

<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
--	---	--

**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 exceed 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 exceed 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	<p><b>PHA Name:</b> <a href="#">Maryville Housing Authority</a> <b>PHA Code:</b> <a href="#">TN065</a></p> <p><b>PHA Type:</b> <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> <a href="#">01/01/2022</a></p> <p><b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <a href="#">400</a> <b>Number of Housing Choice Vouchers</b> <a href="#">356</a> (HCVs)</p> <p><b>Total Combined</b> <a href="#">756</a></p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><a href="#">A copy of the annual plan is available for review at 311 Atlantic Ave. Maryville TN or via website at mhatn.com</a></p> <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><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p>

	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
					PH	HCV
	Lead PHA:					

**B. Annual Plan Elements**

**B.1 Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification

(b) The PHA must submit its Deconcentrating Policy for Field Office Review. [Attachment A](#)

(c) If the PHA answered yes for any element, describe the revisions for each element below:

**B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

	<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><b>B.3</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <ol style="list-style-type: none"> <li>a. Expand the supply of assisted housing. Objectives: Acquire or build units or developments As funds allow Maryville Housing Authority will pursue acquiring property to purchase or remodel within our community to supply additional housing.</li> <li>b. Improve the quality of assisted housing. Objectives: Increase customer satisfaction; Renovate or modernize public housing units; Demolish or dispose of obsolete public housing; provide replacement housing. Continuation of kitchen cabinetry and flooring at all MHA properties. New plumbing repair/replace existing plumbing, install new HVAC units. Replace old lighting with LED at all properties. Repair brick on the outside of PH units. Replace dumpsters. Broadway Towers- new roof, replace flooring, replace hallway closet doors, elevators and stairwell doors. Renovation to back patio and add a green space on the property. Begin second phase of water infiltration repairs.</li> <li>c. Increase assisted housing choices. Objectives: Conduct outreach efforts to potential voucher landlord; Increase voucher payment standards; Implement public housing or other homeownership programs. MHA continues to hold Landlord meetings and works with the local Landlord Associations to recruit new Landlords; Payment standards were updated in 2021. Increase payment standards to 125% and hire additional staff to assist families in the search for affordable housing through Move to Work. Offer incentive bonus to new landlord through MTW.</li> <li>d. Provide an improved living environment. Objectives: Implement public housing security improvements; Implement conservation efforts through remodeling and procurement practices. MHA has continued with a local security company and Maryville City Police Department to assist in keeping our properties and resident’s safe. The Summer Feeding Program for children 18ys or younger was held for a 6th year. Continue with replacing lighting with LED’s. MHA plans to begin work in 2022 with the Emergency and Safety Grant.</li> <li>e. MHA will attempt to provide support to our residents in the area of training programs, educational opportunities, drug awareness and education, economic opportunities, security, self-sufficiency and resident programs to the extent funding will permit. Partnered with Habit for Humanity to promote homeownership. Promote free job training through Job Corp. Provide snacks for afterschool, offer homework assistance, WIFI added to MHA community room to allow students the ability to connect with their school’s chrome books. MHA supplied WIFI enable tablets for school age children. Local agencies have partnered with MHA to help educate tenants on prescription drug abuse, self-sufficiency, employment goals and healthy eating habits. Local Pharmacies have held and will continue to hold educational classes for elderly and disabled residents. MHA awarded ROSS Grant for 2020-2023.</li> </ol>

	<p>f. Promote Self-sufficiency and asset development of assisted households. Objectives: Increase the number and percentage of employed persons in assisted families; Provide or attract supportive services to improve assistance recipients' employability; Provide or attract supportive services to increase independence for the elderly or families with disabilities. Partnered with local community agencies that have provided social services, job training, health care awareness and other self-sufficiency programs. Granted Move to Work designation in 2021. MHA is in the planning phase on ways to increase self-sufficiency.</p> <p>g. Ensure Equal Opportunity and affirmatively further fair housing. Objective: Undertake affirmative measures to ensure access to assisted housing regardless of race color, religion, national origin, sex, familial status, and disability; Undertake affirmative measures to provide suitable living environment for families living in assisted housing regardless of race color, religion, national origin, sex, familial status, and disability. MHA provides Fair Housing training for staff as well as owners participating in the HCV program. MHA has also formed a partnership with Legal Aid for assistance with any Fair Housing concerns.</p> <p>h. Shall fully comply with all applicable standards and regulations, including generally accepted accounting practices as evidenced by the lack of finding of noncompliance in audits or review conducted at the authority. 2020 Audit, MHA received a finding on the financial statement. All concerns have been addressed and resolved.</p> <p>i. Do our best to ensure that the operating reserves remain at or above the amount suggested by HUD between now and 12/31/2022. Operating reserves currently at 2.64 months. Reserve level should increase to HUD suggested level by the end of next FY.</p> <p>j. Shall reduce its dependence on HUD by raising funds from non-HUD sources. MHA continues to raise non- HUD funds through revenue earned from leased privately-owned homes.</p>
<p><b>B.4</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: MHA received a finding due to a conflict of interest. All matters have been resolved.</p>
<p><b>Other Document and/or Certification Requirements.</b></p>	
<p><b>C.1</b></p>	<p><b>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b>  <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>

