**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 Longview (Longview Housing Authority) | PHA Code: WA607 |
| PHA Type: |  
| □ Small | ☒ High Performing | □ Standard |
| □ HCV (Section 8) | |
| PHA Fiscal Year Beginning: (MM/YYYY): 10/2014 | |

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

| Number of PH units: | Number of HCV units: 1382 |

### 3.0 Submission Type

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

### 4.0 PHA Consortia

| 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:

Our mission is to provide opportunities for people who experience barriers to housing because of income, disability or special needs in an environment which preserves personal dignity and encourages self-sufficiency.
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.

New Goals

1. Complete construction on a 38 unit project utilizing funding from Low Income Housing Tax Credits, Clark County HOME and CDBG, Home Depot, Washington State Housing Finance Commission and HUD. Upon completion (anticipated July 2014) project will be owned and managed by LHA. Project will provide affordable housing for 37 families (and one manager unit) whose income is not in excess of 50% ami, and of whom 75% were previously homeless. All eligible households will be referred by Emergency Support Shelter. Case Management services will also be provided by Emergency Support Shelter.

2. LHA is partnering with local government to develop a new local Veteran’s Service Center. Using the Stand Down philosophy, this center would provide all services necessary to reduce homelessness in the local Veteran’s population. Currently LHA has several partnerships with Veteran Affairs for funding for the most urgent Veteran housing needs.

3. With partial HUD funding restored, LHA will work diligently towards 100% utilization of Housing Choice Vouchers.

Progress Report from previous 5-year plan:

1. LHA developed a 24 unit, business office and apartment complex in Lewis County, Washington. In partnership with Reliable Enterprises, Reliable Place project is permanent, supportive housing for extremely low and very low income residents with developmental disabilities. LHA did not pursue attaching project based vouchers to this project. Construction was completed in April 2010.

2. LHA received a SHOP F2008 award from Community Frameworks which has been used as a down-payment assistance program to compliment the Homeownership programs currently in place.

3. LHA in partnership with Joint Pacific County Housing Authority completed construction and began leasing up a 15 unit multi-family project in South Bend, Washington targeting victims of domestic violence, with incomes below 50% of median for the area. Pacific Pearl is 100% project based. Construction was completed and lease up process began 6/1/2010.

4. A 40-50 unit development of family housing planned for Winlock, Washington (Lewis County) was not pursued.

5. An additional 40-50 units of permanent supportive housing planned for Longview was not pursued.

6. SHARE Homeownership Program. The Self Help And Rehab Equity program completed 15 homes in Cowlitz and Lewis Counties. This program was phased out in 2012.

7. LHA completed construction of a Duplex/Townhouse home in the Highlands neighborhood. This project began with removing a blighted home and constructing two 3-bedroom units with a shared wall structure, which will be the first of its kind to be built specifically as a homeownership opportunity in Longview. Staff recruited two qualifying families as homeowners for these units. Purchase process has been completed for one family, and financing is pending for the second.

8. Another blighted property in the same neighborhood was cleared which allowed construction of a new home. Construction was completed in late 2013, and sold to a low-income homeowner in early 2014.
6.0 PHA Plan Update
(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission.

No PHA Plan elements have been revised since last Annual Plan submission.

(b) Identify the specific location(s) where the public may obtain copies of the 5-year and Annual PHA Plan.

Copies of the 5-year and Annual PHA Plan are available at the main office of the Longview Housing Authority, and on the LHA website at www.longviewhha.org. All members of the Board of Commissioners as well as Management Staff, and Resident Advisory Board members are in possession of the Plan.

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.

Homeownership Program

LHA permits eligible participants in the Section 8 HCV the option of purchasing a home with their HCV assistance rather than renting. Families may receive HCV Home Ownership assistance for up to 15 years on a 20 year or longer mortgage and 10 years for mortgages less than 20 years. In addition to the Section 8 Homeownership assistance, families may qualify for down-payment assistance from outside sources based upon availability.

The PHA has demonstrated its capacity to administer the program by establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price come from the family’s resources; requiring that financing for purchase of a home under its Section 8 homeownerships will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards and partnering with a qualified agency or agencies to administer the program.

