

PHA Annual Plan and 5-Year Plan Training

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CEO

August 14,
2024, 2:30
P.M.

What is PHA Annual Plan and 5-Year Plan

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- **A Public Housing Agency (PHA) Annual Plan and 5-Year Plan** are comprehensive documents required by the U.S. Department of Housing and Urban Development (HUD) from all Public Housing Agencies. These plans outline the agency's goals, strategies, and policies for providing affordable housing and addressing the needs of low-income families in their communities.

PHA 5-Year Plan

The **5-Year Plan** is a strategic document that outlines the long-term goals and objectives of a PHA over a five-year period.

It provides a roadmap for how the agency intends to manage its housing programs and meet the needs of the residents it serves. The plan typically includes the following elements:



PHA 5-Year Plan

- **Mission Statement:** Defines the agency's mission and its commitment to serving low-income families.
- **Goals and Objectives:** Outlines the PHA's long-term goals, such as increasing the availability of affordable housing, improving the quality of housing, promoting self-sufficiency among residents, and ensuring equal opportunity housing.
- **Strategies:** Details the specific actions and initiatives the PHA will undertake to achieve its goals, including development projects, rehabilitation efforts, and partnerships with other organizations.

PHA Annual Plan

- The **Annual Plan** is a more detailed document that is submitted to HUD every year. It provides updates on the progress made toward the goals and objectives outlined in the 5-Year Plan and outlines the specific activities and programs the PHA plans to implement in the upcoming year.

Submission Due Dates

Fiscal Year End	Fiscal Year Beginning	Suggested PHA Plan Submission Start Date	PHA Plan Submission Due in the Portal	Estimated Number of PHAs
09/30	10/1/2024	5/4/2024	7/18/2024	823
12/31	1/1/2025	8/4/2024	10/18/2024	1,111
03/31	4/1/2025	11/3/2024	1/17/2025	697
06/30	7/1/2025	2/2/2025	4/17/2025	1,190

PHA Annual & PHA 5-Year Plan Submissions

- **Qualified PHAs**

- Required to create an annual plan but only submit their HUD-50077-CR

- **Annual Plan**

- Required annually from all non-qualified PHAs
- Includes required certifications
- Upload Resident Advisory Board (RAB) comments and challenges during the public comment period

- **5-year Plan (HUD-50075-5Y)**

- Required by all – qualified and non-qualified – PHAs
- Shares HUD-50077-SL submitted with the Annual Plan for non-qualified PHAs
- Upload Resident Advisory Board (RAB) comments and challenges during the public comment period

Submission Requirements

PHA Type	Form	Submission Frequency
Qualified PHAs	HUD-50077-CR HUD-50057-5Y (5-Year Plan) HUD-50077-SL	Annually 5 years 5 years
Standard and Troubled PHAs	HUD-50075-ST (Annual Plan) HUD-50075-ST-HCV-HP HUD-50077-SL HUD-50075-5Y (5-Year Plan)	Annually Annually Annually 5 years
High Performer PHAs	HUD-50075-ST (Annual Plan) HUD-50075-ST-HCV-HP HUD-50077-SL HUD-50075-5Y (5-Year Plan)	Annually Annually Annually 5 years
Small PHAs	HUD-50075-SM (Annual Plan) HUD-50075-CTR-SM HUD-50077-SL HUD-50075-5Y (5-Year Plan)	Annually Annually Annually 5 years
HCV-Only PHAs	HUD-50075-ST (Annual Plan) HUD-50075-ST-HCV-HP HUD-50077-SL HUD-50075-5Y (5-Year Plan)	Annually Annually Annually 5 years

Portal User Roles

Only select ONE role for each user and select the appropriate role for the user.

OPD

This user role is for the PHA's Executive Director only. This user can create, edit, upload supporting documents, and manually or electronically sign or submit certifications, plans, forms, and other types of submissions.

