

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Maine State Housing Authority PHA Code: ME901 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 1/01/2020														
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: 4419														
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only														
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)														
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV	PHA 1:		PHA 2:		PHA 3:	
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: MaineHousing's mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Housing Choice Vouchers assist very low income individuals and families to choose and lease safe and affordable privately owned rental housing and to achieve self-sufficiency and maintain housing stability.														

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.

MaineHousing's Program Goals:

Goal 1: Improve Housing Quality

- Ensure decent and safe housing by enforcing the compliance of inspection standards above HQS requirements
- Maintain an inspections process that is efficient, consistent and conduct timely inspections

Goal 2: Expand the Supply of Affordable Housing

- Apply for new vouchers- project-based VASH, Mainstream, FUP Youth or others that are available through HUD NOFA
- Offer landlord incentives to attract new landlords and retain existing landlords
- Partner with agencies to increase set-aside opportunities for targeted populations.

Goal 3: Help Maine People Attain Housing Stability

- Award project-based vouchers in properties that provide supportive services to homeless families (approximately 50)
- Award project-based vouchers to existing Low Income Tax Credit properties with a preference for homeless families (up to 50)
- Award project-based vouchers to properties selected through MaineHousing's QAP process (up to 40)
- Continue to administer the Family Self Sufficiency Program
- Fully utilize specialty vouchers (NED, VASH, Family Unification, Mainstream, 811)

Goal 4: Provide Leadership in the Housing Field

- Contribute to ongoing analysis of housing needs
- Maintain high performance score under SEMAP
- Ensure EHO and Fair Housing by offering reasonable accommodations
- Foster collaborative relationships with housing providers state wide

MaineHousing's Operational Priorities:

Service

- Strive for and monitor customer satisfaction through feedback, surveys and a call distribution line and an information box via our website
- Provide training to staff to better serve clients through a case management model similar to resident service coordination.
- Work with partners in providing services and outreach to low-income families via –Community Action Agencies, homeless shelters, landlord associations, 211 site and other Public Housing Authorities as well as offering options for electronic communications (conference calling, on-line applications, etc.)
- Offer MaineHousingSearch.org to tenants looking for housing in Maine. It is an on-line registry of available housing
- Hire a housing navigator to assist voucher holders with their housing search and build on our landlord outreach efforts

People

- Provide customer service and communications (MI) training to staff
- Provide staff and contractors with excellent tools to enable service (software, training, education and technical assistance)
- Utilizing a coaching model for staff performance improvement

Financial Capacity

- Support funding shortfalls through administrative fee reserves as needed
- Request when appropriate for higher administrative fees or blended rates (statewide jurisdiction)

Resource Optimization

- Provide incentives for both tenants and landlords to comply with program requirements (Security Deposit, Owner Excellence programs and landlord repair grants)
- Continue to look for process improvements through LEAN initiatives

Progress in meeting goals in previous 5 year Plan:

- Provided excellent customer service by hiring staff competent in customer service delivery
- Awarded 17 Project-based vouchers to permanent supportive housing projects for homeless and or disabled families
- Awarded 73 Project-based vouchers to housing projects for homeless and or disabled families
- SEMAP score has been high performing
- Ensure EHO and Fair Housing by reviewing requests for reasonable accommodations
- Continue to administer and coordinate the Family Self Sufficiency Program, enrolled 75+ participants
- Work with partners in providing services and outreach to low-income families via –Community Action Agencies, homeless shelters, domestic violence agencies, landlord associations, 211 site, statewide conferences, and other Public Housing Authorities
- Offer MaineHousingSearch.org to tenants looking for housing in Maine. It is an on-line registry of available housing
- Used administrative fee reserves and other state funding to provide security deposits and landlord repair money as needed
- Provided staff and contractors with excellent tools to enable service (software, training, education and technical assistance) including updated HQS software to assist our inspectors in the field.
- Utilize additional preferences to apply to applicants. The highest preferences are elderly/disabled/families and a preference for US military veterans.
- 60% of available HCV vouchers are set aside for homeless applicants and those experiencing domestic violence
- Set aside 20 Non-Elderly Disabled Vouchers to assist families that participate in the Money-follows-the-person grant through the Maine DHHS Homeward Bound program. (11 currently housed)
- Set aside 33 Non-Elderly Disabled Vouchers to assist families that qualify under the 811 waiver program (29 currently housed)
- Set aside 40 vouchers for a pilot program for working families who may be interested in joining the FSS program (Waterville, Aroostook, Washington counties)
- Awarded 5 year mainstream vouchers (approx. 22 available)
- Published 3 Landlord newsletters per year
- Regularly hold Landlord forums and PHA inspector forums

