Needs of Families on the Waiting List			
Waiting list type:			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1574		
Extremely low income <=30% AMI	1452	92%	
Very low income (>30% but <=50% AMI)	110	7%	
Low income (>50% but <80% AMI)	10	1%	
Families with children	1053	67%	
Elderly families	32	2%	
Families with Disabilities	201	13%	
Race/ethnicity (Cau)	256	16%	
Race/ethnicity(A/A)	1314	83%	
Race/ethnicity (A/I)	3	1%	
Race/ethnicity	1	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 11			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Emergency housing for the Housing Choice Voucher, Section 8 Program only)			

Housing Needs of Families on the Waiting List

Waiting list type:

- Section 8 tenant-based assistance
 - Public Housing**
 - Combined Section 8 and Public Housing
 - Public Housing Site-Based or sub-jurisdictional waiting list (optional)
- If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	657		
Extremely low income <=30% AMI	569	87%	
Very low income (>30% but <=50% AMI)	76	12%	
Low income (>50% but <80% AMI)	9	1%	
Families with children	159	24%	
Elderly families	74	11%	
Families with Disabilities	375	57%	
Race/ethnicity (Cau)	128	19%	
Race/ethnicity (A/A)	522	79%	
Race/ethnicity (A/I)	5	2%	
Race/ethnicity	2	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	482	73%	
2 BR	1	0%	
3 BR	172	26%	
4 BR	2	0%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (With the exception of the Public Housing one bedroom waiting list for elderly and disabled applicants which remains open throughout the year).			
If yes:			
HOW LONG HAS IT BEEN CLOSED (# OF MONTHS)? 24			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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.**

***See Section 5.2 Goals and Objectives which is the agency’s plan for next 5 years to address housing needs.**

Additional Information. Describe the following, as well as any additional information HUD has requested.

- 10.0**
- (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.
- **For every objective, the CCHRA has made progress towards successfully achieving its goals.**
 - **The CCHRA has included a progress report in its Agency Goals and Objectives from the previous Five-Year Plan.**
- (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”
1. **Substantial Deviation from the 5-Year Plan or Annual Plan:** Substantial deviations are defined as major changes in the plans or policies of the PHA or financial resources that affect the mission, goals, objectives or plans of the agency.
 2. **Significant Amendment or Modification to the 5- Year Plan or Annual Plan:** Significant amendments or modifications are defined as major changes in the plans or policies of the Housing Authority or financial resources that affect the mission, goals, objectives or plans of the agency.

In the case of substantial deviation or a significant amendment/modification, the CHA will take the following actions as required:

- 1) Consult with the Resident Advisory Board;
- 2) Ensure consistency with the Consolidated Plan of the State of South Carolina;
- 3) Provide for a review of the amendments/modifications by the public during a 45-day public review period;
- 4) Provide notification of the amendment or modification and await approval by HUD in accordance with HUD’s plan review procedures before implementing the amendment/modification;
- 5) Conduct a public meeting of the Board of Commissioners in order to adopt the amendment/modification.

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.