

<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<p><b>PHA Name:</b> _____ Scott County CDA _____ <b>PHA Code:</b> _____ MN 184 _____</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): _____ 01/2025 _____</p> <p><b>The Five-Year Period of the Plan (i.e. 2019-2023):</b> _____ 2025-2029 _____</p> <p><b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</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 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><b>PHA Website:</b> <a href="http://www.scottcda.org">www.scottcda.org</a></p> <p><b>Main Office:</b> Scott County CDA; 323 Naumkeag St; Shakopee, MN 55379</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1"> <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:																							
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<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.					
<b>B.1</b>	<p><b>Mission.</b> 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><b>The Scott County CDA’s Mission is to: “Invest in the possibilities to live and work in Scott County.</b></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.

### **1. Preserve and expand affordable housing options that meet the diverse needs of low to moderate income individuals and families:**

- Retain and recruit new participating landlords:
  - Engage new and current landlords in educational trainings and information sessions related to Fair Housing, Civil Rights, Landlord Laws, Maintenance and Rehab incentives and tips, etc.
  - Annually meet with and/or survey participating landlords to gain feedback and improve programs.
  - Market benefits of participating in subsidy programs to new, potential landlords on social media, the website, presentations, meetings, etc.
  - Partner with Scott County Cities and Scott County Human Services to promote participation in subsidy programs through their existing social media, rental registration, inspection, and other processes.
  
- Apply for additional vouchers, financial resources for rental units, and new program opportunities as they are made available and meet the changing, diverse needs of the community.
  
- Participate and contribute to housing developments that support the needs of low-moderate income households.
  
- Collaborate with partner agencies to provide additional transitional and long-term housing solutions to households experiencing homelessness.
  
- Maintain an occupancy rate of existing CDA owned and managed units at 98%.
  
- Maintain a utilization of HCV vouchers at 98%.
  
- Maintain a utilization of Mainstream Voucher Program, serving non-elderly disabled individuals, at 98%.
  
- Maintain a utilization of the Family Unification Program in partnership with Health and Human services that promotes stability for families involved in child protection system at 98%.
  
- Maintain administration of the State funded programs, Bridges and Bridges RTC, serving persons experiencing long term homelessness with a qualifying mental health condition.

- Provide affordable homeownership opportunities through the First Time Homebuyer Programs Education, Counseling, Down Payment assistance and expansion of Community Land Trust Homes Project.

## **2. Ensure accessible, equitable housing programs**

- Implement Applicant Portal Systems that enable applicants to apply, update application information, and communicate with CDA staff online for all housing programs in their preferred language.
- Implement Resident Portal Systems that enable participants to submit required documentation, verifications, view emails/letters/notifications, pay rent, put in work orders, and view financial statements online in their preferred language.
- Make available phone, in person, and virtual interpreter services for all languages that is available upon request by the resident.
- Make available and approve reasonable accommodations to address needs based on a disability in accordance with the approved CDA Administrative Plan Policy.
- Continuously evaluate housing programs and make improvements to services and service delivery through analysis and reporting on: Voucher utilization, units leased, waiting list data (wait times, applications, denials/denial reasons), resident move-in and move-out outcome data, vacancies, length of tenancy/participation, non-compliance data, and demographic data.
- Identify and institute measures within programs that will evaluate the success of BIPOC communities in different aspects of our services when compared to non-BIPOC communities. This evaluation will lead to possible changes in our service delivery to ensure equitable access to all our services.
- Continuously engage and request feedback from providers, department staff, community stakeholders, and applicants and residents in our housing programs through surveys, focus groups, and quarterly Resident Advisory Group meetings to improve program access, program compliance, and services.

## **3. Expand Outreach and Stability Services**

- Market and connect active CDA housing program participants to internal program resources and openings such as: Homeownership programs, community land trust housing opportunities, market rate housing or waiting list openings, CDA scholarships, and economic development job training courses.
- Annually and as relevant, market and connect active CDA housing program participants to external resources.
- During briefings and move-in orientations, incorporate an initial assessment of the household's basic needs and barriers to finding or retaining housing and then develop a short-term action plan that includes connections to resources that would address those needs.

