



	<p><b>PHA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p><b>The Administrative Plan has been revised since the last Five Year and Annual Plan Submission. The Town of Mamaroneck PHA adopted the Nan McKay Model Administrative Plan on 1/1/2014 and made the following additions/changes/clarifications to PHA policies.</b></p> <p><b>Statutory Changes:</b></p> <ol style="list-style-type: none"> <li>The Town of Mamaroneck PHA has elected to conduct biennial inspections for all units that passed inspection on the first visit in the 12 month period prior to 7/1/14, and to continue annual inspections for all other units.</li> <li>The Town of Mamaroneck PHA will use the HUD definition of extremely low income families “whose incomes do not exceed the higher of the Federal poverty level or 30 percent of Area Median Income” to ensure that 75% of new admissions to the program meet the new statutory criteria.</li> <li>The Town of Mamaroneck PHA will implement the statutory utility allowance change that caps the utility allowance at the amount based on the voucher size, not the unit size at the next annual reexamination following 60 days written notice to the family. A higher utility allowance may be permitted as a reasonable accommodation to the family of a person with disabilities with proper documentation.</li> </ol> <p><b>Other Policy Changes</b></p> <ol style="list-style-type: none"> <li>Updated the statutory policy on Program Accessibility for Persons with Hearing or Vision Impairments to include the use of <a href="#">NYRelay TTY to Voice</a> service for hearing impaired individuals when required, and added the language requiring advanced notice for reasonable accommodations for scheduled meetings or events.</li> <li>Added to the statutory policy on Limited English Proficiency (LEP) Plans the PHA’s policy to assign Spanish-speaking staff to conduct PHA business with Spanish speaking applicants and tenants in lieu of providing a translator for those families, and to continue coordination with the local school districts and the Hispanic Resource Center for other assistance as needed.</li> <li>Proposed a policy change regarding the eligibility criteria to have a voucher transferred to a remaining family member in the household in the event the original voucher holder is no longer in the household as a result of death, long-term hospitalization or long-term institutionalization. Already included in the policy’s eligibility criteria is the condition that a remaining family member must be related to the original voucher holder by birth, legal adoption, marriage or domestic partnership. The proposed change is to require individuals claiming domestic partner status for this purpose to be registered in Westchester County in order to provide evidence of their eligibility for consideration of such a transfer.</li> <li>Added the requirement that a family must request and receive written permission from the PHA before accepting the placement of a foster child or foster adult, including Kinship (care of a relative) foster care placement. The addition of any household member requires authorization by the PHA. Foster care placement may result in overcrowding and the PHA is not required to increase the Voucher size to accommodate foster care placement. Foster care payments to the voucher holder are not included as income per HUD regulations.</li> <li>Proposed a policy for handling applications that were in process or recently mailed out but not yet returned prior to the closure of the waiting list on 8/5/14. Also proposed policy that future applications will be processed electronically, which will significantly improve management of the waiting list opening process and reduce administrative burden.</li> <li>Proposed a change in policy from giving certain preferences to applicants, to giving no preferences when the waiting list reopens, to facilitate mobility and housing opportunities within the Town of Mamaroneck PHA’s jurisdiction and surrounding communities.</li> <li>Proposed a revised policy to include proof of payment to child care provider, evidence on income tax return that child care credit to the name provider was claimed, and retroactive denial of the allowance requiring repayment for failure to document eligibility for the deduction.</li> </ol> <p>The Town of Mamaroneck PHA Plan and Administrative Plan are available for review at the PHA’s office and the Town Clerk’s Office, First Floor, 740 W. Boston Post Road, Mamaroneck, NY 10543. The Plans are also available online on the Town of Mamaroneck website’s <a href="#">Housing Choice Voucher Program Page</a> under Public Housing Agency Plan and Administrative Plan.</p>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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><b>Capital Fund Program Five-Year Action Plan.</b> 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><b>Capital Fund Financing Program (CFFP).</b>  <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>

**Housing Needs.** Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

**The Waiting List:**

As of July 2014 The Town of Mamaroneck PHA waiting list has 480 active applicants and approximately 150 additional applications under review. Of those 480 active applicants, 243 are families with children, 52 are elderly families, 152 are families with disabilities; 413 are extremely low income; 45 are very low income. Of those applicants who have self-identified, 43% represent various racial and ethnic groups.

