

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: _____ Baltimore County Office of Housing _____ PHA Code: _____ MD033 _____ PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> X HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): _____ 07/2015 _____					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: _____ 6124 _____					
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
					PH	HCV
PHA 1:						
PHA 2:						
	PHA 3:					
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<p><b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:</p> <p>This mission of the Baltimore County Office of Housing is to administer quality rental assistance program(s) that address the needs of the low, very low, and extremely low-income constituents within our jurisdiction. We intend to fulfill this mission by providing innovative approaches to serving our clients to ensure maximization of the housing opportunities available within the County.</p> <p>We will implement the program guidelines to ensure we are supporting our clients by:</p> <ol style="list-style-type: none"> <li>1) Finding decent, safe and affordable housing free from discrimination within the County or surrounding jurisdictions</li> <li>2) Promoting freedom of housing choice</li> <li>3) Promoting economic self-sufficiency and development</li> <li>4) Collaborating with local government to promote deconcentration of poverty within the jurisdiction</li> <li>5) Work with partners in the community, state and local government, and nonprofit organizations to identify affordable housing opportunities.</li> </ol>					

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.

Baltimore County Goals and Objectives

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

**1. Expand the supply of assisted housing**

- Baltimore County Office of Housing plans to apply for additional rental vouchers, project based vouchers, and home-ownership vouchers to serve additional clients on our waiting list.
- Convert tenant based vouchers to project based vouchers to increase opportunity to partner with developers to promote increasing housing development of affordable housing with the jurisdiction.

**2. Improve the quality of housing**

- Baltimore County Office of Housing plans to provide replacement vouchers to individuals that wish to relocate other areas of the County and surrounding jurisdiction(s).
- Increased focus on customer service and assistance in the housing process.
- Enforcing Baltimore County Livability Code for all properties occupied by HCV participants

**3. Increase assisted housing choices**

- Baltimore County Office of Housing plans to work with developers, private landlords, and multi-family management companies to provide new housing opportunities to the current voucher participants and creating new opportunities in areas of the jurisdiction not currently heavily saturated with voucher participants.
- Provide enhanced services to our participants by providing employment counseling, homeownership workshops, health-focused seminars, credit repair and budgeting classes.

**Strategic Goal: Improve community quality of life and economic vitality**

**1. Provide an improved living environment**

- Baltimore County Office of Housing, in conjunction with the Baltimore County Department of Planning, will pursue strategies to deconcentrate poverty throughout the jurisdiction.
- Partner with service providers to increase availability of affordable services such as daycare, training and education. Focusing on working, elderly and disabled families.
- Acquire additional funding sources to enable landlords and clients to make necessary modifications to rental units to housing families with disabilities.

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

**1. Promote self-sufficiency and asset development of assisted households**

- Baltimore County Office of Housing plans to partner with organizations that can assist with employment training and job services to increase the number of employed assisted families

**Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

**1. Ensure Equal Opportunity and Affirmatively furthering Fair Housing**

- Implement and monitor measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familiar status, and disability.
- Implement and monitor measures to provide suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familiar status, and disability.
- Implement and monitor measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.
- Ensure equal opportunity and protection of HCV program families who are or have been victims of domestic violence, dating violence, sexual assault or stalking.
- Ensure eligibility for all programs administered by Baltimore County Office of Housing is determined solely on the basis of need, regardless of marital status, actual or perceived, sexual orientation, or gender identity.
- Ensure equal access and protection of rights of applicants and participants in the HCV program who are victims of domestic violence, dating violence, sexual assault, or stalking.

**PHA Plan Update**

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

**A. Elements Revised since last Annual Plan submission**

Organization Change: Baltimore County Office of Housing is considered an agency under the Baltimore County Department of Social Services.

Inclusion of conversion of tenant based vouchers to project based vouchers

<b>Baltimore County Public Libraries</b>	
Arbutus Branch 855 Sulphur Spring Road, 21227	North Point Area Branch 1716 Merritt Boulevard, 21222
Catonsville Area Branch 1100 Frederick Road, 21228	Pikesville Area Branch 1301 Reisterstown Road, 21208
Cockeysville Area Branch 9833 Greenside Drive, 21030	Randallstown Area Branch 8604 Liberty Road, 21133
Essex Area Branch 1110 Eastern Boulevard, 21221	Reisterstown Area Branch 21 Cockeys Mill Road, 21136
Hereford Branch 16940 York Road, 21111	Rosedale Area Branch 6105 Kenwood Avenue, 21237
Lansdowne Branch 500 Third Avenue, 21227	Sollers Point Branch 323 Sollers Point Road, 21222
Loch Raven Branch 1046 Taylor Avenue, 21286	Towson Area Branch 320 York Road, 21204
Parkville-Carney Branch 9506 Harford Road, 21234	White Marsh Branch 8133 Sandpiper Circle, 21236
Perry Hall Branch 9685 Honeygo Boulevard, 21128	Woodlawn Branch 1811 Woodlawn Drive, 21207
Owings Mills Branch 10302 Grand Central Avenue, 21117	Mobility Library Services 1716 Merritt Blvd, 21222

6.0

7.0

**Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.** *Include statements related to these programs as applicable.*

*Not Applicable*

8.0

**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

*Not Applicable*

8.1

**Capital Fund Program Annual Statement/Performance and Evaluation Report.** As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report*, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

*Not Applicable*

8.2

**Capital Fund Program Five-Year Action Plan.** As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan*, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.

