

5-Year PHA Plan (for All PHAs)	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-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>City of Caribou Housing Authority</u> PHA Code: <u>ME025</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/01/2020 PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p>Availability of Information. 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 on 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The proposed PHA Plan, Plan Elements and all information relevant to the Public Hearing and Proposed Plan are available for inspection at the following locations:</p> <p style="padding-left: 40px;">Caribou Municipal Building Caribou Housing Authority 25 High Street Caribou, ME 04736</p> <p style="padding-left: 40px;">The Caribou Housing Authority website -</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" data-bbox="207 1138 1463 1940"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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:																							
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.	5-Year Plan. Required for <u>all</u> PHAs completing this form.					
B.1	<p>Mission. State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years.</p> <p>The Caribou Housing Authority’s mission is to provide decent, safe and sanitary housing conditions for extremely low, very low and low-income families and to manage resources efficiently. The CHA is to promote personal, economic and social upward mobility to provide families the opportunities to make the transition from subsidized to non-subsidized housing.</p>					

B.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low- income families for the next five years.

Caribou Housing Authority's Program Goals:

Goal: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households

- Objective: Continue successful administration of the HCV Program
- Objective: Continue participation in the Maine Centralized Section 8/HCV Waiting List
- Objective: Continue to meet goal of serving 75% of the extremely low-income (ELI) participants
- Objective: Increase number of vouchers leased each month

Goal : Expand the Supply of Assisted Housing

- Objective: Increase the supply of assisted housing units by applying for the maximum of new Housing Choice Voucher, when available by HUD to include Mainstream Vouchers
- Objective: Leverage private or other public funds to create additional housing opportunities
- Objective: Reach out current and potential landlords about the interest of Project Based Housing.
- Objective: Conduct outreach to engage current and potential landlords in order to develop and enhance relationships and to increase the number of participating landlords and improve our program administration process. Expand staff in the Section 8 Voucher Program to include an Outreach Coordinator to effectively market CHA's voucher programs to new and existing landlords and owners with the goal of expanding the number of units available to families receiving rental assistance.

Goal: Improve the Quality of Assisted Housing

- Objective: Maintain High Performer rating (SEMAP score)
- Objective: Concentrate on efforts to improve specific management functions through training, and the implementation of sound quality assurance policies and procedures, and ensure the highest quality customer service
- Objective: In addition to recruiting owners to participate in rental assistance programs, the CHA will provide the level of customer service that will encourage participating owners to remain active in the program. This includes processing all activities that may affect an owner's ability to lease a unit as rapidly as possible, and establishing positive relationships between HQS Inspectors, Housing Representatives, and owners/landlords

Goal: Operate at a High Level of Efficiency

- Objective: Explore methods to reduce the amount of paper by eliminating paper files when and where doing so will improve processes and cut costs.
- Objective: Explore whether we can achieve the level of functionality desired with our current software system and compare options that might better serve our needs and goals of providing better customer service and program functionality and performance.
- Objective: Update/revise the Administrative Plan for HCVP to provide guidance to staff and train staff on revisions and how to implement Policy
- Objective: Research, development, and implement a paperless file management system
- Objective: Research and implement a mobile inspection process

Goal: Strive to Reduce Non-Compliance

- Objective: Review cases which non-compliance exists by the participant, family members, landlord or property owner
- Objective: Identify non-compliance cases and continue to collect repayment of federal subsidy
- Objective: Assist where possible to bring case to voluntary compliance.