OPE

This user can create, edit, and upload supporting documents for the submission. **This user cannot sign or submit certifications, plans, forms and other types of submissions.**

OPI

This user can only read completed submissions. **This user cannot create, edit, upload supporting documents, sign or submit certifications, plans, forms, and other types of submissions.**

OPL

This user role is for the PHA's Board Chair only. This user can create, edit, manually or electronically sign required Board chair certifications, and upload supporting documents. **This user cannot sign or submit plans, forms, or other types of submissions.**

Navigating the Portal through Secure Systems

The image shows a screenshot of a web portal's main menu. At the top, there is a blue header with the text "Main Menu" on the left and "faq | help | search | home | logout" on the right. Below the header, a list of links is displayed. A red callout box with a white background and a red border contains the text "Click this link to access the portal". A red arrow points from this box to the link "Public Housing Portal (PIH Operating Fund)", which is also highlighted with a red rectangular box. Other links in the list include "M... Family Delinquency and Default Reporting System (MDDR)", "Public Housing Assessment System: Scores and Status (NASS)", "Operating Fund Business Intelligence", "Physical Assessment Subsystem (PASS)", "PIH Information Center (PIC)", "Test Site for PIH Information Center - PIC Test (PICTST)", and "Quality Assurance Subsystem (QASS)". Below the list, there is a section titled "System Administration" with a link for "Data Warehouse Password Change".

Main Menu [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Click this link to access the portal

- [M... Family Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [Public Housing Portal \(PIH Operating Fund\)](#)
- [Operating Fund Business Intelligence](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [PIH Information Center \(PIC\)](#)
- [Test Site for PIH Information Center - PIC Test \(PICTST\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)

System Administration

- [Data Warehouse Password Change](#)

Navigating the Portal

- View when using other browsers

The screenshot shows a web browser window displaying the HUD portal. The address bar shows the URL: <https://hudapps.hud.gov/ords/ofpih/f?p=160:1:2328207610426:::>. The page features a blue header with a navigation menu on the left and a main content area. A red box highlights a message: "Please use Google Chrome as Web Browser for the Portal." The message is positioned over a "Update Profile" button and a photograph of a house. Below the message, the page displays "Major Activities Welcome MARY LOU HOFFMAN" and "Connection Status: [signal icon]". A calendar for November 2022 is visible, showing events such as "SF-424 CY-2023 Module available for PHAs" and "CY 2023 SF-424 PHA training" sessions.

Update Profile **Please use Google Chrome as Web Browser for the Portal.**

Home Ver1.4.5.5 S35_3_9.8
PHA Reports & Submissions
Energy Incentives
Document Management
Quick Links

Major Activities Welcome MARY LOU HOFFMAN Connection Status: [signal icon]

November 2022

Sun	Mon	Tue	Wed
30	31	1	2
	SF-424 CY-2023 Module available for PHAs		
6	7	8	9
		CY 2023 SF-424 PHA training 10:30 AM session	CY 2023 SF-424 PHA training 01:30 PM session

News and Messages:

- **CY 2022 Shortfall Improvement Plan and Budget Submission modules are open; please review and submit prior to deadlines.**

If you have any questions, please contact local

User Profile

The screenshot shows a web application interface for user profile management. At the top, there is a blue navigation bar with a menu icon, a logo, and links for "New Window", "Return to Secure System", and "About?". Below the navigation bar, a red-bordered box highlights a message: "User profile is missing, please update user profile to continue." To the right of this message are two buttons: "Roles Assigned" and "User Profile Guide". A red callout box points to the "User Profile Guide" button with the text: "Click button to download the User Profile Guide". The main content area features a calendar for November 2020, with a "today" button and "month" and "list" view options. The calendar grid shows the days of the week and the dates 1 through 7.

Update Profile **User profile is missing, please update user profile to continue.** Roles Assigned User Profile Guide

Major Activities Welcome FIRST - MOPF03 LAST - pic Connection

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7

Navigating the Portal (cont.)