## Rental Agreement for Public Housing

### 3.3. SECURITY DEPOSIT

Resident agrees to pay \$250.00 (**CHANGE TO \$300**) (Two hundred fifty dollars) as a Security Deposit to be used by the Authority at the termination of this lease, toward reimbursement of the cost of repairing any intentional or negligent damages to the dwelling unit caused by the Resident, his Household, dependents, or resident's guests; and any rent or other charges owed by the Resident. Payment of the Security Deposit is to be made at the time of lease signing or the resident may pay \$125.00 (**NEW AMOUNT \$150**) initial payment with the remaining \$125.00 (**NEW AMOUNT \$150**) to be paid within 30 days of the lease date.

### 5. REDETERMINATION OF RENT, DWELLING SIZE, AND ELIGIBILITY

(B) *INTERIM REDETERMINATION* - During the period between Annual Reexaminations, the Resident will be on a modified interim reporting basis. This means that the Resident must report within 10 days any of the following changes in household circumstances when they occur between Annual Reexaminations.

- A member has been added to the Household through marriage, birth, adoption or court awarded custody; (all adult additions must pass MHA screening criteria prior to admission)
- A household member has left or is leaving the Household unit;
- A household member who was unemployed at the time of reexamination becomes employed;
- The household income increases by more than \$400 per month
- Decreases in annual income, or any additional allowances or expenses that will allow for a decrease in rent.
- Loss of benefit income due to fraud or non-compliance will not result in decreased rent until current income is verified, a new rent established and any needed prior adjustments are made.
- (C) *INTERIM CHANGES IN RENT*
- *INCREASES IN RENT* - Increases in rent are to be made effective the first of the second month following that in which the change occurred.
- *DECREASES IN RENT* - Decreases in rent are to be made effective as of the first of the month following that in which the change is reported. **NO DECREASES WILL BE MADE UNTIL THIRD PARTY DOCUMENTATION TO JUSTIFY THE DECREASE IS RECEIVED BY MHA. \* In addition, decreases in income that occur at the beginning of the month must be reported by the 10<sup>th</sup> day if not the change would not be effective until the following month.**

Section 5 (B) New Activity for MTW

**Decrease in monthly income of \$200 or more for fixed income households**

Section 5 (H) New Activity for MTW

Bi-Annual Redetermination - Households who are on a fixed income will be recertified every other year. Fixed income households, are those who are only receiving Social Security benefits or a set retirement(pension)amount.

### 6. Obligations of the Resident:

(h) To use only in a reasonable manner, all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities, appurtenances and appliances; **Portable washers and/or dryers are**

not permitted for use at Broadway Towers. Any alternate portable heat source must have written approval before being used.

s. To report immediately to the Central Office and to appropriate Municipal Health Authorities any contagious or infectious disease occurring on the premise Firepits (store bought or manmade) are not allowed. Burning of trash or other items is not permitted on any properties owned by the Authority. **\*We would like to remove the highlighted section. Duplicate language. Lease infraction is already listed in section T of the rental agreement**

**DD) IT WILL BE THE RESPONSIBILITY OF THE RESIDENT TO PROVIDE RENTERS INSURANCE FOR PERSONAL PROPERTY.** Charges may be assessed to resident's whose negligence or action is the cause of fire damage to MHA owned property. **Two instances of fire due to negligence or action of the same resident Household will be grounds for termination. \* Change rental agreement to state; Any instance of fire due to negligence or actions by resident or guest shall result in termination of rental agreement.**