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|  | <ul style="list-style-type: none"><li>➤ Collaborate with community partners to provide renter education and skill building services to active housing program participants such as budgeting, credit and debt counseling, basic home repair and maintenance, job readiness skills, and post high school education and job planning.</li><li>➤ Connect households receiving program violations or terminations with relevant resources to support compliance and successful future participation.</li><li>➤ Using technology and key partners, develop a tool that will connect the people who are helping people find housing with a consistent, focused, and efficient method of communication about immediate/upcoming affordable housing options in Scott County.</li></ul> |
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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.

From 2020-2024:

### **1. Strengthen homeownership opportunities:**

- **Provide outreach to persons interested in exploring homeownership**

Held annual partner events with lenders, realtors, volunteers and partners, met with cities, community partners, including TC Habitat for Humanity, Community Resource Center, Mujeres Latinas, Shakopee Diversity Alliance, regularly marketed in local paper and social media, to increase awareness of our homeownership programs.

- **Provide regular homebuyer education workshops and pre-purchase counseling**

Provided 11 Homebuyer workshops and served 122 households in this time period, 1/1/2020 to June 30<sup>th</sup>, 2024 . Provided Pre-Purchase Counseling to 201 households in this same time period.

- **Provide homebuyer education in culturally relevant languages**

Developed and implemented First-Time Homebuyer Workshop taught in Spanish using Homestretch Curriculum. Hired Spanish speaking Homeownership Specialist who translated materials, marketed and taught workshop, along with recruiting Spanish speaking volunteers to teach certain chapters of curriculum. Continue to refer to African Development Center and International Institute of MN for education workshops held in other languages not offered by SCCDA.

- **Administer a HCV Homeownership Program for 5 households**

3 households have successfully completed and moved off the program. 2 households remain, with one expected to graduate in July of 2024. The agency will be phasing out this program and will not be accepting any new applicants.

- **Develop and administer a Community Land Trust Program**

We have successfully developed our Community Land Trust Program and currently have 9 homes occupied in the program, housing 39 individuals. We have secured funding for an additional 26 homes to be developed or rehabbed over the next 2 years.

- **Provide outreach and counseling to existing homeowners as risk of foreclosure**

Responded to 1288 pre-foreclosure notices 1/1/2020-6/30/2024. Counseled 50 households. Over the last 3 years, 90% of resolved counseling cases were successful, resulting in current mortgages or regular market sales with equity retained.

- **Connect existing homeowners to available weatherization and home rehabilitation programs**

We have links on our website to home rehab programs and counselors refer to these programs whenever appropriate during one-on-one counseling sessions.

## **2. Meet the need for quality affordable rentals:**

- **Apply for additional Vouchers, financial resources for rental units, and new program opportunities as they are made available**

The CDA received 6 general occupancy Housing Choice Vouchers, applied for and received 13 additional Mainstream Vouchers (23 total), and 6 additional State funded vouchers over the past five years. The CDA was allocated ARPA (American Rescue Plan Act) funds from Scott County to purchase 4 rental units for the CDA's portfolio and awarded ARPA funds to a non-profit developer who is building 42 units of supportive rental housing. Finally, the CDA applied for a State funded program connecting housing resources to homeless students, though the CDA was unsuccessful in receiving funding, the collaborative effort did bring more awareness and education of the housing system to partners and opportunities for better coordination of resources in future opportunities.

- **Connect the importance of housing and economic development through promoting or participating in housing developments that support the needs of low-income working households**

The CDA provided a deferred loan to a private developer who built 60 units of affordable workforce housing in Shakopee connecting the importance of housing and economic development. The CDA has also met with each of the cities over the past five years explaining CDA programs to city staff as well as City Councils, Economic Development Boards and the Chamber of Commerce. The CDA was also allocated ARPA funds from the City of Savage to provide additional affordable housing in the city that will support the needs of the local workforce.

- **Conduct landlord outreach to unit owners**

Annually, the CDA works with the Cities to send promotional materials and a rental survey to all registered landlords in Scott County.

Met with all the individual Cities in Scott County to better understand their rental registration process and their landlord educational and other requirements. Requested to partner in the processes to promote participation in the CDA housing programs.