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: The PHA Plan Elements are set forth in MaineHousing’s Administrative Plan other than the Operation and Management, and Safety and Crime Prevention provisions which are not applicable because MaineHousing does not own any public housing.</p> <p>MaineHousing’s Administrative Plan was last revised in 2018. Proposed changes for adoption by the Board of Commissioners in 2018 include:</p> <p>Chapter 10- Moving 10-I.B. RESTRICTIONS ON MOVES Restrictions on Elective Moves [24 CFR 982.35(c)]-Page 216 <u>MaineHousing Policy</u> MaineHousing will also deny a family permission to move if they are not a tenant in good standing. MaineHousing defines a tenant as NOT in good standing in the following situations: damages to the unit exceeding \$1500 in excess of security deposit or the equivalent of one month’s rent, debt to the landlord for unpaid tenant rent (tenant liability not to exceed 3 months of the current monthly tenant rental portion), the court determines the participant has committed serious violations of the lease, the family currently owes rent or other amounts to MaineHousing or another PHA in connection with Section 8 or public housing assistance under the 1937 Act or the family breaches an agreement with MaineHousing to pay amounts owed to MaineHousing, or amounts paid to an owner by MaineHousing.</p> <p>Chapter 16- Program Administration 16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555] Informal Hearing Officer [24 CFR 982.555(e)(4)]- Page 328-329 <u>MaineHousing Policy</u> The hearings for terminations will be conducted by a contracted hearing officer. Other informal hearings may be conducted by any MaineHousing employee, other than the person who made the decision under review or their subordinate, or other qualified person designated by MaineHousing.</p> <p>17-III.D. INSPECTING UNITS Turnover Inspections [24 CFR §983.103(c)] Page 386 <u>MaineHousing Policy</u> MaineHousing will provide assistance for units that fail the initial HQS inspection as a result of only non-life-threatening conditions. The owner will have 30 days to comply with HQS.</p> <p>(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.</p> <p>353 Water Street, Augusta, Maine 04330 and on our website-www.mainehousing.org</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Currently have 46 homeownership vouchers with a potential of 4 additional Currently 281 units that are Project Based Vouchers and plan to expand to 450 by 2025</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