*Not Applicable*

8.3

**Capital Fund Financing Program (CFFP).**

Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

*Not Applicable*

**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.

9.0

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income<=30% of AMI	6,850	5	5	4	3	3	2
Income>=30% of AMI but<50% of AMI	6,099	5	5	4	3	3	2
Income >50% but <80% of AMI	4,060	5	5	4	3	3	2
Elderly	218,589	5	5	4	4	2	3
Families with Disabilities (Renters)	95,235	5	5	4	4	2	3
White	520,185	5	5	4	3	3	2
Black	209,738	5	5	4	3	3	2
Hispanic	33,811	5	5	4	3	3	2
Native American	2,625	5	5	5	3	3	2
Asian	40,077	5	5	5	3	3	2
Other Race	12,801	5	5	5	3	3	2

**Strategy for Addressing Housing Needs.** Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

9.1

Baltimore County Office of Housing will issue vouchers to families from the waiting list in accordance with our Administrative Plan in 2015 to a level our budget authority will accommodate. In addition, we will partner with other organizations to find housing opportunities for families currently on the waiting list.

Baltimore County Office of Housing will continue to administer the Rental Assistance Program to provide short term assistance to families currently on the waiting list for a 12 month period as funding provides.

**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.**

- Baltimore County Office of Housing has applied and received approval from HUD for two consecutive years for exception payment standards for families participating in the HCV program to allow them to adequately lease in all areas of the jurisdiction.
- Baltimore County Office of Housing intends to apply for Special Purpose Vouchers targeted to families with disabilities, should they become available.
- Pledged vouchers to the HUD PRA 811 Rental Assistance Program in 2014.
- Implemented Housing Search capabilities within the Baltimore County Office of Housing waiting room. Assistance of Housing staff is also available to HCV clients and clients on the waiting list.
- Target marketing of the HCV program to attract new owners/management companies located outside of identified areas that have high poverty/minority concentrations.
- Further streamlined Administrative processes for ease of program participation, including implementation of new operating software to administer the HCV program.
- Affirmatively market and partner with local non-profit agencies that assist families with disabilities.
- Identified Project Based voucher projects with developers and other resources to further the mission of providing affordable housing to Baltimore County constituents.

**(b) Significant Amendment and Substantial Deviation/Modification.**

- (1) Amendment and Deviation Definitions - From time to time the County may make discretionary changes to plans or policies governing the administration of the Housing Choice Voucher Program. Within this context, Baltimore County will use the following definition to determine the need to employ full public hearing and HUD review before implementation of such changes:
  - i. Substantial Deviation from the 5-Year Plan - Substantial deviation includes the deletion of any stated annual strategy essential to achieving 5-Year Plan goals.
  - ii. Significant Amendment or Modification to the Annual Plan - Significant amendments or modifications are discretionary changes in the County's plans or policies that fundamentally change the missions, goals, objectives or plans of the County. Any substantial deviation from the Mission Statement and/or Goals and Objectives presented in the Five-Year Plan that cause changes in the services provided to residents or significant changes to the Agency's financial situation will be documented in subsequent Agency Plans. Changes made in response to the changes in HUD regulatory requirements will not be considered significant amendments or substantial deviations.
  - iii. Memorandum of Agreement - The Baltimore County Office of Housing does not have a Memorandum of Agreement (MOA) with the U.S. Department of Housing and Urban Development.

11.0

**Required Submission for HUD Field Office Review.** In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. **Note:** Faxed copies of these documents will not be accepted by the Field Office.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace* (PHAs receiving CFP grants only)
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* (PHAs receiving CFP grants only)
- (d) Form SF-LLL, *Disclosure of Lobbying Activities* (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

Baltimore County's Resident Advisory Board consists of a diverse group of program participants who actively engage in a broad assessment of our Housing Choice Voucher and Family Self-Sufficiency Program, and the support services needed for family success. They play a critical role in the long-term success of our programs. Too, they have played a key role in the development and linkage of resources to our programs.

Based on their experiences living in subsidized housing, RAB members bring to the table unique and important ideas about how the programs could be improved.

Our RAB meets quarterly, and their goals drive our ongoing program of education and resource development. Board members have selected the following initiatives to 2015:

- Assist the Family Self-Sufficiency Program with participant program outreach to attract new and different partnerships
- Include services and educational opportunities to include health and mental health programs and initiatives
- Continue partnerships that promote economic independence for program participants

The RAB provides commentary within the context of their regular, ongoing meetings. Their comments and proposals for activities are part of our planning process and are incorporated into strategies identified in our PHA Plan.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

## **Instructions form HUD-50075**

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

### **1.0 PHA Information**

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

### **2.0 Inventory**

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

### **3.0 Submission Type**

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

### **4.0 PHA Consortia**

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

### **5.0 Five-Year Plan**

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

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

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

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

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

#### **PHA Plan Elements.** (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

**8.2 Capital Fund Program Five-Year Action Plan**

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

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

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

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

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

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

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

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

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

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

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