Participating in a Landlord Engagement Workgroup with other providers in Scott County with the goal of engaging new landlords to participate in rentals subsidy programs.

We collaborated with other communities such as Carver County, to hire speakers related to Fair Housing Law on multiple occasions and invited landlords who may or may not participate in subsidy programs.

- **Conduct new landlord orientation and annual appreciation workshop for participating landlords**

The CDA has hosted educational workshops 2-3 times per year since 2019 on various topics such as passing inspections, Fair Housing, community resources, Crime Free Drug Free, Maintenance Tips, Law Changes/Updates, etc. We collaborated with other communities such as Carver County, to hire speakers related to Fair Housing Law on multiple occasions. After COVID, these workshops were held online and in person.

The CDA provides a welcome packet of information and resources to all new landlords and offers an orientation session via phone, virtual, or in person to orient landlords to the program.

The CDA also began meeting with 10 existing participating landlords per year to learn more about their policies, procedures, barriers, and areas of collaboration and improvement.

- **The CDA may replace the public housing with project-based vouchers, by obtaining HUD approval for disposition or voluntary conversion, receiving tenant protection vouchers and fulfilling HUD requirements for use of project-based vouchers at the building**

The CDA received HUD approval and completed the voluntary conversion of its last public housing units, the Prior Manor Apartments, in February of 2022. The CDA applied for and received 40 tenant protection vouchers and fulfilled HUD requirements for this conversion. The CDA has submitted all requirements to close out its public housing program with HUD.

- **If it appears HUD would provide funding for units under the Faircloth Amendment, the CDA would have an authorized number of units and would consider it**

The CDA submitted all requirements to close out its public housing program with HUD. Therefore, the CDA is not eligible to develop any Faircloth units.

- **Maintain occupancy rate of existing CDA owned housing at 97%**

The CDA has maintained occupancy rate of existing CDA own rental units at 97% through the majority of the past five years. A slight dip in occupancy (92%) at our Rural Development program in the first half of 2024, however, anticipate bringing the occupancy back near that 97% rate by the end of 2024.

- **Maximize utilization of Section 8 Housing Choice Voucher program funds and vouchers at 98%**

The CDA has maintained utilization of the Housing Choice Voucher program at 98% or greater over the past five years.

### **3. Promote stable housing as a way to improve quality of life:**

- **Foster safe and sanitary housing for all households through on-time housing quality inspections and utilizing the maintenance guide for landlords and residents developed in partnership with the University of Minnesota Resilient communities program.**

The CDA hired a HUD-HQS certified staff inspector. He inspects our HCV, PBV, RAD, and Prior Manor programs bi-annually. We also contract with a HUD-HQS certified inspector to inspect all initial inspections and 20% of our other units each year. We require our participating landlords and owners to comply with Housing Quality Standards as required by HUD. We hosted educational workshops 2-3 times per year to support current and new landlords in understanding inspection, fair housing, city/state law, and standard maintenance guidelines. Two of the workshops were focused solely on maintenance technicians networking, sharing ideas and tips for maintenance, and educating on the HQS standards.

The CDA also worked with the University of Minnesota Resilient Communities program to develop materials and communication strategies between landlords and tenants that would support better maintained units. The materials helped tenants understand what needed to be reported to landlords, how to best maintain a unit, what to do when you want something fixed in the unit, etc.

- **Administer a Family Self-sufficiency program for 25 households**

The CDA administered a Family Self-Sufficiency program for 25 households until 2023. HUD granted the CDA full exception approval from administering a FSS program in September of 2023. This will remain in effect for five years from the date of approval.

- **Continue to be involved in county-wide Live, Learn, Earn (LLE) initiative that connects housing to education, economic development and transportation**

CDA staff have continued to be involved in LLE over the past five years. Many of the initiatives have wrapped up though the housing committee continues to meet.

- **Explore rent assistance opportunities with Scott Family Net to provide resources to homeless students and their families**

The CDA applied for a State funded program connecting housing resources to homeless students, though the CDA was unsuccessful in receiving program funding, the collaborative effort did bring more awareness and education of the housing system to partners and opportunities for better coordination of resources in future opportunities.