Project-Based Vouchers

LHA will continue efforts to project-base Housing Choice Vouchers to create and/or preserve affordable housing in its jurisdiction. LHA received approval from HUD to attach housing choice vouchers (Section 8) to a 38 unit new family project in Woodland. 75% of the residents in this project will have been homeless, and referred by homeless partner provider, Emergency Support Shelter. This project will have Low-Income Housing Tax Credits, and is expected to be completed July 1, 2014.

8.0 Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. No Public Housing, 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. No Public Housing, 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. No Public Housing, Not Applicable.

8.3 Capital Fund Financing Program (CFP).
☐ 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. No Public Housing, 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.

According to the 2009-2013 City of Longview/Kelso HOME Consortium Consolidated Housing and Community Development Plan, needs of low, very low, and extremely low-income families in this jurisdiction face severe challenges to achieving affordable housing. Among them are:

1. Fewer available resources for essentials such as food, clothing & health care;
2. Less available time for children due to attempts to increase income by increased work hours, which affects physical and emotional care;
3. Inadequate housing which can pose health risks to children. Limited resources for food and health care which can lead to poor nutrition, chronic health problems and decreased school performance;
4. Inability to meet housing and other essential household costs resulting in moving from unit to unit in an attempt to stay ahead of overdue bills;
5. Inability to meet housing and other essential household costs resulting in moving from unit to unit in an attempt to stay ahead of overdue bills;
6. Economic stress, unstable housing and frequent mobility results in frequent absences and poor school performance. Over all literacy is impaired, limiting future earning potential; housing that is affordable to low income persons is often concentrated in poor neighborhoods. High concentrations of poverty often result in greater risk of criminal behavior.

- The Lewis County Consolidated Plan indicates homelessness individuals with mental illness, substance abuse, domestic violence and criminal justice system involvement, and developmental disabilities are the most difficult segments of the population to serve.
- The Pacific County Consolidated Plan indicates adequate housing for all income groups is not easy to achieve.
- The elderly and very low income households should be identified as the priority target group most in need of subsidized housing in Wahkiakum County. (Source: Wahkiakum County Consolidated Plan).

Neighborhood Vitality/Location: Using indicators of poverty and minority populations, high proportions of rentals and substandard housing conditions are concentrated in Longview within the Downtown, 3rd & Broadway, Tennant Way, the Highlands, and Olympic West, which also includes significant risk from foreclosures, high vacancies and deteriorated housing. (Source: 2009-2013 L-K Consolidated Plan). Of existing housing stock in Lewis County, over 1/3 of houses were built before 1950, which includes Pettis, Winlock, Chehalis and Vader. Close to 50% of housing stock in Centralia, Morton and Toledo are pre-1950 construction (Source: Lewis County Comprehensive Plan 1999). LHA staff observes older and deteriorated housing stock throughout the region.

Housing Affordability: There are 4,414 low income cost-burdened households in the Longview-Kelso Consorium. More than two-thirds (69%) of them are renters. These are almost evenly split between those paying more than 30% of their income for their housing (46%) and those paying more than half their income for housing (54%). Renters are twice as likely to be cost-burdened, paying more than 30% of their income for housing than homeowners. Renters are about three times more likely to have an extreme housing cost burden than homeowners. Of the 2,524 low to moderate income households who pay more than 50% of their income for housing, 76% are renters and 30% are owners. Low income renters carry a disproportionate share of cost burdens and extreme cost burdens than low-income homeowners (62% versus 44%). Among all low income renters, almost two-thirds (62.3%) are cost-burdened, whether at the 30% cost burden (1,474 renters versus 706 owners) or the 50% cost burden level (1,566 renters versus 668 owners). Less than half (44.5%) of all low income homeowners have a cost burden. Low income, disabled renters are most affected by housing cost burden and have the greatest affordability gap. There is a gap in the number of affordable housing units available for cost-burdened renters at the lowest economic range (with income of 0-30% of the area median income). That gap is 252 units. An additional gap of 303 units exists for cost-burdened renters in the next highest income bracket (31%-50% of area median income). The total unmet need for housing affordable to cost-burdened renters at 0%-50% area median income in Longview-Kelso is 555 units. There are 551 very low income (income of 0%-50% AMI) homeowners who bear an extreme cost burden. The number of all low to moderate income homeowners with an extreme cost burden is 668. There are 367 very low income homeowners with a cost burden of more than 30% but less than 50% of income. The total number of cost-burdened, very low income homeowners is 918 within the Longview-Kelso HOME Consortium. (Source: 2009-2013 L-K Consolidated Plan). LHA observes high number of affordable units in areas of high concentration of low-income households versus low number of affordable units in areas of low-concentrations of low-income households.

