

<b>Streamlined Annual PHA Plan</b> <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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**Purpose.** 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>					
A.1	PHA Name: <u>SPRINGFIELD HOUSING AUTHORITY</u> PHA Code: <u>MA035</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>04/01/2018</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>1801</u> Number of Housing Choice Vouchers (HCVs) <u>3001</u> Total Combined <u>4802</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission					
<p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their PHA Plans.</p> <p><i>At the SHA's Executive Offices located at 60 Congress Street, Springfield, MA 01104 and the following offices:</i></p> <ul style="list-style-type: none"> <li>• AMP# 1 &amp; 3            82 Division Street, Springfield, MA 01107</li> <li>• AMP# 2 &amp; 6            35 Saab Court, Springfield, MA 01104</li> <li>• AMP# 4, 5 &amp; 7        20 LaFrance Street, Springfield, MA 01151</li> <li>• AMP# 8, 9 &amp; 10      49 Lionel Benoit Road, Springfield, MA 01109</li> </ul>						
<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)						
		<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b>
						<b>PH</b> <b>HCV</b>
		Lead PHA:				
<b>B.</b>	<b>Annual Plan Elements</b>					

<p><b>B.1</b></p>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last <b>Annual PHA Plan</b> submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <p>- <i>The SHA entered into a contract with the Siemens Company to perform an ESCO energy audit of our building systems and recommend top priorities in replacement to produce savings. 50% of energy savings will be applied to identified energy-saving priorities.</i></p> <p>- <i>Public Housing VAWA Notice of Occupancy Rights, PH VAWA Emergency Transfer Plan, VAWA HCV Notice of Rights &amp; VAWA Emergency HCV Relocation Plan On 4/18/17 adopted on 4/18/17</i></p> <p>- <i>Revision of Homeownership Program Section of the Section 8 Administration Plan approved on 9/19/17</i></p> <p>- <i>Revision of Smoke Free Policy approved on 12/20/16</i></p>
<p><b>B.2</b></p>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization *</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>- <i>46 units within MA035000005 will be removed from the inventory as per Demolition/ Disposition Application #DDA0007074 approved on 10/6/15</i></p> <p>- <i>Four units at Central Street to replace part of the units destroyed by tornado in 2011 will be added to MA035000004 (the proposal is currently being reviewed by HUD). Two units are handicap accessible.</i></p> <p>* <i>The SHA is considering converting one more unit within MA035000007 to a handicap accessible unit however no approval has been requested yet</i></p>

**B.3 Progress Report.**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

*The SHA has met many of its strategic goals set out in its 5-Year Plan including improving the quality of assisted housing. Some of the most important achievements in the last 12 months include:*

- *Tenants from Marble Street received vouchers and relocation assistance. As of 10/25/17 all tenants have been relocated. One family opted to remain in public housing and was transferred to another development;*
- *The SHA completed construction of four units at Central Street (to replace units destroyed by tornado);*
- *The SHA adopted new VAWA policies, including emergency transfer and relocation policies for public housing and rental assistance program and the staff was provided with a training to ensure that all staff are aware of the VAWA rights of tenants, applicants and program participants, as well as the responsibilities of staff to respond to victims of domestic violence, dating violence, sexual assault, and stalking;*
- *The Public Safety and Investigative Services Division reorganized the Division to provide for increased public housing fraud investigation and lease enforcement capacity;*
- *The Applications Department and Property Management teamed up to draft a new pre-tenancy orientation program as a means to better educate applicants about their responsibilities as SHA tenants;*
- *Training provided by the Finance Manager to ensure better understanding of the budget process and the continuing emphasis on monitoring expenses helped the property managers to reduce costs and generate suggestions for improvements. Expense reductions combined with higher than expected rental revenue allowed the SHA to significantly reduce the expected loss for FY 2017, bringing it close to the break-even point;*
- *The Finance and Accounting Department has improved efficiency and kept the Department up to date with state and federal compliance and reporting requirements;*
- *The IT Department completed the major part of the transition from high maintenance individual desktop computers to a virtual server that SHA staff can access from any SHA or remote location thus increasing efficiency;*
- *Within the next 60 days the SHA plans to issue a request for proposal for a new software system for agency. The SHA is considering using part of the funds to be received from the City of Springfield for Marble Street to purchase new software subject to HUD's approval;*
- *The SHA joined the Springfield/ Hampden County Continium Care's consolidated waiting list for housing programs for Chronically Homeless to support enhanced coordination of service to this population ;*
- *The SHA entered into a contract to perform an energy audit of our building systems and recommend top priorities in replacement to produce savings;*
- *The Talk/Read/Succeed! early education program expanded to a third site, Duggan Park;*
- *The SHA has been able to significantly expand its Resident Services program thanks to the ROSS grant awarded in December 2016 as well as several other grants, including a grant of \$38,000 from the Davis Foundation to assist with funding for TRS Outreach Coordinators;*
- *As a result of the SHA's participation in HUD's ConnectHome Initiative, the SHA applied for and received a CDBG award from the City of Springfield and a grant from the Lowe's Foundation and that allowed for the upgrade of hardware and software at two existing computer labs and the purchase of hardware, software and furnishings to establish two new computer labs in SHA developments. These upgraded and new labs provide SHA residents with enhanced access to the Internet and are critical to SHA Resident Services self-sufficiency programing such as ESOL, computer literacy classes, and the Job Club. The SHA will partner with the City library to bring training about computer and Internet literacy to our residents;*
- *The Property Management, Resident Services, and Executive Departments began a partnership with the Western MA Division of the Housing Court to pilot what is termed an "Upstream" Tenancy Preservation Project (TPP) initiative, allowing those with disabilities to access TPP services without the SHA having to file a court eviction action;*

