


# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

  
**Agency Planning &  
Submission Components  
of the  
5-Year/Annual PHA Plans**  
*Tracy Edwards-Henson, Instructor*  
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**5-Year & Annual PHA Plans**

- QHWRA of 1998 created the requirement for submission of the 5-Year and Annual PHA Plans by all PHAs administering PH and/or HCV programs
- HERA relieved the burden on small PHAS by providing Qualified PHAS with an exemption from the requirement to submit an Annual PHA Plan

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**5-Year Plan**

- Describes the mission of the PHA, its long term goals and quantifiable objectives for achieving the mission

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Annual Plan**

- Provides details about the PHA's participants, programs and services, and the PHA's strategy for addressing operational concerns, residents' and participants' needs, programs, and services for the upcoming fiscal year

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**Required Information  
5-Year Plan / Annual PHA Plan**

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**5-Year Plan  
Required Information**

- PHA's mission for servicing the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction
- PHA's goals and objectives that enable the PHA to serve the needs of the families identified in the PHA's Annual Plan
- Statement about the goals, activities, objectives, policies, or programs that will enable a PHA to serve the needs of child and adult victims of VAWA crimes

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

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| <p style="text-align: center;"><b>5-Year Plan<br/>Required Information</b></p> <p>□ After the PHA submits its first 5-Year Plan, the PHA in its succeeding 5-Year Plans must address:</p> <ul style="list-style-type: none"><li>▪ The PHA's missions, goals, and objectives for the next 5 years; and</li><li>▪ The progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plans</li></ul> <p style="text-align: right;">[ 7 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(a) A statement of housing needs addressing:</p> <ul style="list-style-type: none"><li>▪ The housing needs of the low, very low, and extremely low-income families who reside in the PHA's jurisdiction and the other families who are on the PH and HCV waiting list</li><li>▪ The issues of affordability, supply, quality, accessibility, size of units, and location</li><li>▪ The ways in which the PHA intends, to the maximum extent practicable, address those needs and the PHA's reasons for choosing its strategy</li></ul> <p style="text-align: right;">[ 8 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(b) A statement of the PHA's deconcentration and other policies that govern eligibility, selection, and admission:</p> <ul style="list-style-type: none"><li>▪ Deconcentration Policy</li><li>▪ Waiting list procedures</li><li>▪ Other admissions policies</li></ul> <p style="text-align: right;">[ 9 ]</p> |
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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(c) A statement of financial resources:</p> <ul style="list-style-type: none"><li>▪ Must address the financial resources that are available to the PHA</li><li>▪ Must include a listing, by general categories, of the PHA's anticipated resources</li><li>▪ Should include the non-Federal sources of funds supporting each federal program</li><li>▪ Planned uses for the resources</li></ul> <p style="text-align: right;">[ 10 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(d) A statement of the PHA's rent determination policies:</p> <ul style="list-style-type: none"><li>▪ PH: Must describe the basic discretionary policies that govern rent charged for PH units, including applicable flat rents</li><li>▪ HCV: Must describe the rental contributions of families receiving HCV assistance, including a statement regarding any discretionary minimum tenant rents and payment standard policies</li></ul> <p style="text-align: right;">[ 11 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(e) A statement of the PHA's operation and management must include:</p> <ul style="list-style-type: none"><li>▪ List the PHA's rules, standards, and policies that govern maintenance and management of housing owned, assisted, or operated by the PHA</li><li>▪ A description of any measures necessary for the prevention and eradication of pest infestation</li><li>▪ A description of PHA management organization and a listing of program administrator by the PHA</li></ul> <p style="text-align: right;">[ 12 ]</p> |
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Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Annual Plan  
Required Information**

(f) A statement of the PHA's grievance procedures:

- Describes the grievance and informal hearing/review procedures
- PH: Include the PH grievance procedures
- HCV: Include the informal review procedures for applicants and the informal hearing procedures for participants

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**Annual Plan  
Required Information**

(g) A statement of capital improvement needed (PH only):