The image shows a screenshot of a web portal's navigation menu. The menu is located on the left side of the page and is set against a dark grey background. It contains several items, each with an icon and text:

- Home Ver1.4.5.5 S35_4_2.4 (with a house icon)
- PHA Reports & Submissions** (with a gear icon, highlighted by a yellow border and a yellow callout bubble containing the number '1')
- Energy Incentives (with a document icon)
- Document Management (with a folder icon)
- Quick Links (with a link icon)

At the top of the page, there is a blue header bar with a hamburger menu icon and a circular logo. Below the navigation menu, the main content area is visible, featuring a light blue button labeled 'Update Profile' with a person icon, a large photograph of a row of modern houses, and a partial view of a sidebar on the right with the text 'Maj'.

Navigating the Portal (cont.)

The screenshot shows the 'PHA Reports & Submissions' section of a web portal. A navigation menu is open, showing various report categories. Callout 2 points to the 'PHA Submissions' dropdown menu, and callout 3 points to the 'PHA 5-Year Plan (HUD-50075-5Y)' option within the dropdown.

PHA Reports & Submissions

PHA Certified Lists ▾ PHA Submissions ▾ 723/52722 Submission ▾ PHA I

First 10 AMPs

3 PHA 5-Year Plan (HUD-50075-5Y) n 3 E1

- PHA Board Resolution (HUD-52574)
- PHA Annual Plans (HUD-50075)
- PHA 5-Year Plan (HUD-50075-5Y)
- SF-424 for Operating Fund Grant
- SF-424 for Capital Fund Grant
- SF-425 (Federal Financial Report)
- Public Housing Waiting List
- Support for Payment Voucher (HUD-52720)
- HUD-52723 / HUD-52722 (Historical Excel Tools)

Creating the HUD-50075-5Y

Select Calendar Year and PHA Code/Name

Select CY: 1

Select PHA Code: AL001 - Housing Authority of the Birmingham 2

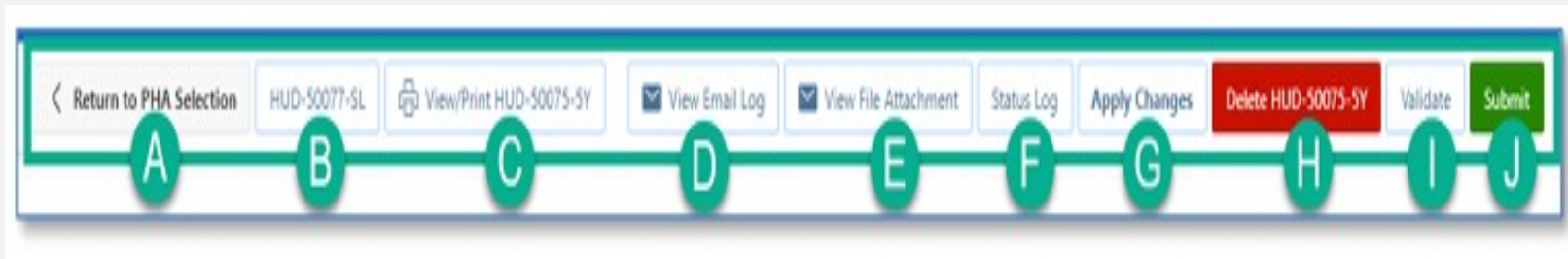
Generate 5-Year Plan 3

Create 5-Year Plan 4

✓ 5YR PHA Plan (HUD-50075-5Y) is created.

Menu Buttons

—



How the public can access this PHA plan

A. PHA Information.

PHA Name: D.C Housing Authority	PHA Code : DC001	CY: 2019	ID: 19
The Five-Year Period of the Plan (i.e. 2019-2023): 2019-2023	* PHA Plan for Fiscal Year Beginning (MM/YYYY): 01/2019	Status: Active	Version: 1

PHA Plan Submission Type: 5-Year Plan Submission Revised 5-Year Plan Submission

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.

* How the public can access this PHA Plan

1

Section B. Plan Elements

B. Plan Elements. Required for all PHAs completing this form.

* **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.

* **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.

* **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.

* **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.