Goal: Improve Housing Quality

- Objective: Ensure decent housing by adopting inspection standards above HQS and enforcing program compliance
- Objective: Improve the inspection process – efficient, consistent, timely inspections

Goal: Promote Self-Sufficiency and Asset Development of Assisted Households

- Objective: Actively market the Family Self-Sufficiency (FSS) program to existing voucher holders through quarterly newsletters, attending the annual recertification meetings for voucher holders to explain the programs, and regular outreach.
- Objective: Provide adequate referrals to FSS participants to receive supportive services in order to improve families' employability.
- Objective: Work to increase the number of employed persons in assisted families, enrolled in the FSS program.
- Objective: Continue to organize FSS workshops around essential services for self-sufficiency in Education, Training, Employment and Money Management.
- Objective: Promote independence for the elderly or families with disabilities

Goal: Promote the Homeownership Opportunities

- Objective: Continue to refer families interested in homeownership to first-time homebuyer workshops covering the following topics: benefits of and preparation for homeownership
- Objective: Provide HCV Homeownership Vouchers and assist, at a minimum, 5 families with purchasing a home over the next five year period.
- Objective: Actively market the Homeownership program to existing voucher holders through quarterly newsletters and by attending the annual recertification meetings for voucher holders to explain the programs

Goal: Promote the HCV Program

- Objective: Maintain and keep current the Caribou Housing Authority's website in program information
- Objective: Maintain and keep current the Caribou Housing Authority's Facebook page in program information
- Objective: Participate in the local communities' public activities, handing out HCV Applications to applicants and future landlords,

answering the public's questions on who we are and what we do to

Goal: Ensure Equal Opportunity and Affirmatively Further Fair Housing

Objective: Undertake affirmative action measure to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability

Objective: Undertake affirmative action measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability

Objective: Undertake affirmative action measures to ensure accessible housing to person with all varieties of disabilities regardless of unit size required

Goal: Continue to Support the Laws and Requirements Outlined in the Violence Against Women Act (VAWA) of 2013

Objective: Continue to provide copies of the VAWA Occupancy Rights (HUD-5380) and Certification (HUD-5382) to all adults on the HCV Program

Objective: Continue to make contact information for victim's services and other community service providers available in office and on the Caribou Housing Authority's website

Goal: Other

Objective: To create positive public awareness and expand the level of family, owner, and community support in accomplishing the Section 8 Housing Program mission

Objective: Continue to educate staff on the Violence Against Women Act (VAWA), Landlord/Tenant Law, reasonable accommodation and fair housing compliance guidelines

Objective: Continue to educate staff on any/all changes in HCV program regulations

Objective: To attain and maintain a high level of standards and professionalism in our day-to-day management of all program components

B.3

Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

Goals met from previous 5-Year Plan:**Goal: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households**

Ongoing: Continued successful administration of the HCV Program

Ongoing: Began participation in the Maine Centralized Section 8/HCV Waiting List, which allows applicants to apply to all Maine PHA HCV Waiting List, without having to travel to each PHA in Maine

Ongoing: Utilize additional preferences to apply to applicants. The highest preferences are for victims of violence and for veterans of the armed forces who live or work in Caribou Housing Authority's jurisdiction.

Ongoing: Continued to allow the use of voucher portability at initial voucher issuance, so long as the applicant lived within our jurisdiction at the time of application or needs to relocate as a reasonable accommodation.

Ongoing: Continued to meet the goal of serving 75% of the extremely low-income (ELI) participants when issued a New Admission Voucher.

- 92% average within the past five-years
- Over the course of the previous 5-Year Plan, 134 new households participated in the Caribou Housing Authority HCV Program.
- As of November 1, 2019, there were a total of 1,797 Housing Choice Vouchers leased (94% of unit months leased)
- Between 1/2019 and 11/2019, Caribou Housing Authority has pulled 120 applicants off the Housing Choice Voucher Waiting List, of which 41 have leased up (34% lease up rate)

Goal : Expanded the supply of assisted housing

Ongoing: Increase voucher payment standards to the 100% to 105% rents and to encourage lease-ups without the extra burden on families

- On average of 190 participants are paying 30% of their monthly adjusted income, from 01/2019 to 11/2019

Goal: Improve the Quality of Assisted Housing

Ongoing: The Caribou Housing Authority continues to improve voucher management as a high performer agency (per SEMAP),

- Been a High Performer since 2001

Ongoing: Links to social service agencies websites and other local resources on the Caribou Housing Authority's website