Housing Conditions/Quality: Substandard housing conditions among low income renters are concentrated in the Large Family and in Small Family categories. It is most likely that overcrowding is the primary problem for Large Families, while other substandard conditions are most common for other household types. The potential for lead-based paint abatement are most evident in Downtown and Highlands (Source: 2009-2013 Consolidated Plan). In Pacific County, 2000 U.S. Census indicates substandard housing in the county includes lack of complete plumbing, kitchen, facilities and heating sources. (Source: Pacific County Consolidated Plan 2010). LHA Staff observations are consistent with Consolidated Plans from all regions.

Housing Problems & Disability/Accessibility: It is evident that low income renters with a disability have a higher degree of housing problems. Extraelderly and "other" renter households have a high incidence of housing problems at most income brackets. (*Other* includes any non-elderly household.) Disabled elderly renters have the least housing problems, regardless of income. The poorest homeowners (0%-30% of area median income) generally have the greatest housing problems among all low income homeowners. (Source: 2009-2013 L-K Consolidated Plan)

- The 2004 Comprehensive Housing Affordability Strategy (CHAS) data indicates that there are 1,085 very low income persons who have some type of self-care or mobility limitation as well as a housing problem. When compared against the 453 units of housing/housing vouchers available to this group, a gap of 519 units exists. Some of this need may be addressed by home modifications. (There are 170 very low income frail elderly renter households with some type of housing need, and 104 very low income disabled homeowners with a housing need. Many from each group may have their housing needs addressed through home modifications. There is a clear and compelling need for additional housing resources with supportive services for very low income persons who are also:
- Physically disabled (519 units, estimated from CHAS data; some may not meet by home modification);
- Chronically mentally ill; low income families in this jurisdiction face many beds estimated from 2009 Point In Time Count;
- Friar elderly (274 units needed, estimated from CHAS data);
- HIV/AIDS (unknown number of beds needed, 5 estimated from Point In Time Count);
- Safe and sober housing (unknown number of beds/units needed);
- Housing options for victims of domestic violence (unknown number of units needed, 17 beds estimated from 2009 Point In Time Count);
- Permanent supportive housing for previously homeless with special needs (estimated at 69 persons from the 2009 Point In Time Count).

LHA staff determines the need of and lack of supportive services to help frail elderly and disabled households navigate the complexities of resource providers is a primary barrier to housing success.

(continued on next page)
(continued from previous page)

**Racial & Ethnic Disparities.** Hispanic homeowners in most income groups experience very high rates of housing problems that meet the threshold for racial disparities. This is especially evident in families at the very lowest income levels and with elderly Hispanic households in the low income group. There are no Black homeowners in the very low Income categories. Therefore, it is not surprising to see a high rate (100%) of housing problems in the next highest income category (51-80% MFI), though the number is not large. There are no housing issues for Black owners above 80% MFI (Moderate Income), and none as well for Black renters earning above 30% of median family income. Hispanic renters experience significant housing disparities, particularly at the 0-50% income range. These are concentrated in two household types—families and other household types ("other" does not include families or elderly). Significant disparities in housing problems for Hispanic renters persist even at higher income levels, and are still concentrated in families and other household types. (Source: 2009-2013 L-K Consolidated Plan)