- Describes the capital improvements necessary to ensure long-term physical and social viability of the PHA's PH developments, including the capital improvements to be undertaken in the year in question and their estimated costs, and any other information required for participation in the Capital Fund
- Required to include 5-Year Plans covering large capital items

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**Annual Plan  
Required Information**

(h) A statement of any demolition and/or disposition (PH only):

- Plan for demolition/disposition
  - A description of any PH development, or portion of a PH development, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval and the timetable for demolition and/or disposition

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# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Annual Plan  
Required Information**

- Interim plan for demolition/disposition must provide:
  - The required description of the action to be taken
  - A certification of consistency with the Consolidated Plan
  - A description of how the plan is consistent with the Consolidated Plan
  - A relocation plan that includes the availability of unit in the area and adequate funding; and
  - Confirmation that a public hearing was held on the proposed action and that the RAB was consulted

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**Annual Plan  
Required Information**

(i) A statement of PH developments designated as housing for elderly families or families with disabilities, or elderly families and families with disabilities (PH only):

*(continued on next slide)*

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**Annual Plan  
Required Information**

- Identifies any PH developments owed, assisted, or operated by the PHA, or any portion of the developments that:
  - The PHA has designated for occupancy by only elderly families; only families with disabilities; or elderly families and families with disabilities
  - The PHA will apply for designation for occupancy by only elderly families; only families with disabilities; or elderly families and families with disabilities

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(j) A statement of the conversion of PH to tenant-based assistance that describes:</p> <ul style="list-style-type: none"><li>▪ Any building(s) that the PHA is required to convert to tenant-based assistance under Section 33 of the 1937 Act (42.U.S.C 1437z-5)</li><li>▪ The status of any building(s) that the PHA may be required to convert to tenant-based assistance under Section 202 of the Fiscal Year 1996 HUD Appropriations Act (42 U.S.C.14371 note)</li><li>▪ The PHA's plans to voluntarily convert under Section 22 of the 1937 Act (42 U.S.C. 1437t)</li></ul> <p style="text-align: right;">[ 19 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>□ A statement of the conversion of PH to tenant-based assistance that includes:</p> <ul style="list-style-type: none"><li>▪ An analysis of the developments or buildings required to be converted under Section 33</li><li>▪ For both voluntary and required conversions, the amount of assistance received commencing in Federal Fiscal Year 1999 to be used for rental assistance or other housing assistance in connection with the conversion</li></ul> <p style="text-align: right;">[ 20 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(k) A statement of homeownership programs administered by the PHA:</p> <ul style="list-style-type: none"><li>▪ Describes any homeownership programs administered by the PHA under:<ul style="list-style-type: none"><li>□ Section 8(y) of the 1937 Act</li><li>□ Approved Section 5(h) homeownership program</li><li>□ Approved HOPE I program; or</li><li>□ Any homeownership programs for which the PHA has applied to administer or will apply to administer under Section 5(h), the HOPE I program, or Section 32 of the 1937 Act</li></ul></li></ul> <p style="text-align: right;">[ 21 ]</p> |
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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