Goal: Strive to Reduce Non-Compliance

Ongoing: With the use of EIV and authentic original documentation has improved the accuracy of reported family income resulting in fewer repayment agreements in the past five years

- The total amount collected from repayments from 1/2015 to 10/2019 was \$8,256

Ongoing: Collaborating with local Department of Health & Human Services Investigator

Goal: Improve Housing Quality

Ongoing: Caribou Housing Authority continues to take steps to maintain and improve the quality of assisted housing by creating a supportive environment for staff, program participants, and landlords to discuss and resolve issues of mutual concern

Ongoing: Through the ongoing work of the Caribou Housing Authority Inspectors, assisted units are regularly inspected and necessary repairs communicated to landlords in order to maintain safe and suitable housing for program participants

Ongoing: Working closely with the local Code Enforcement and Health Officer to enforce owner compliance

Ongoing: Enforcing landlord compliance by HAP Abatements and/or HAP Contract termination

Goal: Promote Self Sufficiency of Assisted Households.

Ongoing: The FSS Program provided annual workshops for all participants that included budgeting and homeownership

Ongoing: Creates and publishes a weekly Job Listing

Ongoing: Within the past 5 years, Caribou Housing Authority has had 22 graduated participants and \$65,434 disbursed in escrow

Ongoing Increased number of FSS participants

- Currently 12 participants of 44 currently building escrow,
- Average escrow deposit of \$3,366 per month (\$259 per account)
- 2,012 participants in the Family Self-Sufficiency Program since 01/2015

Goal: Promote Homeownership Program

Ongoing: Collaborating with local real estate agents, local banks, and local USDA office to help future FSS participants find lending and work on credit counseling

Ongoing: Provides bi-annual workshop for all participants to introduce the Homeownership Program

- The CHA has provided one (1) Section 8 Homeownership Program participant with homeownership through October 1, 2019

Goal: Promote the HCV Program

Ongoing: Maintaining the Caribou Housing Authority's website

Ongoing: Maintaining the Caribou Housing Authority's Facebook page

Goal: Ensure Equal Opportunity and Affirmatively Further Fair Housing.

Ongoing: The Caribou Housing Authority continues to follow all guidance related to the affirmatively furthering fair housing and offers information to all applicants and participants on how to proceed if they feel they have been a victim of discrimination

Ongoing: Posters, and flyers are posted in the CHA lobby

Ongoing: All new participants receive information in their Family Handbook on Fair Housing and how to file

Goal: Continue to Support the Laws and Requirements Outlined in the Violence Against Women Act (VAWA) of 2013

Ongoing: All applicants and participants (including all adults of the family) of the Section 8 Program, receive during their initial briefing and during their annual reexamination, a copy of the HUD-5380 and HUD 5382

Ongoing: Business cards, posters, and flyers are available to all adults in the lobby of the Caribou Housing Authority

Ongoing: Posters and business cards are available in the CHA lobby from Hope & Justice

Goal: Further educate HCV staff

Ongoing: Staff attends meetings, conferences and trainings

B.4

Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.

The Caribou Housing Authority fully supports, and complies with, VAWA by ensuring all, required notices of rights under VAWA are included in all application, enforcement, and program termination correspondence paperwork.

The Administration Plan of CHA has been revised in support of the Violence Against Women Act of 2013. The following is applicable excerpts from the CHA Administration Plan:

4-III.C SELECTION METHOD.

- The Caribou Housing will offer preference to individuals or families who have been displaced as a result of fleeing violence or is currently living in a situation where they are being subjected to or victimized by violence in the home.

16-IX.C. NOTIFICATION [24 CFR 5.2005(a)]

The CHA will post the following information regarding VAWA in its offices and on its website. It will also make the information readily available to anyone who requests it.

