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

1.0 PHA Information

PHA Name: _____HOUSING AUTHORITY OF THE CITY OF VALLEJO_____ PHA Code: CA055

PHA Type: ☐ Small ☐ High Performing ☒ Standard ☒ HCV (Section 8)

PHA Fiscal Year Beginning: (MM/YYYY): 07/01/12 - 06/30//13

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: N/A Number of HCV units: 2292

3.0 Submission Type

☐ 5-Year and Annual Plan ☒ Annual Plan Only ☐ 5-Year Plan Only

4.0 PHA Consortia ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 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:

See: Housing Authority of the City of Vallejo Five Year Plan for Fiscal Years 2010 - 2015.

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.

See: Housing Authority of the City of Vallejo Five Year Plan for Fiscal Years 2010 - 2015.

6.0 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.

In fiscal year 2010/2011 the following Administrative Plan Chapters were revised:

(a) - Chapter 6 Income and Subsidy Determinations
(b) - Chapter 7 Verification
(c) - Chapter 11 Reexaminations
(d) - Chapter 12 Termination of Assistance and Tenancy

The VHA 5-Year and Annual Plan is available for review at the following locations:

Vallejo Housing Authority Office 200 Georgia Street, Vallejo, CA 94590

VHA website at www.ci.vallejo.ca.us. From the City home page click Departments, click on City Manager, click on Housing and Community Development, click on Housing Voucher Program (Section 8), Housing Choice Voucher Program, or click Housing and Community Development, and then click Reports and Plans.

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.* VHA does not administer a Public Housing Program; therefore, the Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, and Conversion of Public Housing Programs do not apply. **VHA Homeownership Program**: The Housing Choice Voucher (HCV) Homeownership Program (HOP) allows qualified participants of the HCV Family Self-Sufficiency (FSS) Program and qualified Elderly or Disabled participants of the HCV Program the option to purchase a home and use HCV Housing Assistance Payment (HAP) towards mortgage payments and other allowable housing costs. The total number of HCV Homeownership Vouchers issued will be limited to no more than ten percent (10%) of the total number of Housing Choice Vouchers administered by the Vallejo Housing Authority. VHA has established an annual homeownership goal of 5 single-family first time homebuyers. Two families have achieved homeownership through the FSS HCV/HOP in fiscal year 2011/2012; within the last five years the VHA/FSS program has had 67 participants in the HCV/HOP actively working towards the goal of attaining homeownership. Of the 67 FSS/HCV/HOP participants in the program 16 have successfully reached their goal of homeownership. Participants that have achieved the goal of homeownership have completed an eight hour mandatory homebuyer counseling class conducted by certified Department of Housing and Urban Development (HUD) Housing Counselors. The HUD Certified Counselors provide pre-purchase and post purchase homeownership counseling classes to VHA participants, as well as assistance in their overcoming the following obstacles to homeownership: a lack of the three C's, credit, collateral and capacity. Credit, is a major indicator of a borrower's willingness, and ability to repay their debts; capacity, includes the stability and adequacy of a borrower's income; and capital, is the borrower's ability to meet the lender's liquid asset requirement to fund the required down payment, and closing costs associated with a home purchase. With the mortgage/housing crisis of 2008 historically high home prices are now reduced to more affordable levels, which potentially can, and have, provided greater opportunities for homeownership for Housing Authority participants. Additionally, in an effort to increase homeownership opportunities for HCV/HOP participants, the VHA/Housing and Community Development Division modified its Down Payment/Mortgage Assistance Program to offer income qualified households at or below 60 percent of the area median income, below market interest rate loans at 3% with deferred loan payments. The average VHA participant that has achieved homeownership has reached their goal in approximately 2 – 3 years. **VHA Project Based Voucher Program:** The Housing Authority of the City of Vallejo (VHA) has established a project-based voucher assistance program in compliance with the final rule, 24 CFR Section 983, which was effective November 14, 2005. This program is being implemented for the purpose of providing a resource of stable affordable housing units in the volatile economic market of the City of Vallejo, and to help increase participation by private owners of affordable housing. HUD regulations allow the Housing Authority to project-base up to 20 percent of its funding allocation for the HCV program under the Housing Authority's Annual Contributions Contract (ACC). In the PBV program, the rental subsidy is attached to the structure, rather than to the tenant. The HA enters into a HAP contract with an owner for not more than 25 percent (the cap) of the units in an existing housing or in a newly constructed or rehabilitated housing development. VHA currently administers 21 PBV units at Avian Glen Apartments, 301 Avian Drive.
8.0	**Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable. **Sections 8.0 – 8.3 are not applicable. VHA does not have public housing units.**
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.