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| <b>Annual Plan<br/>Required Information</b>  |
| (I) A statement of the PHA's community service and self-sufficiency programs that describes:   |
| <ul style="list-style-type: none"><li>▪ Any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including programs provided or offered as a result of the PHA's partnership with other entities</li></ul> |
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| <b>Annual Plan<br/>Required Information</b>  |
| <ul style="list-style-type: none"><li>▪ Any PHA programs coordinated, promoted, or provided by the PHA for the enhancement of the economic and social self-sufficiency of assistance families including:<ul style="list-style-type: none"><li>□ Programs provided or offered due to the PHA's partnership with other entities</li><li>□ Activities under Section 3 of the Housing and Community Development Act of 1968</li><li>□ Requirements under the FSS program</li></ul></li></ul> |
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| <b>Annual Plan<br/>Required Information</b>   |
| <ul style="list-style-type: none"><li>□ A statement of the PHA's community service and self-sufficiency programs must:<ul style="list-style-type: none"><li>▪ State how the PHA will comply with the statutory provisions relating to community service by PH residents and treatment of income changes in PH and tenant-based assistance recipients resulting from welfare program requirements</li><li>▪ The PHA must address any cooperation agreements that the PHA has entered into or plans to enter into</li></ul></li></ul> |
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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>(m) A statement regarding the PHA's safety and crime prevention measures (<i>PH only</i>) must:</p> <ul style="list-style-type: none"><li>▪ Describe the PHA's plan for safety and crime prevention to ensure the safety of the PH residents</li><li>▪ Be established in consultation with the law enforcement</li></ul> <p style="text-align: right;">[ 25 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <p>□ A statement regarding the PHA's safety and crime prevention measures (<i>PH only</i>) must include:</p> <ul style="list-style-type: none"><li>▪ A description of the need for measures to ensure the safety of PH residents</li><li>▪ A description of any crime prevention activities conducted or to be conducted by the PHA; and</li><li>▪ A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities</li></ul> <p style="text-align: right;">[ 26 ]</p> |
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| <p style="text-align: center;"><b>Annual Plan<br/>Required Information</b></p> <ul style="list-style-type: none"><li>▪ In addition to the required information, the plan required by HUD's Public Housing Drug Elimination Program regulations, if the PHA expects to receive drug elimination program grant funds</li><li>▪ A statement of any domestic violence, dating violence, sexual assault, and stalking (VAWA crimes) preventative programs</li></ul> <p style="text-align: right;">[ 27 ]</p> |
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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

| <b>Annual Plan<br/>Required Information</b>  |        |
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| <ul style="list-style-type: none"><li>▪ A description of 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 VAWA crimes</li><li>▪ Any activities services or programs provided or offered by a PHA that help child and adult victims of VAWA crimes</li><li>▪ Any activities services or programs provided or offered by a PHA to prevent VAWA crimes or to enhance victim safety in assisted families</li></ul> |        |
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| <b>Annual Plan<br/>Required Information</b>   |        |
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| <p>(n) A statement of the PHA's policies and rules regarding ownership of pets in public housing:</p> <ul style="list-style-type: none"><li>▪ The statement describes the PHA's policies and requirements pertaining to the ownership of pets in PHA</li><li>▪ The policies must be in accordance with Section 31 of the 1937 Act</li></ul> |        |
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| <b>Annual Plan<br/>Required Information</b>  |        |
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| <p>(o) Civil Rights Certification:</p> <ul style="list-style-type: none"><li>▪ The the Fair Housing Act of 1973;</li><li>▪ Title VI of the Civil Rights Act;</li><li>▪ Section 504 of the Rehabilitation Act of 1973;</li><li>▪ Title II of the Americans with Disabilities Act of 1990; and</li><li>▪ That the PHA will be affirmatively furthering fair housing choice</li></ul> |        |
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Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Annual Plan  
Required Information**

(p) Recent results of PHA's fiscal year audits:

- The statement provides the results of the most recent FY audit of the PHA

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**Annual Plan  
Required Information**

(q) A statement of asset management:

- Describing how the PHA will carry out its asset management functions with respect to the PHA PH inventory
- Describing how the PHA will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory

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**Annual Plan  
Required Information**

(r) Additional information to be provided:

- A brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan
- Must identify the basic criteria the PHA will use for determining:
  - A substantial deviation from its 5-year Plan; and
  - A significant amendment or modification to its 5-year Plan and Annual Plan

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# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**PIH Notice 2015-18**

- Introduced the new or revised 5-Year and Annual PHA Plan templates and certification forms
  - The templates and certification forms are available in .pdf fillable and Microsoft Word versions
- Provided clarification on the categories of PHAs and the corresponding 5-Year and Annual Plan submission requirements

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**PIH Notice 2015-18**

- Incorporated RAD and VAWA requirements into the 5-Year and Annual PHA Plan templates
- Not in PIH Notice 2015-18, but now must also include Smoke-Free Public Housing