- A copy of the notice of occupancy rights under VAWA to housing choice voucher program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380)
- A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation
- A copy of the PHA's emergency transfer plan
- A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383
- The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 16-1 and 16-2)
- Contact information for local victim advocacy groups or service providers

Notification to Program Applicants and Participants [24 CFR 5.2005(a)(1)]

- The PHA will provide all applicants with information about VAWA at the time they request an application for housing assistance, as part of the written briefing packet, and at the time the family is admitted to the program. The CHA will also include information about VAWA in all notices of denial of assistance.
- The PHA will provide all participants with information about VAWA at the time of admission and at annual reexamination. The PHA will also include information about VAWA in notices of termination of assistance.
- The VAWA information provided to applicants and participants will consist of HUD-5380 and HUD-5382
- The CHA is not limited to providing VAWA information at the times specified above. If the CHA decides to provide VAWA information to an applicant or participant following an incident the CHA will strive to make alternative delivery arrangements that will not put the victim at risk.
- When discussing VAWA with the victim, the PHA will take reasonable precautions to ensure that no one can overhear the conversation, such as having conversations in a private room.
- The victim may, but is not required to, designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.

Notification to Owners and Managers

- The CHA will provide owners and managers with information about their rights and obligations under VAWA when they begin their participation in the program and at least annually thereafter.
- The VAWA information provided to owners will consist of "Notice to HCV Owners and Managers Regarding VAWA" and a copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, and Stalking and Alternate Documentation.
- The CHA will include information about VAWA in all Landlord Packets.

16-IX.D. DOCUMENTATION [24 CFR 5.2007]

- Any request for documentation of domestic violence, dating violence, sexual assault or stalking will be in writing, will specify a deadline of 14 business days following receipt of the request, will describe the three forms of acceptable documentation, will provide explicit instructions on where and to whom the documentation must be submitted, and will state the consequences for failure to submit the documentation or request an extension in writing by the deadline.
- The CHA may, in its discretion, extend the deadline for 10 business days. In determining whether to extend the deadline, the CHA will consider factors that may contribute to the victim's inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim's need to address health or safety issues. Any extension granted by the PHA will be in writing.
- Once the victim provides documentation, the PHA will acknowledge receipt of the documentation within 10 business days.

Conflicting Documentation [24 CFR 5.2007(e)]

- If presented with conflicting certification documents from members of the same household, the CHA will attempt to determine which is the true victim by requiring each of them to provide third-party documentation in accordance with 24 CFR 5.2007(e) and by following any HUD guidance on how such determinations should be made.
- When requesting third-party documents, the CHA will provide contact information for local domestic violence and legal aid offices. In such cases, applicants or tenants will be given 30 calendar days from the date of the request to provide such documentation.

- If the CHA does not receive third-party documentation within the required timeframe (and any extensions) the CHA will deny VAWA protections and will notify the applicant or tenant in writing of the denial. If, as a result, the applicant or tenant is denied or terminated from the program, the CHA will hold separate hearings for the applicants or tenants.

Failure to Provide Documentation [24 CFR 5.2007(c)]

- In order to deny relief for protection under VAWA, a CHA must provide the individual requesting relief with a written request for documentation of abuse. If the individual fails to provide the documentation within 14 business days from the date of receipt, or such longer time as the CHA may allow, the CHA may deny relief for protection under VAWA.

16-IX.E. CONFIDENTIALITY [24 CFR 5.2007(b)(4)]

All information provided to the CHA regarding domestic violence, dating violence, sexual assault or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence. This means that the CHA (1) may not enter the information into any shared database, (2) may not allow employees or others to access the information unless they are explicitly authorized to do so and have a need to know the information for purposes of their work, and (3) may not provide the information to any other entity or individual, except to the extent that the disclosure is (a) requested or consented to by the individual in writing, (b) required for use in an eviction proceeding, or (c) otherwise required by applicable law.

- If disclosure is required for use in an eviction proceeding or is otherwise required by applicable law, the CHA will inform the victim before disclosure occurs so that safety risks can be identified and addressed.