The Housing Needs chart below rates the impact of that factor on the housing needs for each family type, from 1-5, with 1 being "no impact" and 5 being "severe impact". Housing Needs sources of data used include the Consolidated Plan, the Housing Element and Claritas, Inc.

City of Vallejo Housing Needs of Families for the period 2010 through 2015

Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
<=30 % AMI	4,792	5	5	5	5	5	5
>30% but <50% of AMI	5,932	4	4	4	4	4	4
>50% but <80% of AMI	6,133	4	4	4	4	4	4
Elderly	4,990	5	5	5	5	5	5
*Disabled	42,621	3	3	3	3	3	3
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

The Housing Element for the period of 2009 – 2014 identified the following housing needs and conditions:

Housing Cost Burdened: According to the Housing Element, thirty-five percent of all households in Vallejo were overpaying for housing(The Housing Element reports that there are 36,782 Vallejo households). Households that pay between 30 and 34 percent of their income on housing are considered to be burdened by the cost of housing, while those paying more than 35 percent of the median income are considered to be severely burdened by housing costs. Approximately 4,793 extremely low-income households (14 percent of all households) were overpaying for housing cost. Of those 4,496 (13 percent) were severely cost-burdened. Approximately 3,835 very low-income households (11 percent of all households) were overpaying for housing, of which 3,071 (9 percent) were severely cost-burdened. This means that more than 80 percent of the extremely low, and very low-income renter households in Vallejo are cost burdened .

9.0 Overcrowding: In Vallejo 18 percent (1,303) of renter occupied units are considered overcrowded, which is defined as 1.01 – to 1.50 persons per room, and of the 18 percent, 6 percent of renter occupied units are considered severely overcrowded, which is defined as more than 1.5 occupants per room.

Special Needs Housing:

Large family households - The Housing Element Needs Assessment indicates that large family households in Vallejo would benefit from an increase in the development of larger affordable units. The Housing Element estimated that 24 percent (3,547 units) of renter-occupied units in Vallejo contained three or more bedrooms and only 7 percent (1,052 units) of renter occupied units contained four or more bedrooms, including renter-occupied single-family dwellings. Of the total households (40,075) in the City, large families represent approximately 16.8 percent. The statistical data provided gives a false sense of Vallejo having an adequate supply of units with three bedrooms or more; rather, as documented in the Needs Assessment section of the Housing Element, the majority of single-family units suitable for large families will only be affordable to households near or above the state's moderate-income limits of 81 to 120 percent of the area median income.

Elderly Households: With projected population growth for seniors, it is anticipated that approximately 609 units of affordable housing targeting the elderly and frail elderly, a subpopulation of the elderly, (aged 65 and older) will be required. With approximately 26 percent of Vallejo's elderly households being renters and approximately 17 percent earning less than 30% of the AMI, the need for affordable senior housing that promotes aging in place will be in demand. Additionally, Housing Element data, reports that the total number of elderly persons in Vallejo is 12,618, of which approximately 1,123 elderly, or 8.9 percent of the total of 12,618, are living below the Federal poverty level. In addition, the Housing Element and HUD data indicate that there are 1,501 elderly rental households, at or below 80 percent of the area median income. There are approximately 979 affordable rental units available for the elderly in Vallejo, which leaves an overall rental housing need gap among low income elderly of over 500 units. There are 915 frail elderly households in Vallejo at or below 80 percent of the area median income, and currently 806 housing units available for frail elderly in this income category, leaving a gap / deficit of 109 housing units.

*Disabled Households: Based on national estimates, seven percent of Vallejo's population age sixteen to 64 is physically disabled, i. e., has a disability that prevents them from working, has a self-care limitation, or has a mobility limitation. These people are likely to have a high need for affordable housing due to their more severe condition and reduced employment opportunities. According to the Housing Element there were 42,621 disabled persons residing in Vallejo. However, this includes persons with multiple disabilities. The actual number of disabled individuals is 22,895 persons. Planning staff has indicated that a likely explanation of the disproportionately large disabled population in Vallejo is due to the large number of board and care homes that opened in the late 1980s and 1990s. It is still anticipated that housing for disabled persons is needed to meet the ongoing needs of Vallejo's disabled population.

Physical Conditions of Housing Stock:

In 2008 there were a total of 43,840 housing units in Vallejo, with a homeownership rate of 70 percent, and renters making up 30 percent of the housing market. The growth rate in 2008 for single-family detached homes increased by 1.2 percent and decreased for multifamily developments of 2-4 units, and 5 plus units by -0.6 and -1.3 percent respectively. Similar to other cities in the region, the majority of Vallejo's housing stock is single family, accounting for 74 percent of the total housing stock in 2008. Forty-six (46%) percent of Vallejo's housing stock was built prior to 1970; the remaining fifty-four (54 %) of the housing stock was built between 1970 and 2008. Ninety percent (90%) of Vallejo's housing stock is considered sound, which is defined as well maintained and structurally sound; approximately 9 percent of the housing stock is identified as being in moderate condition, which is defined as a unit in need of replacement of one or more major components and other repairs, (e.g. roof replacement, painting, and window repairs). Approximately one percent of Vallejo homes fell into the substantial or dilapidated categories, which is defined as a unit that requires replacement of several major systems and possibly other repairs (e.g. foundation work, roof structure replacement and re-roofing, as well as painting and window replacement).