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**Categories of PHAs for the Purpose of the Annual PHA Plan and Templates**

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

### Categories of PHAs

- PHAs not exempted from the requirement to submit an Annual PHA Plan under HERA are required to submit a complete or streamlined Annual PHA Plan
- PHAs who are high performing, small, or that only administer tenant-based assistance are permitted to submit streamlined plans

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### Streamlined Annual Plans

- All streamlined plans must provide information on how the public may reasonably obtain additional info on the PHA policies contained in the standard Annual Plan, but excluded from the streamlined submission

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### Standard PHA

- Owns or manages 250 or more public housing units and any number of voucher where the total combined units exceed 550
- Designated as a Standard Performer in the most recent PHAS or SEMAP assessments if administering both programs
  - Otherwise PHAS if only administering PH
- Must submit complete Annual PHA Plan using the 50075-ST template

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# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Troubled PHA**

- Any PHA designated as Troubled on the most recent PHAS or SEMAP assessments if administering both programs
  - Otherwise, PHAS if only administering PH
  - Otherwise, SEMAP if only administering HCV
- Must submit complete Annual PHA Plan using the 50075-ST template

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**High Performer PHA**

- Owns or manages any number of public housing units and any number vouchers where the total combined units exceed 550
- Designated as a High Performer on both of the most recent PHAS or SEMAP assessments if administering both programs
  - Otherwise, PHAS if only administering PH
  - Otherwise, SEMAP if only administering HCV
- Must submit streamlined Annual PHA Plan using the 50075-HP template

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**Small PHA**

- Owns or manages between 1 and 249 public housing units and any number vouchers where the total combined units exceed 550
- Not designated as a Troubled PHA in the most recent PHAS or SEMAP assessments, or at risk of being designated Troubled

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Small PHA**

- Small PHAs may also be Higher Performer PHAs if they meet the definition of Higher Performer
  - Small PHAs that choose to submit Annual PHA Plans as High Performers must submit streamlined Annual PHA Plans using the 50075-HP template
- Must submit a streamlined Annual PHA Plan using the 50075-SM template

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**Housing Choice Voucher (HCV) Only PHA**

- Administers more than 550 HCVs and does not own or manage public housing
- Not designated as Troubled in its most recent SEMAP assessment
- Must submit a streamlined Annual PHA Plan using the 50075-HCV template

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**Housing Choice Voucher (HCV) Only PHA**

- HCV-Only PHAs may also be Higher Performer PHAs if they meet the definition of High Performer under SEMAP
  - HCV-Only PHAs that choose to submit Annual PHA Plans as High Performers must submit streamlined Annual PHA Plans using the 50075-HP template

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Qualified PHA**

- Are exempt from the Annual PHA Plan requirement if the PHA:
  - Owns or manages 550 or fewer public housing units and/or vouchers combined; and
  - Is not designated troubled for PHAS for PH during the prior 12 months; and
  - Does not have a failing score under SEMAP for Section 8 during the prior 12 months

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**Qualified PHA List**

- Will be updated quarterly and posted on the PHA Plan webpage  
[https://www.hud.gov/program\\_offices/public\\_in\\_dian\\_housing/pha](https://www.hud.gov/program_offices/public_in_dian_housing/pha)
- Is generated from the data reported in the PIC Data Page' webpage of:
  - Low Rent and Section 8 Units
  - SEMAP performance files

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**Qualified PHA Status Change**

- The Qualified PHA list is a snap-shot of a PHA's designation on a certain date which dictates whether or not a PHA is considered Qualified and exempt from the requirement of preparing and submitting an Annual PHA Plan

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

### Qualified PHA Status Change

- If the PHA's status changes after the Qualified PHA Plan list has been posted and before a new list is posted, the posted rating will be used until a new Qualified PHA report is generated

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### Certifications and Other Submission Requirements

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### Civil Rights Certification