- Since 2014, the SHA and the Hampden County Sheriff's Department (HCSD) have been engaged in a pilot community-re-entry program known as Community Housing: Earned, Safe and Supportive, or CHESS. In this pilot program the SHA provides 11 project-based vouchers and HCSD coordinates the provision of a range of services and case management designed to support successful re-entry in of formerly incarcerated persons into the community and prevent recidivism. The SHA and the HCSD expanded the partnership efforts to address re-entry by inviting Community Legal Aid and Roca, Inc. (a non-profit organization that works to support the rehabilitation of young offenders ages 16 to 24) to view a webcast produced by the Vera Institute and HUD in late 2016 that highlighted successful programs and policy changes that address barriers formerly incarcerated face in accessing public and assisted housing programs. After viewing this webcast, the SHA lead a collaboration among the SHA, HCSD, Community Legal Aide and Roca, Inc. to explore issues barriers to accessing public and rental assistance programs experienced by formerly incarcerated programs in our local community. Subsequently, the SHA applied for and was awarded a technical assistance grant from the Vera Institute of Justice, one of six awarded nationwide, to pursue The Heading Home Initiative. In this initiative the SHA and its partners, including law enforcement, the regional employment board, the local community college, social services agencies and health care organizations will review and possibly revise some SHA policies involving admission and program termination policies and design a community re-entry and family reunification pilot program, based on the successful CHESS model, involving existing public housing and Housing Choice Voucher program participants;

- The SHA's Rental Assistance Division has revised the Homeownership Program Administrative Plan to provide more intensive pre-and post-purchase counseling and support. The Division's Participant Services Department, which administers the program, has conducted extensive outreach to lending institutions to provide applicants and participants with greater financing options;

- The SHA staff has conducted several training programs including PIC training, a training on how to refer tenants to the services of Community Legal Aid's Community Benefits Program, an anti-discrimination workshop and training on serving persons with disabilities;

- The SHA has established several new and continued old partnership and collaborative programs to increase services to the residents and low-income community of Springfield, including programs on Adult Basic Education; monthly food distribution programs; exercise program for seniors and persons with disabilities; free lunch for kids in summer; programs to promote library services for the SHA families; summer employment programs for teens; "Bonding with Books" and other educational multi-week programs for the children residing in SHA developments. Boards on which SHA staff have served during the year include Springfield Technical Community College, the Regional Employment Board, the Hampden County Sheriff's Department CHESS Program Advisory Board, the Boy Scouts Board of Directors, the U.S. Attorney's Western Massachusetts Re-Entry Task Force, the Governor's Task Force on Domestic Violence, Bay State Health Care Community Benefits Committee, Home City Development Board of Directors, the Tenancy Preservation Project Advisory Committee; Revitalize Community Development Corporation; Roca's Western MA Advisory Board;

- Several CF projects/ upgrades have been completed since the date of the last year's plan submission, including parking lot replacement at Morgan Street (MA035000003); boilers, zone valves and thermostats replacement at Sab Ct. (MA035000002); site improvements at Riverview Apartments (MA035000001). Several properties received upgraded heating and lighting system, including Moxon ( MA035000004), Patrick Harrigan, Johnny Appleseed and Central Apartments ( MA035000006), Kathrynne Jones (MA035000004), Pine Renee (MA035000007), Morgan ( MA035000003).

**B.4. Most Recent Fiscal Year Audit.**

(a) Were there any findings in the most recent FY Audit?

Y N

(b) If yes, please describe:

1. Deficiency 2016-001 - Internal Controls over Financial Reporting (need to discuss the appropriate method for recording State Modernization Program costs with the relevant staff)
2. Finding 2016-002 – Eligibility: Rent Calculation for CFDA#14.871 (HCV), CFDA# 14.249 (Section 8 Moderate Rehabilitation Single Room Occupancy) and CFDA #: 14.182 (N/C S/R Section 8 Programs)

**Other Document and/or Certification Requirements.**

C.1	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p><b>Civil Rights Certification.</b></p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input checked="" type="checkbox"/>   <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><i>See attached</i></p>
C.4	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>D</b>	<p><b>Statement of Capital Improvements.</b> Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p><i>See Form 50075.2 approved by HUD on 11-4-2015</i></p>

# Instructions for Preparation of Form HUD-50075-HP Annual Plan for High Performing PHAs

## A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

## B. Annual Plan.

### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(1\)](#) and 24 CFR §903.12(b). 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. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. [24 CFR §903.7\(a\)\(2\)\(ii\)](#) and 24 CFR §903.12(b).

**Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. [24 CFR §903.7\(b\)](#) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. [24 CFR §903.7\(b\)](#) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. [24 CFR §903.7\(b\)](#)

**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. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#) and 24 CFR §903.12(b).

**Safety and Crime Prevention (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. ([24 CFR §903.7\(m\)\(5\)](#))

**Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

**Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

**Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

**Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for 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>. ([Notice PIH 2010-30](#))

**Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, 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. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). ([24 CFR §903.7\(h\)](#))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. ([24 CFR §903.7\(j\)](#))

**Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. ([24 CFR §983.57\(b\)\(1\)](#)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

**B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

### C. Other Document and/or Certification Requirements

**C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

**C.2 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the 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. ([24 CFR §903.7\(o\)](#))

**C.3 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

**C.4 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

**D. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

**D.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

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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 the 5-Year and Annual PHA Plan. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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.