**Rental Housing Market/Supply & Location.** The Longview MS and King County have the highest concentration of studio apartments in Washington State. This is an affordable option that many choose because it offers the lowest rent level available. However, less than 500 of renter households within the Longview-Kelso HOME Consortium are small enough to have adequate living area within a studio apartment. The 2000 census reported 570, with 479 of those in the Longview-Kelso area. Cowitz also has a much greater relative share of 2-bedroom units, compared to other markets, but does not offer many units, relative to overall supply, for larger units offering 3 or more bedrooms. There were 570 studio apartments in Cowitz County in 2000, with 479 of these located in the Longview-Kelso area, representing 84% of all such units. More than half of them (50%) are in Longview. As to the proportion of apartments units with three or more bedrooms, there were 2,938 such units in Cowitz County in 2000, with 1,150 in Longview. The Longview-Kelso market area combined had 1,675 of these larger units, which comprised the bulk (57.6%) of the large-unit market. There was an increase of 278 housing units with two or more units between 2000 and 2008 within the Longview-Kelso area. The bedoom mix of these new units is not known. Survey data indicates that one-bedroom units are the most popular type across the state, accounting for 36.5% of all units. The vacancy rate of one-bedroom units in Cowitz County is virtually zero, at present, indicating a very high demand for these units. In fact, in September 2008, Cowitz County had the lowest vacancy rate of the 16 metro areas survey, at 1.4%. The only other market reporting vacancies anywhere near this rate were Chelan-Douglas and Walla Walla. A healthy vacancy rate that offers some degree of housing choice would range between 5%-8% of the market. The current market in the Longview-Kelso area does not offer much choice to would-be renters. It is clear that Cowitz County’s rental apartment market is much tighter than the state market as a whole. Renters are much harder to find than in the year prior, and the cost has increased significantly. In Cowitz County, one-bedroom units rent for $77 more than they did during the preparation of the previous Consolidated Plan, in 2004. Renters are cost-burdened when they spend more than 30% of income for housing. Renters as a group are far more cost-burdened that homeowners; in fact, renters are twice as likely to have a housing cost burden of more than 30%, and three times as likely to have a housing cost burden exceeding 50% of their income. (Source: 2009-2013 Consolidated Plan). LHA staff determines the greatest need for housing is for student or single occupancy units and larger household units such as three or more bedrooms.

**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.

Our plan is to continue our successful operation of rental assistance programs which will provide ongoing financial assistance to cost-burdened households, freeing up income to be used for other basic needs. LHA also intends to actively pursue additional resources for acquisition and development of new housing, including supportive housing. Development of new rental housing or rehabilitation of existing units will benefit community appearance and stimulate reinvestment.

Over the years LHA kept the waiting list open to provide a glimmer of hope to applicants. The result was a waiting list with a 6-8 year wait in most situations. LHA closed the Housing Choice Voucher waiting list to new applicants in February 2012, and adopted a monthly “rolling purge”. This method has systematically reduced the size of the HCV waiting lists by 50%. This provides a list of applicants with current contact information which significantly improves the response percentages.
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.

LHA made progress in meeting our mission and goals in the following areas:

1. **Continue development and preservation of affordable housing:** Current plans include completion of Owner developed 38 unit Low Income Housing Tax Credit Project with (Section 8) Housing Choice Vouchers attached. This project will provide housing for families and individuals who's gross income is less than 50% of ami, and of which 75% are homeless at admission. This project is scheduled for completion in July 2014, and will be managed by LHA.

2. **Adjust payment standards according to budgetary restrictions:** Payment Standards are reviewed annually to insure continued program affordability while remaining within program compliance. Family Payment Standards will be restructured to between 90 and 110% of the published Fair Market Rent beginning for all counties in the jurisdiction, whichever level will afford the family the least rent burden within the budgetary confines of the agency.

3. **To provide quality leadership within the Community by participating on local committees:** Staff continues to pursue leadership and learning opportunities by participating in locate advocacy groups including Housing First! Coalition, Housing Advisory Committee, Pathways 2020, AWA, NAHRO, Lewis County Affordable Housing Network, Cowlitz Emergency Response Team and Cowlitz Asset Building Coalition.

4. **On Admissions, meet HUD's recommended guidelines on income targeting, consistently screen for Drug related or Violent Criminal Behavior to include crimes involving personal crimes such as identity theft, forgery and burglary, increase in anti-fraud activities by holding assisted families more accountable for failure to comply with family obligations:** Staff will actively pursue recommended guidelines for income targeting and 100% HC Voucher and TBRA utilization. Staff will continue efforts to design and adopt policies that will reduce crime in assisted housing, address non-compliance and encourage personal accountability.

5. **Expand the supply of assisted housing by applying for additional rental vouchers:** Staff will continue to pursue opportunities to expand the Section 8 program and Tenant Based Rental Assistance Programs by applying for additional Vouchers as they become available, as well as partner with other service agencies to apply for grants to develop unique and useful programs for the community.

6. **Leveraging private or public funds to create additional housing opportunities:** LHA will continue to expand the Section 8 Homeownership programs by exploring grant funding opportunities as well as engaging in local partnerships.