3

Mission



The mission of the Public Housing Authority (PHA) is to provide safe, affordable housing to low-income, very low-income, and extremely low-income families within our jurisdiction. Over the next five years, we are committed to enhancing the quality of life for these populations by:

Goals and Objectives

To serve the needs of low-income, very low-income, and extremely low-income families over the next five years, the Public Housing Authority (PHA) has established the following quantifiable goals and objectives:

1. Increase Affordable Housing Units:
 - Goal: Add 200 new affordable housing units by 2029
 - Objective: Complete the development of 50 new units annually through partnerships with developers and leveraging federal funding
2. Enhance Housing Quality:
3. Promote Economic Self-Sufficiency:
4. Reduce Homelessness:
5. Improve Resident Satisfaction:

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.

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

Navigate to Section C. Other document and/or Certification Requirements

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.

Enter text here as needed.

4

C.2 Resident Advisory Board (RAB) Comments.

* (a) Did the RAB(s) have comments to the 5-Year PHA Plan?

No
 Yes

5

(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.

6

Add/Delete/View RAB Comments 0

Navigate to Section C. Other document and/or Certification Requirements (Cont.)

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 FQ Review.

* (a) Did the public challenge any elements of the Plan?

No
 Yes

7

(b) If yes, include Challenged Elements.

8 Add/Delete/View Challenged Elements Attachment 0

Click this button to ensure form is signed

HUD-50077-SL

HUD-50077- SL form

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

_____ Name of Authorized Official	_____ Title
_____ Signature	_____ Date

Section D.1 Affirmatively Furthering Fair Housing (AFFH)

D. Affirmatively Furthering Fair Housing (AFFH).

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(a) enacted prior to August 17, 2015. See instructions for further detail on completing this item.



Go

Actions

9


+ Add Fair Housing Goal



No data found.

Section D.1 Affirmatively Furthering Fair Housing (AFFH)

Describe fair housing strategies and actions to achieve the goal ✕

 This page is for demonstration and testing only (Application in Development/ User Acceptance Testing (UAT) phases).

* Fair Housing Goal:

* Description of Strategies and Actions:

10


11

12

Additional Documentation

—

Additional Documentation

13 Add/Delete/View Supporting Documents 0 

Validate

[PHA User Guide \(5 Year\)](#) [Form 50075-5Y Instruction](#) [New Window](#) [Return to Secure Systems](#) [About ?](#)

Status Log

Apply Changes

Delete HUD-50075-5Y

Validate

Submit

 View Email Log

 View File Attachments

Error Message

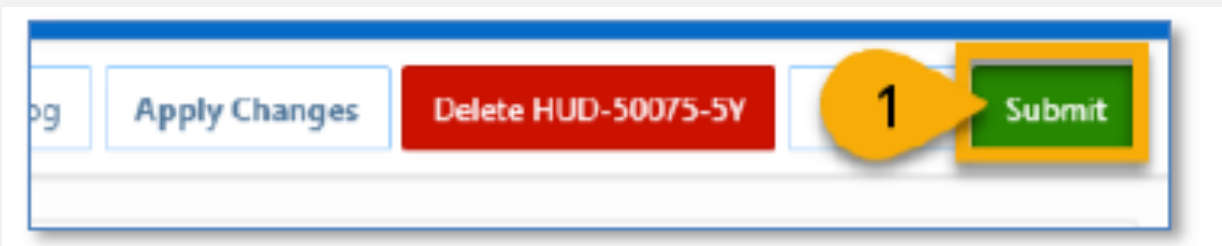
8 errors have occurred



- "How the public can access this PHA Plan" is a required field.
- "B.1 Mission" is a required field.
- "B.2 Goals and Objectives" is a required field.
- "B.3 Progress Report" is a required field.
- "B.4 Violence Against Women Act (VAWA) Goals" is a required field.

Finally

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What about EPIC?

The PHA Plan modules do NOT replace your PHA's Capital Fund Program (CFP) 5-Year Action Plans (HUD-50075.2) that must be submitted in the Energy and Performance Information Center (EPIC).