- The civil rights certification is included as a separate civil rights certification form for Qualified PHAs
- The requirements are contained within the PHA Civil Rights Certification and Certifications of Compliance with the PHA Plan and Related Regulations forms for the other types of PHA types

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# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Civil Rights  
Certification Forms**

- HUD-50077-ST-HCV-HP
  - PHA Certifications of Compliance with the PHA Plans and Related Regulations
  - Standard, Troubled, HCV-Only, and High Performer PHAs

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**Civil Rights  
Certification Forms**

- HUD-50077-SM
  - PHA Certifications of Compliance with the PHA Plans and Related Regulations
  - Small PHAs

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**Civil Rights  
Certification Forms**

- HUD-50077-CR
  - Civil Rights Certification
  - Qualified PHAs
  - Qualified PHAs submit this form annually

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# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

## Civil Rights Certification

*HUD will not consider the PHA Plan submission complete and ready for review until the Civil Rights Certification forms have been received*

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## Certification of Consistency with Consolidated Plan

- All non-Qualified PHAs are required to obtain and submit with their Annual Plans a certification by a state or local official of the Annual PHA Plan's consistency with the Consolidated Plan
  - Including the Analysis of Impediments to Fair Housing Choice (AI)
  - HUD-50077-SL-Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

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## Certification of Consistency with Consolidated Plan

- Qualified PHAs are required to submit the HUD-50077-SL to HUD with their 5-Year PHA Plans
  - Cannot just retain the 50077-SL on file

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# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Operations and Management**

- Section B1 of the PHA Plan
  - HUD encourages PHAs to incorporate the risk assessment process into the development of a system of controls and policies...“green book” standards
- “Green Book”
  - Standards for Internal Control in the Federal Government

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**RAD**

- Conversion of assistance under RAD will be considered a Significant Amendment to:
  - The 5-Year PHA Plan for Qualified and non-Qualified PHAs
  - The Annual Plan for non-Qualified PHAs
  - The MTW Plan for MTW PHAs

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**VAWA**

- The 5-Year and Annual PHA Plans must contain info regarding the PHA’s goals, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of VAWA crimes
- The specific info required by VAWA is integrated in the revised PHA Plan templates

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**RAB**

- PHAs must submit as an attachment to the 5-Year and Annual PHA Plan any comments received from the RAB
  - Must include a narrative describing the PHA's analysis of the recommendations and the decisions made on the recommendations

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**Challenged Elements**

- If any element of the 5-Year or Annual PHA Plan is challenged, the PHA must include the info as an attachment to the Plans with:
  - A description of any challenges to the Plan elements
  - The source of the challenge
  - PHA's response

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**Forms Removed from PHA Plan Submissions**

- HUD-50075.1: Capital Fund Program Annual Statement/Performance and Evaluation Report
  - PHAs receiving CFP grants only
- HUD-50075.2: Capital Fund Program 5-Year Action Plan
  - PHAs receiving CFP grants only

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Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Forms Removed from PHA Plan Submissions**

- HUD-50070: Certification for a Drug-Free Workplace
- HUD-50071: Certification of Payments to Influence Federal Transactions
- SF-LLL: Disclosure of Lobbying Activities
- SF-LLL-A: Disclosure of Lobbying Activities Continuation Sheet

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**Statement of Capital Improvements Needed**

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**Stmnt of Capital Improvements Needed**

- In 2013 HUD decoupled the Capital Fund submission from the 5-Year and Annual PHA Plans
- PHAs are still required to incorporate some information on the capital improvements needs in the Annual PHA Plan

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Stmt of Capital Improvements Needed**

- PHAs must reference in the Annual Plan the date of the most recent HUD approved Capital Fund 5-Year Action Plan
  - HUD 50075.2
- The PHA's local FO will have a copy of the most recent HUD approved Capital Fund 5 Year Action Plan (HUD-50075.2)

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**Stmt of Capital Improvements Needed**