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.**

- Maintain or increase Housing Choice Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase Housing Choice Voucher lease-up rates by establishing payment standards that will enable families to ensure access to affordable rents throughout the jurisdiction
- Participate in the Consolidated Plan and the Housing Element development process to ensure coordination with broader community strategies
- Monitor and meet with the Planning Department to ensure that affordable housing related planning policies are implemented
- Apply for additional HCV units should they become available
- Leverage affordable housing resources in the community through the creation of mixed- finance housing
- Employ admissions preferences aimed at families with economic hardships
- Pursue housing resources other than public housing or HCV tenant based assistance
- Apply for special-purpose vouchers as they become available i.e. Family Unification Vouchers, and/or Elderly Vouchers

Housing Needs of Families on the Waiting List
Waiting list type: Section 8 Tenant based Assistance

9.1

Wait list total	# of Families	% of Families
Extremely Low income <=30%AMI	1183	74.92
Very low income >30% but < 50%AMI	193	12.22
Low income >50% but <80% AMI	69	4.37
Families with Children	970	61.43
Elderly Families	91	5.76
Families with Disabilities	187	11.84
Race/ethnicity: Hispanic or Latino	11	0.70
Race/ethnicity: Black/African American	1302	82.46
Race/ethnicity: White	150	9.50
Race/ethnicity: Indian/Alaska Native	25	1.58
Race/ethnicity: Asian	57	3.61
Race/ethnicity: Hawaiian/Other Pacific Islander	34	2.15
1BR	492	31.16
2BR	851	53.89
3BR	215	13.62
4BR	20	1.27

10.0

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.

VHA Goal 1: Expand the supply of assisted housing objectives:

- VHA has 25 special-purpose vouchers targeting formerly and current homeless veterans through HUD's Veterans Affairs Supportive Housing Program (VASH)
- Housing and Community Development Division (HCDD), which includes the VHA has approved the start of construction rehabilitation of the Temple Art Lofts development, a 29 unit low-income multi-family housing project targeting households at or below 50 percent of the area median income
- The Division has executed a 55 year Regulatory Agreement to ensure that the Temple Art Lofts development remains affordable to low-income families
- The HCDD/VHA has executed Developer Loan Agreements with two new nonprofit affordable housing developers, Community
- Housing Development Corporation of N. Richmond (CHDC) to implement the City's Down Payment Assistance, Paint Grant and Rehabilitation Loan Programs; and Hearts and Hands of Compassion to acquire, rehabilitate, and resale foreclosed homes to low and moderate income households. Hearts and Hands of Compassion goal is to acquire and rehabilitate up to six foreclosed properties. Prior nonprofit affordable housing developers were successful in acquiring seven properties; rehabilitation activities have been completed on six of the seven properties; four of the rehabilitated properties have been resold to first time homebuyers, two are in contract, and one is currently undergoing rehabilitation
- HCDD/VHA has successfully packaged to the City for approval 14 Down Payment Assistance loans, 14 Closing Cost Grants, 14 paint grants and acquired two foreclosed residential properties for resale. Each program was targeted to low-income households at or below 80% of the area median income; and assistance was provided in the form of a below market interest rate loan, and/or silent second/ deferred mortgage or grant

VHA Goal 2: Improve the quality of assisted housing objectives:

- VHA continues to better define its policies and procedures in an effort to achieve a SEMAP High Performance designation
- VHA continues to provide customer service training for staff through Nan McKay consultant sponsored trainings; HUD San Francisco Regional Office trainings; and VHA staff bi-annually are required to obtain certifications in Fair Housing, and Reasonable Accommodation
- VHA has established a staff committee, which consists of HCDD Manager and supervisors that review and approves all request for reasonable accommodation made by HCV tenants and proposed terminations recommended by staff
- VHA continues to provide in-house staff trainings on critical components of the Housing Authority Program policies, guidelines, rules, and procedures, as well as on the software system, Housing Pro

VHA Goal 3: Increase assisted housing choices objectives:

- VHA Housing Inspectors continue to hold Landlord Briefings; the briefings are open to all Vallejo landlords, and property management companies. The briefings provide HA staff the opportunity to keep landlords abreast of HCV policies, and guidelines, as well as program changes and procedures. Briefing topics have included: Tenant screening; lease enforcement; and crime prevention through environmental design
- VHA Housing Inspectors as part of their community outreach have incorporated an annual Community Empowerment and Outreach Workshop that targets HCV specifically, but is open to the general public. The Community Empowerment and Outreach Workshop provided information on various social service organizations in Vallejo and Solano County that could aid residents in finding housing, employment, counseling, higher education opportunities, vocational training, and legal referral services
- VHA makes bi-annual presentations to the Solano County Board of Realtors to increase housing opportunities and provide community outreach.
- VHA regularly attends monthly community meetings sponsored by Fighting Back Partnership, a local nonprofit organization that actively works to cultivate relationships with various Vallejo based community groups, and local neighborhood residents and resident groups in Vallejo to increase public awareness about City sponsored and non-sponsored programs that are a benefit to the City and Vallejo residents
- VHA continues to provide reasonable accommodations to its HCV participants in its HA programs
- VHA continues to conduct an analysis of its voucher payment standards to ensure conformance and compliance with the HUD regulations to maximize program efficiencies
- VHA has successfully assisted 16 HCV/HOP participants achieve homeownership through its voucher homeownership program.
- VHA maintains its Resident Advisory Board, that provides feedback on proposed and existing VHA activities; the RAB has annual meetings that are open to participating HCV participants

VHA Goal 4: Provide an improved living environment objectives:

- VHA continues to encourage families to move to areas of increased opportunities for adults and children i.e. areas with access to good services, good schools, low-levels of crime and closer access to jobs, by providing to HCV participants maps of Vallejo areas that have low concentrations of minorities, and poverty, and by focusing its community outreach to potential landlords and property managers in those areas considered to have better schools and less crime statistics

VHA Goal 5: Promote self-sufficiency and asset development of assisted households through the Self-Sufficiency Program objectives:

- VHA through its FSS program continues to encourage participants to secure employment, complete their GED requirements, and/or obtain higher learning degrees from an accredited college, and achieve the goal of homeownership. The FSS program has proven a success for participants with the following accomplishments being achieved:
  - 16 FSS families have achieved homeownership in the last five years
  - Two FSS participants have achieved homeownership within the past Fiscal Year; one current FSS participant and one 2003FSS graduate purchased
  - 41 families were enrolled in the FSS program in the past Fiscal Year; 22 new participants
  - Two FSS families graduated- Total payout amount of $28,250
  - 13 FSS family participants were enrolled in job training, or college programs
  - 17 FSS families have escrow accounts as of 6/30/2011
  - Total accumulated escrow balance amount for all FSS family participants, as of 6/30/2011, $34,945.42
- VHA will continue to meet quarterly with Solano County and local supportive service providers in an effort to stay abreast of and to link HCV participants to the various supportive services available in the Vallejo, Solano County areas
- VHA will continue to work with three nonprofit groups to provide monthly life skills training classes on various topics such as Money Management/Credit Repair, Daily Living Support, Resume Writing/Interview/Coaching, and Job Development,
- VHA continues to provide reasonable accommodations in its HCV programs
- VHA continues to implement the Voucher Homeownership Program
- VHA has renewed its MOU with Solano Employment Connection/Workforce Investment Board to assist clients with job search and training
- VHA continues to host "Smart Financial" workshops

VHA Goal 6: Ensure equal opportunity and affirmatively further fair housing objectives:

- VHA continues to promote Fair Housing and Equal Opportunity in the implementation of its HCV program, and through the awarding of affordable housing capital fund contracts
- Through HCDD's development and update of its Analysis of Impediments to Fair Housing, which identifies barriers to affirmatively furthering fair housing, and eliminating discrimination in housing based on race, color, religion, sex, age, disability, familial status or national origin
- VHA continues to provide staff training on Fair Housing and Reasonable Accommodation. All VHA staff are required to attend trainings on the aforementioned topics every two years

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

VHA defines Substantial Deviation and Significant Amendment or Modification as follows:

A Substantial Deviation and Significant Amendment or Modification are defined as the addition or deletion of any City of Vallejo Housing Authority program or services related to the actual use of federal funds (e.g. significant changes to goals) that exceed twenty (20) percent or more, of the VHA's annual program budgets HCV/Section 8 in the Five Year Plan. VHA further defines substantial changes, as changes to the Plan related to rent and/or admission policies; changes to the organization of the waiting list; changes to the tenant/resident screening policy; and changes to the HCV termination policy. Substantial Deviations and Significant Amendments or Modifications will go through the established public process that includes: public notification and comment period, consultation with the Housing and Redevelopment Commission, and the Resident Advisory Board, and final approval by the Housing Authority Board.

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)

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 off ice 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 exten**t 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) **F**orm 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.