Based on the Town of Mamaroneck PHA's general occupancy standards, of the 480 active applicants, 56% qualify for 1 bedroom units; 32% for 2 bedroom units; 9% for 3 bedroom units; and 2% for units of 4 or more bedrooms.

Based on the data available in the Westchester County Urban County Consortium Consolidated Plan, the Town of Mamaroneck PHA has identified the following issues that impact housing in our jurisdiction.

**High Rental Costs**

The high cost of rental housing within non-impacted areas in Westchester County makes housing unaffordable for families earning less than 50% of the median income. Within the Town of Mamaroneck's jurisdiction the average rent for a one bedroom can be as high as \$1,550 or more. With affordability defined as paying no more than 30% of one's income for rent, the average one bedroom apartment requires an annual income of \$62,000. A two bedroom apartment averages \$1,850 and requires an annual income of \$74,000. Elderly families on a fixed income, people with disabilities and very low income families cannot afford the cost of housing without some form of rental assistance.

The preponderance of rental housing in the Town of Mamaroneck consists of one and two bedroom apartments. Three bedroom units that would accommodate larger families are very limited or only available in single or small multi-family homes. Rents in these units are generally much higher, and tenants often are required to pay for all of the utility costs including heat, making these units unaffordable as well. The current average vacancy rate is 6% for rental housing, limiting the options for many families who cannot afford to pay market rents without some form of housing assistance.

**Limited Availability of Affordable Housing**

In 2013 Westchester County enacted what is commonly known as the "source of income" legislation which prevents discrimination in the sale or rental of housing to people who use government income or private subsidies to pay rent including Section 8 vouchers, veteran benefits, Social Security, disability payments and grants from housing programs. Landlords and owners of one property of six or less units are exempt from the law. Cooperatives, condos and buildings with six units or fewer are also exempted. This legislation has opened up opportunities within the Town of Mamaroneck for Voucher holders to rent units in the larger apartment complexes within our jurisdiction.

**Limited Availability of Housing Assistance**

In October 2012, the Town of Mamaroneck PHA was awarded a Small Area Fair Market Rent Demonstration Program from HUD designed to "enable Housing Voucher Program tenants to access more units in neighborhoods of opportunity where jobs, transportation and educational opportunities exist." The goals of the program are to examine whether or not Voucher tenants take advantage of small area fair market rents by moving to, or locating in areas where the small area fair market rents are higher than the general market area rents; and to study the effects that the small area method for calculating FMRs will have on the operations of the PHA responsibility for administering the Housing Choice Voucher Program.

Due to the reduction in housing assistance and administrative fee funding as a result of the 2013 sequestration, implementation of this program was challenging. As funding was restored to a degree in 2014, the Town of Mamaroneck PHA has made every effort to issue vouchers to eligible families on our waiting list, and to absorb all port in tenants. Due to the significant number of elderly program participants, the Town of Mamaroneck often experiences high turnover rates, making it difficult to increase the number of assisted families.

**Opportunity to Increase Availability of Affordable Housing**

In an effort to address the need for affordable housing in the Town of Mamaroneck and the lack of available land on which to build new affordable housing, the Town of Mamaroneck Town Board took the following actions:

September 2013 – Adopted Local Law #5-Amendment to the Business and Service Business Zoning Districts in the Town.

- Permitted Uses in the business and service business zones expanded to include multi-family housing
- Business and Service Business zones encompass approximately 54 acres of land.
- Consultants report to the Town indicated that over time roughly 300 new housing units could be constructed in the rezoned areas.

November 2013 – Adopted Model Housing Ordinance

- The purpose of the model housing ordinance was to expand upon the earlier zoning amendment to allow fair and affordable housing in the Town's residential zoning districts.
- For developments of 15 or more housing units 10% must meet affordability standards established by Westchester County and HUD
- Restrictive covenants insure the affordability of new housing by establishing formulas for rent increases or property resale in the case of single family or condominium type housing.
- The Town Board will hear all land use applications under this ordinance in an attempt to expedite approvals. An expedited approval process reduces housing development costs and encourages the construction of affordable housing.