### 8. RESIDENT MAINTENANCE

(A) Resident shall be responsible for maintaining and caring for their lawns at all times, with the exception of mowing. Resident shall keep any space assigned free from litter and in good repair. Resident shall not place or use furniture which is designed for in-door use on porches or lawn, no boxes, toys, trash etc. are allowed on porches. **Resident may not plant shrubs or trees around house without prior written approval from the authority.** No mulch or wood products shall be placed next to the building. **\* we would like to change the highlighted section to state residents may not plant shrubs, trees, or gardens without prior written approval from the authority.**

### ACOP Changes for Public Housing

The Maryville Housing Authority will contact the household first electronically or by telephone to make the unit offer. If the household cannot be reached electronically or by phone, the household will be notified of a unit offer via first class mail. The household will be given ten (10) business days from the date the letter was e-mailed, faxed or mailed to contact the Maryville Housing Authority regarding the offer. **\* We would like to add that if the household does not respond to the offer, no other offers will be made and their application will be redated and placed back on the waiting list.**

### 10. Types of Verification- Allow Self-Certification New Activity for MTW

Savings, checking accounts	Self-Certification (for current residents only)
CDs, bonds, etc.	Self-Certification (for current residents only)

### 14.0 Recertifications

Proposed changes are highlighted to reflect new MTW proposed activity. At least annually, the Maryville Housing Authority will conduct a reexamination of household income and circumstances **for those households who are not on a fixed income.** The results of the reexamination determines (1) the rent the household will pay, and (2) whether the household is housed in the correct unit size.

During the appointment, the Maryville Housing Authority will determine whether household

composition may require a transfer to a different bedroom size unit, and if so, the household's name will be placed on the transfer list.

The authority will conduct certifications every other year for individuals or household's members whom are considered to be on a fixed income. Fixed income, would be those receiving Social Security benefits or a set retirement(pension) amount. Unemployment, employment wages or seasonal work is not considered a fixed income. If a household has one member receiving non fixed income, the household will continue to be recertified every year.

#### 14.1 MISSED APOINTMENTS

If the household fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the household to attend the second scheduled interview will result in the Maryville Housing Authority taking eviction actions against the household. \* We would like to remove the highlighted section and replace it with “if the household fails to respond to the second letter a 3<sup>rd</sup> and final letter will be sent; this letter will advise the household member(s) that failure to attend the recertification interview will result in the household becoming flat renters.

#### 14.5 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified

Households are required to report the following changes to the Maryville Housing Authority between regular reexaminations. If the household's rent is being determined under the formula method, these changes will trigger an interim reexamination. The household shall report these changes within ten (10) days of their occurrence. All decreases in income must be reported no later than the 10<sup>th</sup> day of the month. If a decrease in income is received after the 10<sup>th</sup> day of the month the new rental amount will be effective the following month.

MHA will use HUD's Upfront Income Verification (EIV) tools, to the extent that tools/systems are available to MHA, to verify income information before or during a household's reexamination of household income.

- A. A member has been added to the household through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the household unit. (Third party verification is \* add “required” to the end of third-party verification

### **Admin Plan Changes for Housing Choice Voucher Program**

13.1 Annual Re-examination – Adding language for bi-annual recertifications for fixed income households for new MTW activity.

At least annually the Maryville Housing Authority will conduct a reexamination of household income and circumstances for those households who are not on a fixed income. The results of the

	<p>reexamination determine (1) the rent the household will pay, and (2) whether the household subsidy is correct based on the household unit size.</p> <p>The authority will conduct certifications every other year for individuals or household's members whom are considered to be on a fixed income. Fixed income, would be those receiving Social Security benefits or a set retirement(pension) amount. Unemployment, employment wages or seasonal work is not considered a fixed income. If a household has one member receiving non fixed income, the household will continue to be recertified every year.</p> <p>C. The household income has changed. Increases in income of \$400 or more per month will require a rent adjustment. A decrease in income of \$200 or more for households whom are certificated every other year.</p>
<p><b>C.2</b></p>	<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>
<p><b>C.3</b></p>	<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. <a href="#">Attachment B</a></p>
<p><b>C.4</b></p>	<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>
<p><b>D</b></p>	<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>
<p><b>D.1</b></p>	<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. <a href="#">HUD Approved 50075.2 01/01/2020</a></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 deconcentrating 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."

---

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.