- **Administer a Family Unification Program in partnership with Health and Human services that promotes housing stability for families involved in the child protection system**

The CDA administers 25 FUP vouchers in partnership with Health and Human Services.

- **Continue to enforce smoke-free policies**

The CDA enforces smoke-free policies in its rental units. The State of Minnesota legalized cannabis for people 21 and older in the state. This has given additional opportunities to discuss CDA smoke-free policies with residents.

- **Administer State Funded Rental Assistance Programs including Bridges (serves persons with disabilities) and Housing Trust Fund (serves low-income households and those experiencing homelessness) in partnership with Health and Human Services and the Community Action Partnership.**

The CDA received six additional state funded rental assistance vouchers (now serving 25 households) that are administered in partnership with referrals from Scott County and the Coordinated Entry waiting list. The CDA has provided housing navigation services through a variety of methods including partnerships with the Community Action Partnership agency, a local non-profit and CDA housing staff.

#### **4. Strengthen communities through affordable housing:**

- **Apply for additional Vouchers, financial resources for rental units, and new program opportunities as they are made available**

The CDA received 6 general occupancy Housing Choice Vouchers, applied for and received 13 additional Mainstream Vouchers (23 total), and 6 additional State funded vouchers over the past five years. The CDA was allocated ARPA (American Rescue Plan Act) funds from Scott County to purchase 4 rental units for the CDA's portfolio and awarded ARPA funds to a non-profit developer who is building 42 units of supportive rental housing. Finally, the CDA applied for a State funded program connecting housing resources to homeless students, though the CDA was unsuccessful in receiving funding, the collaborative effort did bring more awareness and education of the housing system to partners and opportunities for better coordination of resources in future opportunities.

- **Maintain the Scott County CDA webpage and utilize social media channels to educate and engage communities**

The CDA launched a new website and utilizes social media channels to provide information and highlight success stories of program participants.

- **Preserve existing affordable housing properties and programs as existing owners are looking to opt out**

The CDA acquired one 4 plex of an original owner who was opting out of the rental business. Preservation of existing affordable housing is a broader CDA Board strategy that will continue to be worked on to identify properties, programs and resources over the next four years.

- **Educate partners and participants on rights and responsibilities under Fair Housing laws**

The CDA annually provides fair housing training for partners across the County. Participants are informed of rights and responsibilities at time of orientation and ongoing during their tenancy as appropriate. The CDA Board adopted a Fair Housing policy in 2023 and receive annual training.

- **Partner with local Continuum of Care in support of programs and resources that contribute to homelessness being brief, rare and nonrecurring**

Scott County CDA joined the SMAC (Suburban Metro Continuum of Care) Board of Directors and participates in multiple committees such as the Coordinated Entry and Monitoring and Evaluation of SMAC. SMAC is the network of organizations, community residents and businesses that plan programs with the primary goal of ending homelessness in 5 Suburban MN Counties (Anoka, Washington, Dakota, Scott, and Carver). SMAC acts as the regional planning body of representative stakeholders designed to promote a shared commitment to the goal of ending homelessness with a focus of quickly rehousing homeless individuals and families while minimizing the trauma and dislocation caused to individuals, families, and communities by homelessness; promoting access to and effective utilization of mainstream programs; and optimizing stability and self-sufficiency for individuals and families while homeless and once housed

CDA Staff are members are also members of the Heading Home Scott and Carver local committee that brings partners together with the goal of collaboration and sharing and informing each-other of necessary resources related to homelessness prevention and intervention. CDA staff also sit on the FHPAP Advisory Committee that oversees the design of and recipients of MN State Homeless Prevention and Re-Housing funding.