<p>9.0</p>	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Housing Need Summary: (According to the 2020-2024) MaineHousing Consolidated Plan (draft) Major factors affecting housing needs in Maine include</p> <ul style="list-style-type: none"> <input type="checkbox"/> 8th oldest housing stock in the nation <input type="checkbox"/> Maine has the highest percentage of vacant housing units in the country (2010) <input type="checkbox"/> Maine household face physical housing issues-23% owned and 42% of rented units have at least one housing condition; lacking complete plumbing, kitchen facilities or phone service. <input type="checkbox"/> Approximately 62,261 of Maine's total rental stock is out of reach for these extremely low income families. <p>Population changes suggest slow housing formation due to generally flat increases in the population particularly among child bearing age cohorts. Nationally, the millennial generation will be entering the prime housing buying age of 34 and is expected to rejuvenate the current slump in the housing market. In Maine however, this age cohort is forecast to grow about 2% from 2016 – 2026. It is difficult to predict the impact this increase will have on Maine's housing market.</p> <p>In terms of size and cost, Maine's existing housing stock may not be best suited for the preferences of its changing demographic composition and needs of buyers or renters. For many in Maine, the price, quality, size and location of available homes are out of line with incomes. This is what is referred to as the housing mismatch in Maine. Both younger and older age cohorts want to live in more densely populated areas with services and other resources available to them. The price of such housing in these areas, for sale or rent, is out of reach and growing more so by the year.</p> <p>Renters Needing Assistance: The need for affordable rental housing is substantial</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2017 Census data there are an estimated 735,711 total housing units in Maine. An estimated 52% of renter households are cost burdened with housing expenses greater than 30% of household income <input type="checkbox"/> Affordable units needed <ul style="list-style-type: none"> o Maine's older adult population, 65 and older, is expected to jump from its current 18% of total population to 37% by 2026 as the baby boomers age into this cohort. The additional 50,000 increase in the older adult population alone will require an additional 25,000 units of housing. o The number of affordable owned and rental housing units is decreasing as much as 8,667 units since 2013 (8%). Approximately 17,170 affordable rental units in Maine to extremely low income households; 23,358 to very low income; 25,474 low income <p>Maine defines renters who need assistance as families and seniors (65 years and older) whose households make 80% of median income or less. They are likely to be rent burdened and spend more than 30% of their income on housing.</p> <p>Status of Waiting List (Statewide) MaineHousing has over 18,000 applicants currently on our waiting lists. The waiting list is open to applicants statewide. The summary of need is as follows: Family-4285 Elderly- 2254 Disabled-9477</p> <p>The race and ethnicity of our applicant households is primarily white (83%), not Hispanic with the exception of Cumberland, York, Penobscot and Androscoggin counties that show 4% Hispanic or Latino. MaineHousing has adopted a comprehensive limited English proficiency plan and policy.</p>
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<p>9.1</p>	<p>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.</p> <p>MaineHousing will maximize HCV resources by balancing the cost of rent with the voucher payment standard. We will apply for and/or accept vouchers offered under NOFAs or tenant replacement. Because we have a priority to assist homeless families and veterans we are working closely with shelter providers, the VA, the State of Maine DHHS and Low Income Tax Credit owners to implement a case management and referral system. We plan to set aside at least 100 HCV for this program. In addition, we also continue to project-based vouchers in supportive housing for homeless families and in tax credit properties.</p>
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10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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.</p> <p>MaineHousing has met the goals as described in our 5 year plan in the areas of housing quality, project-based assistance, family self-sufficiency, landlord and tenant education and outreach and awards of new vouchers (7 VASH and 22 5 year Mainstream). We implemented a landlord repair program that has paid over \$150,000 to participating landlords to correct HQS deficiencies. MaineHousing has helped over 160 voucher holders each year towards a security deposit. We have expanded our landlord Excellence program, a program that acknowledges landlords whose units consistently meet HQS and follow tenant/landlord rules and policies. Our inspection standards exceed those required by HQS and we consistently exceed our goal of inspecting new units within 15 days (average 3). We have solid relationships with our partners and through those partnerships have fully utilized our specialty vouchers (NED, FUP, VASH). Our FSS program have grown and we committed two staff positions towards this initiative. We have successfully started two pilot programs serving youth and families with a goal toward FSS participation and self-sufficiency.</p> <p>b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>A “significant amendment” to our plan would be a policy change in our delivery of the program that would have an impact on the applicants and participants we currently serve in the areas we serve.</p> <p>A “substantial deviation/modification” to our plan would be a change in our current policy that would change the number of units that we allow for optional program opportunities or set-asides (project-base, homeownership, FSS, population specific).</p>
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Instructions form HUD-50075

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

1.0 PHA Information

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

2.0 Inventory

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

3.0 Submission Type

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

4.0 PHA Consortia

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

5.0 Five-Year Plan

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

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

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

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

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

PHA Plan Elements. (24 CFR 903.7)

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

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

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

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

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

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

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

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

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

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

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

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

8.2 Capital Fund Program Five-Year Action Plan

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

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

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

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

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

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

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

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

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

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

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