7. **Improving the quality of assisted housing and increasing housing choices by improving management functions:** LHA continues to pursue methods to increase efficiency, staff morale and customer service. We accomplish this by conducting full mandatory staff meetings each month as well as weekly management staff and departmental meetings. Regularly gathering as a full staff, and departmental staff encourages interdepartmental understanding, open communication and team building. This team approach instills a greater sense of pride and cohesiveness, which ultimately improves the quality of the entire agency, therefore improving the quality of service.

8. **Conducting outreach efforts:** LHA staff will continue efforts to partner with other county services such as NAHRO, Council of Governments, Substance Abuse Coalition and private consultants to coordinate landlord and tenant workshops that are beneficial to the audience. Staff will attend regional Housing Fairs, Senior Events and other events to distribute applications and PHA literature on Homeownership, Landlord Incentive Programs, Preferred Renters Programs and Veteran's Assistance programs. Staff will continue to provide that same literature to local social service agencies, to the public and private sector including rental agencies, real estate companies, VFW and the Department of Corrections, public schools, Health Departments and others as requested.

9. **Increase supportive services to improve employability, and provide or attract supportive services to increase independence for the elderly or families with disabilities:** Promoting self-sufficiency and asset development of assisted households: LHA will continue to pursue funding opportunities to expand the Rent Well Program (preferred renter) program. This program currently has at least two staff trained to conduct renter-readiness classes. In addition to tenant education, Rent Well also provides housing locator services and follow-up support for tenants.

10. **The Rent Well program works in conjunction with the Landlord Incentive Program which was created to encourage landlords to rent to high-barrier households and enable homeless individuals and families to find rental units and become successful tenants. It includes a damage claim guarantee fund that can be used by participating landlords to help cover damage, free advertising and follow-up services and support.**

11. **Ensuring equal opportunity and affirmatively further fair housing by providing continuous training opportunities for staff and undertaking affirmative measures to ensure accessible housing to all:** LHA staff will continue to pursue educational opportunities such as annual Fair Housing training, annual Spectrum STAR Training for USDA 515 projects, annual Blood born Pathogens/HIV Training, annual HUDA's Security Awareness Training, annual EIV System Training, Community Emergency Response Training and bi-annual First Aid Training. We will ensure equal opportunity in housing through continued efforts and continued partnership with local Shelters, CLEAR, DSHS, Fair Housing and local jurisdictions.

12. **Veteran Interim Housing (VIH) is a temporary housing program with the capacity to house 6 homeless veterans. VIH is funded through Health Care for Homeless Veterans (HCHV-EH) through the Department of Veteran Affairs (VA). Veteran Integration Program (VIP) was awarded a four year contract and began operations in January 2012. VIH veterans live in an agency owned 4-plex in Longview, WA with full time Veteran Case Managers. The VIH housing is Rapid Response Housing offering each veteran 90 days with an option to extend their stay longer on a case by case basis. While enrolled in VIH the case manager works closely with each veteran to develop a long term housing plan.**

13. **The Aging in Place home modification program provides physical modification to the homes of local seniors to allow them to remain in their homes and live independently in their communities. The program provides funding to homeowners and those renting a unit who wish to start new modification projects.**
(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”

The following actions shall be considered to constitute a substantial deviation or significant amendment or modification:

A material change in the policies:

1. Regarding the manner in which tenant rent is calculated in which the tenant will be adversely affected.
2. Any change with regard to homeownership programs.
3. A material change in the admissions policies with respect to the selection of applicants from/or organization of the waiting list.

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 (b) 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) No Public Housing, Not Applicable
(c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only) No Public Housing, Not Applicable
(d) Form SF-LII, Disclosure of Lobbying Activities (PHAs receiving CFP grants only) No Public Housing, Not Applicable
(e) Form SF-LII-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only) No Public Housing, Not Applicable
(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) No Public Housing, Not Applicable
(i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (PHAs receiving CFP grants only) No Public Housing, Not Applicable
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 their 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 choices 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 children 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 children 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/hopenvi/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/sae/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/sae/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 CFPF proceeds. Additionally, the form shall be used for the following purposes:

(a) To submit the initial budget for a new grant or CFPF;

(b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFPF; and

(c) To record a budget revision on a previously approved open grant or CFPF, 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 (CFPP). 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 CFPF proceeds. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/program/ph/capfund/cfp.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.