9.0

<p>9.1</p>	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>The Town of Mamaroneck PHA's waiting list closed to new applications on 8/5/2014. Any family on the existing waiting list will retain their eligibility for preferences until that waiting list is exhausted.</p> <p>When the waiting list reopens, it is the intent of the Town of Mamaroneck PHA to accept applications from all eligible families without consideration of preferences to facilitate mobility and housing opportunities within the Town of Mamaroneck PHA's jurisdiction and surrounding communities.</p> <p>The Town of Mamaroneck PHA will give priority when the waiting list is reopened to any family that has been terminated from the Town's voucher program solely as a result of insufficient federal funding. The PHA will verify this preference using the PHA's termination records.</p> <p>The Town of Mamaroneck PHA has maintained a policy of establishing a payment standard of up to 110% of fair market rent to make housing within our jurisdiction more affordable to low and extremely low income families. Participation in the Small Area Fair Market Rent Demonstration Program has enabled the Town of Mamaroneck PHA to offer families the opportunity to move to communities with better housing, schools, and overall quality of life.</p> <p>The Town of Mamaroneck PHA has utilized Westchester Residential Opportunities and other local resources to identify housing within our jurisdiction and surrounding communities that is handicapped accessible and makes every effort to assist elderly and disabled residents locate and access these units as they become available for rent.</p>
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	<p><b>Additional Information.</b> 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><b>In the past 5 years, the Town of Mamaroneck has worked to meet the following goals and objectives as set forth in our 2010-2014 PHA plan:</b></p> <p><b>Goal 1. Maintain an open waiting list to receive applications for the Housing Choice Voucher Program from families who qualify in accordance with the Town’s mission and priorities, including giving preference on the waiting list to victims of domestic violence, dating violence and stalking.</b></p> <p><b>Results: From 1/1/10 through 7/31/14</b></p> <ul style="list-style-type: none"> <li>• 432 applications for housing assistance were received and processed; an additional 150+ applications are under review</li> <li>• 35 families were housed</li> <li>• 13 families were recently issued vouchers and are looking for housing</li> <li>• 234 families remain active on the waiting list</li> <li>• 2 applicants passed away prior to being called from the waiting list</li> <li>• 4 families declined assistance when called from the waiting list</li> <li>• 3 families’ vouchers expired</li> <li>• 14 families were ineligible</li> <li>• 127 families failed to respond to various outreach efforts to update their information or call them in when vouchers were available</li> </ul> <p><b>Goal 2. Assist families receiving assistance to access housing in low impact areas.</b></p> <p><b>Results: The Town of Mamaroneck PHA agreed to participate in the Small Area Fair Market Rent Demonstration Program which began 10/1/2012 which would encourage families to move to low impact areas with housing assistance that is at or above FMR by zip code. The reduction in housing assistance due to the federal sequester made it difficult to issue new vouchers in 2013 and early 2014, however the Town of Mamaroneck PHA is actively issuing vouchers and requiring new voucher holders to move to the Town of Mamaroneck PHA’s jurisdiction for at least 1 year.</b></p> <p><b>Goal 3. Maximize utilization of available housing assistance payment funds by ensuring that all families are housed in the appropriate size units that are under contract for a reasonable rent, are reporting all sources of income to the PHA as required, and are paying the appropriate share of the rent.</b></p> <p><b>Results: The Town of Mamaroneck PHA evaluates unit size, rent reasonableness, and source of income each year at the annual reexamination as well as requiring interim reexaminations when there are any changes in the family’s circumstances. The Town of Mamaroneck PHA has recovered \$170,061 through repayment agreements with tenants for the period 1/1/2010 through 7/31/2014.</b></p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p><b>The Town of Mamaroneck PHA will consider major changes in HUD funding levels that impact the operations of the program as requiring a significant amendment or modification to the annual plan. The Town of Mamaroneck PHA will consider the reordering of preferences, other than those that may be mandated by HUD and do not require a public hearing, as a substantial deviation from the 5-year plan.</b></p> <p><b>The Town of Mamaroneck PHA has made the following significant amendments to the PHA plan for 2015:</b></p> <ol style="list-style-type: none"> <li>1. The Town of Mamaroneck PHA will issue the minimum voucher size to all new families unless the family qualifies for an exception as a reasonable accommodation for a family member with disabilities that can be documented as requiring a separate bedroom.</li> <li>2. The Town of Mamaroneck PHA is administering its existing (closed) waiting list by preference and lottery. Families will be selected by preference and lottery in groups of 10 or more each time the PHA has vouchers to issue.</li> <li>3. The Town of Mamaroneck PHA will no longer give preferences to applicants on our waiting once the waiting list reopens. All eligible applicants will be placed on the waiting list and families will be selected by lottery only in groups of 10 or more each time the PHA has vouchers to issue.</li> </ol>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ol style="list-style-type: none"> <li>(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)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ol>

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](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.