12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

VAWA Protections against Termination

VAWA provides four specific protections against termination of HCV assistance for victims of domestic violence, dating violence, sexual assault or stalking. (*Note:* The second, third, and fourth protections also apply to terminations of tenancy or occupancy by owners participating in the HCV program, as do the limitations discussed under the next heading.)

- 1) VAWA provides that a CHA may not terminate assistance to a family that moves out of an assisted unit in violation of the lease, with or without prior notification to the CHA, if the move occurred to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the unit [24 CFR 982.354(b)(4)].
- 2) It provides that an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking may not be construed either as a serious or repeated lease violation by the victim or as good cause to terminate the assistance of the victim [24 CFR 5.2005(c)(1)].
- 3) It provides that criminal activity directly related to domestic violence, dating violence, sexual assault or stalking may not be construed as cause for terminating the assistance of a tenant if a member of the tenant's household, a guest, or another person under the tenant's control is the one engaging in the criminal activity and the tenant or affiliated individual or other individual is the actual or threatened victim of the domestic violence, dating violence, or stalking [24 CFR 5.2005(c)(2)].
- 4) It gives the CHA the authority to terminate assistance to any tenant or lawful occupant who engages in criminal acts of physical violence against family members or others without terminating assistance to, or otherwise penalizing, the victim of the violence [24 CFR 5.2009(a)].

Documentation of Abuse [24 CFR 5.2007]

- When an individual facing termination of assistance for reasons related to domestic violence, dating violence, sexual assault or stalking claims protection under VAWA, Caribou Housing will request that the individual provide documentation supporting the claim in accordance with the policies in section 16-IX.D of this plan.
- Caribou Housing reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases Caribou Housing will document the waiver in the individual's file.

Terminating the Assistance of a Domestic Violence Perpetrator

- Caribou Housing will terminate assistance to a family member if Caribou Housing determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the assistance of the remaining, nonculpable family members.
- In making its decision, Caribou Housing will consider all credible evidence, including, but not limited to, a signed certification (form HUD-5382) or other documentation of abuse submitted to Caribou Housing by the victim in accordance with this section and section 16-IX.D. Caribou Housing will also consider the factors in section 12-II.D. Upon such consideration, Caribou Housing may, on a case-by-case basis, choose not to terminate the assistance of the culpable family member.
- If Caribou Housing does terminate the assistance of the culpable family member, it will do so in accordance with applicable law, HUD regulations, and the policies in this plan.

12-II.F. TERMINATION NOTICE

- Whenever a family's assistance will be terminated, Caribou Housing will send a written notice of termination to the family and to the owner. Caribou Housing will also send a form HUD-5382 to the family with the termination notice. The notice will state the date on which the termination will become effective. This date generally will be at least 30 calendar days following the date of the termination notice, but exceptions will be made whenever HUD rules, other PHA policies, or the circumstances surrounding the termination require.
- When Caribou Housing notifies an owner that a family's assistance will be terminated, Caribou Housing will, if appropriate, advise the owner of his/her right to offer the family a separate, unassisted lease.
- Whenever Caribou Housing decides to terminate a family's assistance because of the family's action or failure to act, Caribou Housing will include in its termination notice the VAWA information described in section 16-IX.C of this plan and a form HUD-5382. Caribou Housing will request in writing that a family member wishing to claim protection under VAWA notify Caribou Housing within 14 business days.
- If a criminal record is the basis of a family's termination, Caribou Housing must provide a copy of the record to the subject of the record and the tenant so that they have an opportunity to dispute the accuracy and relevance of the record [24 CFR 982.553(d)(2)].

	<ul style="list-style-type: none"> If immigration status is the basis of a family's termination, as discussed in section 12-I.D, the special notice requirements in section 16-III.D must be followed.
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Substantial deviation(s) or significant amendments(s) or modification(s) are defined as discretionary changes in the plans or policies of the Caribou Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Caribou Housing Authority Board of Commissioners.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>There were no comments received by any of the HCV Applicants/Participants, no the general public.</p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <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>

Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(c\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit 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 §903.17\(a\)](#), [24 CFR §903.19](#))

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 PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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.