<p><b>B.4</b></p>	<p><b>Violence Against Women Act (VAWA) Goals.</b> 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.</p> <p>The Scott County CDA addresses Violence Against Women Act in Chapters 16 of the HCV Administrative Plan and Public Housing; See attached Chapter 16; pages 362-394</p> <p>The CDA processed and approved 19 VAWA requests from 2020-2024 and ensured safe housing through transfers, voucher issuance, resource and referrals</p>
<p><b>C. Other Document and/or Certification Requirements.</b></p>	
<p><b>C.1</b></p>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A modification or change to the PHA Plan will be considered a "significant amendment" or a "substantial deviation/modification" if the modification significantly changes the mission of the PHA as stated in section B. 1 above.</p>
<p><b>C.2</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/> Resident Advisory Meeting occurred 8-13-24 @ 1pm via TEAMS and in-person</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>
<p><b>C.3</b></p>	<p><b>Certification by State or Local Officials.</b> <b>In progress</b></p> <p><a href="#">Form HUD-50077-SL</a>, <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>C.4</b></p>	<p><b>Required Submission for HUD FO Review.</b> <b>TBD</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
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D.1

**Affirmatively Furthering Fair Housing.** (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

**Fair Housing Goal:** To educate and promote fair housing and civil rights law to staff, residents, partners, and other community stakeholders.

***Describe fair housing strategies and actions to achieve the goal***

1. Annually coordinate Fair Housing Trainings to landlords, community partners, realtors, lenders, and program participants to increase awareness and compliance of the laws.
2. Provide information, updates, and an avenue for discussion/feedback with residents of CDA programs during Resident Advisory Meetings that include current participants of housing programs.
3. Re-instate a Scott County CDA Diversity, Equity and Inclusion (DEI) Committee which is a composed of a sub-set of Scott County CDA staff. The purpose of the committee is to live out the Organization value of "equitable" by increasing understanding amongst staff/stakeholders and implement effective strategies that demonstrate fairness to all people. The group will coordinate ongoing staff trainings and education opportunities throughout the year.

**Fair Housing Goal:** To make housing programs accessible to persons of all ability and English language proficiency levels.

***Describe fair housing strategies and actions to achieve the goal***

1. Make available phone, in person, and virtual interpreter services for all languages that is available timely upon request by the resident.
2. Make available and approve reasonable accommodations to address needs based on a disability in accordance with the approved CDA Administrative Plan Policy. Accommodations can be requested at time of application or intake, initial briefing, voucher issuance/move-in, annually, and intermittently as needs become apparent to the resident or staff. All forms related to accommodations are accessible by request, on our website, and via portal document system. Requests can be made verbally with staff following up with documentation afterwards. This includes situations that require sight and hearing impairment, elderly or other accessibility related disabilities.
3. Implement Applicant and Resident Portal Systems that enable participants to apply for housing or homeownership programs, submit required documentation and verifications, view emails/letters/notifications, pay rent, put in work orders, and view financial statements online in their desired language.

**Fair Housing Goal:** Integrate Fair Housing Principals into internal policies and procedures

***Describe fair housing strategies and actions to achieve the goal***

1. Implement Fair Housing Training into official Board of Directors onboarding process.
2. Require Fair Housing Training within first 6 months of Staff Hires
3. Institute a Staff Code of Conduct into the CDA Personnel Policy Handbook that includes a commitment to Equity, Inclusion, and Ant-Discrimination behavior.
4. Through our 2021-2025 Strategic Plan, address the parity between leadership, staff composition, under-represented groups in our hiring, recruitment, policy, and procedures.
5. Through the implementation of a new housing software system and reporting features, identify and institute measures within programs that will evaluate the success of BIPOC communities in different aspects of our services when compared to non-BIPOC communities. This evaluation will lead to possible changes in our service delivery to ensure equitable access to all our services.

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

A. **PHA Information.** All PHAs must complete this section. (24 CFR § 903.4)

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **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. Plan Elements.**

- 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\(b\)\(1\)](#))
- 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\(a\)\(3\)](#)).

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

- C.1 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32, REV 2.

**C.2 Resident Advisory Board (RAB) comments.**

- (a) Did the public or RAB have 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\(b\)](#), [24 CFR § 903.19](#))

**C.3 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.

**C.4 Required Submission for HUD FO Review.**

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

**D. Affirmatively Furthering Fair Housing.**

**(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)**

**D.1 Affirmatively Furthering Fair Housing.** The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ....” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D.; nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year 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 1.64 hours per year per response or 8.2 hours per response every five years, 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.

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