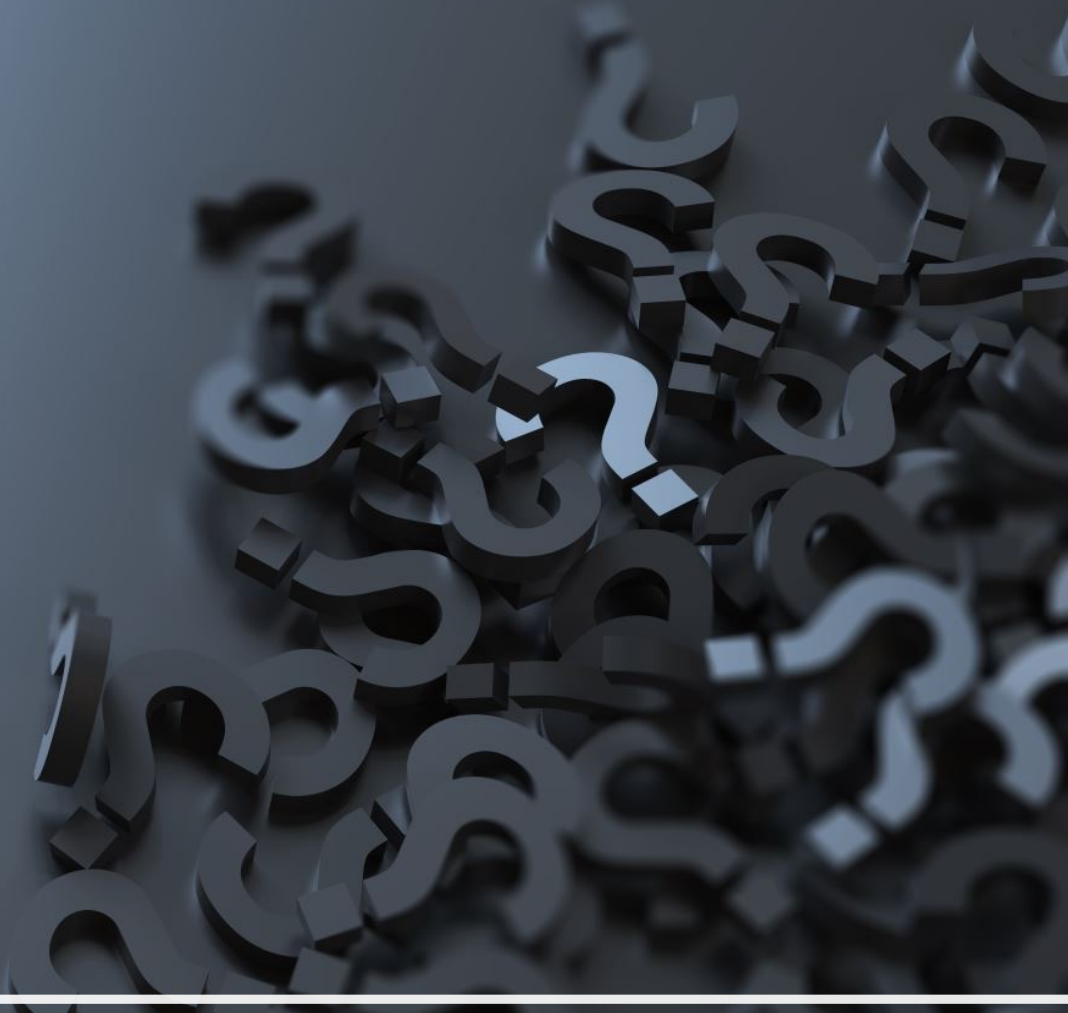
EPIC does not collect the PHA Annual and PHA 5-year Plan.

PHA Annual & 5-Year Plan Guidance

PIH Notice: PIH-2015-18.

Public Housing Portal User
Guides.

Training Videos: PHA Annual
Plans, PHA 5-Year Plan.



Questions/Comments