- Can include the following language in the Capital Improvements section of the Annual or streamline PHA Plan template
  - *"See HUD Form 50075.2 approved by HUD on mm/dd/yyyy."*
  - This reference statement is intended to mean that the 50075.2 describes the capital improvements necessary to ensure long-term physical and social viability of the projects

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**Stmt of Capital Improvements Needed**

- Refer to the following website for HUD's Office of Capital Improvements  
[https://www.hud.gov/program\\_offices/public\\_in\\_dian\\_housing/programs/ph/capfund](https://www.hud.gov/program_offices/public_in_dian_housing/programs/ph/capfund)

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Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Public Comments**

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**Public Comment**

- PHAs must conduct a public hearing and invite public comment on the 5-Year and/or Annual PHA Plan(s)
  - Hearing must be conducted at a location that is convenient to the residents

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**Public Comment**

- No later than 45 days before the public hearing the PHA must:
  - Make the proposed Plan(s), the required attachments and documents related to the Plan(s) and all information relevant to the public hearing to be conducted, available for inspection by the public
    - At the PHA's principal office during normal business hours

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# Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

**Public Comment**

- Publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time and location of the hearing

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**PHA Submission Requirements**

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**PHA Plan Submission**

- PHA Plans are submitted to the PHA's Public Housing Director and the PHA Plan Point of Contact in the local HUD FO by email
- 5-Year and Annual PHA Plans, as applicable, are due **75 days prior** to the PHA's FYB

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

### Submission Requirements

- PHAs submit PHA Plans by email
  - Should specify which documents are attached
  - Should be zip filed to reduce the size of the PHA Plan attachment
  - PHA should specify if there are multiple emails
  - If the PHA Plan or any significant amendment includes info about RAD, copy the RAD inbox at [RADPHAPLans@hud.gov](mailto:RADPHAPLans@hud.gov)

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### Submission Requirements

- The HUD FO will send a reply email to the PHA notifying the PHA that the FO has received a complete submission
- If documents/info are missing, the FO will notify the PHA of the missing info with a copy to the [RADPHAPLans@hud.gov](mailto:RADPHAPLans@hud.gov)

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### Naming the PHA Plan Files

- The PHA Plan file should be save as:
  - PHA code;
  - The letter "v"; and
  - Version number
- All file names should be in lower case

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## Agency Planning & Submission Components of the 5-Year/Annual PHA Plans

### Naming the PHA Plan Files

- Attachment files should be named as:
  - PHA code;
  - The letter “a” for Attachment A;
  - The letter “b” for Attachment B, etc.; and
  - Version number of the PHA Plan to be attached to the file
- All file names should be in lower case

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### Consequences for Failure to Submit Approvable Plans

- If the PHA fails to submit complete PHA Plans timely, HUD may impose sanctions including withholding of or future reductions in funding for:
  - CFP
  - Operating Fund
  - Section 8 admin fees

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### Pubic Availability

- PHAs shall make the approved Plans, required attachments, and documents related to the Plans available:
  - To the general public
  - For review and inspection at the principal office of the PHA
  - During normal PHA business hours

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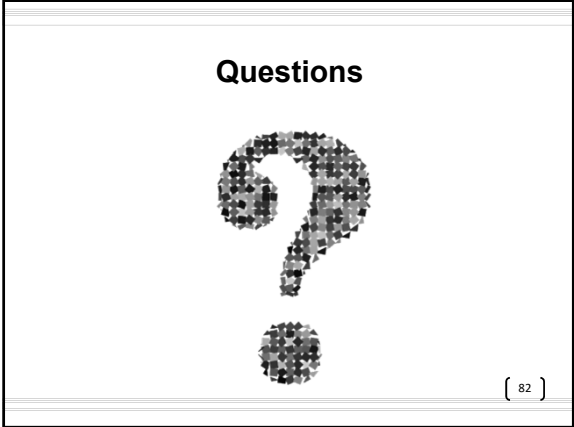
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Agency Planning & Submission Components of the 5-Year/Annual PHA Plans



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