

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>City of Pensacola Housing Department</u> PHA Code: <u>FL092</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/2011</u>																										
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>2288 and 35 VASH</u>																										
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only																										
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)																										
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5.1	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: The City of Pensacola Housing Department is committed to providing the citizens of Pensacola with a variety of affording housing opportunities, both rental and home ownership.																										
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. SEE ATTACHMENT B																										
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: All elements of the PHA Plan remain the same and are included in the PHA's Administrative Plan. (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. The public may obtain copies of the Annual PHA Plan and the 5-Year Plan at the Housing Department administrative offices, 420 W. Chase Street, Pensacola, Florida, 32501. The 5 Year and Annual PHA Plan is also available at the Public Library, 200 W. Gregory Street, Pensacola, Florida, and online at www.ci.pensacola.fl.us/services/housing/index.html. Each member of the Advisory Board of the City of Pensacola's Section 8 voucher program receives a copy of the Annual Plan and the 5-Year Plan.																										
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8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.																										
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.																										
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.																										

8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																				
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) Escambia Consortium, Florida Five Year Consolidated Plan, comprised of Escambia County, City of Pensacola, Santa Rosa County, City of Milton, date of August, 2005.</p> <p>1. Project Summary:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 25%;">Agency</th> <th style="width: 15%;">Housing Units CM/CP</th> <th style="width: 20%;">Client Population</th> <th style="width: 20%;">Resources</th> <th style="width: 20%;">Performance Period</th> </tr> </thead> <tbody> <tr> <td>Pensacola Housing Department Non-Profit Sponsors</td> <td style="text-align: center;">50 (1)</td> <td style="text-align: center;">0-50% of Median</td> <td style="text-align: center;">Section 8</td> <td style="text-align: center;">12 Months</td> </tr> </tbody> </table> <p>(1) NOTE: The City of Pensacola will apply for additional Section 8 Rental Assistance Vouchers or certificates as the opportunity is made available by the U.S. Department of HUD, however, actual funding decisions and award of the additional units rests solely with HUD.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 45%;">Agency</th> <th style="width: 10%;">Housing Units CP</th> <th style="width: 15%;">Client Population</th> <th style="width: 20%;">Resources</th> <th style="width: 10%;">Performance Period</th> </tr> </thead> <tbody> <tr> <td>NEFI/Escambia County, Pensacola Housing Department, Loaves and Fishes Soup Kitchen, Inc., Salvation Army, Inc., Social Service Agencies</td> <td style="text-align: center;">20</td> <td style="text-align: center;">0-50% of Median</td> <td>ESG McKinney Act Family Self-Sufficiency</td> <td style="text-align: center;">24 Months</td> </tr> </tbody> </table> <p>(2) Support and Assistance for Transitional and/or Permanent Housing for the Homeless/Special Needs.</p> <p>The Housing Department's Housing Choice Voucher Waiting list is continuously open. Approximately 50 applications are accepted monthly, and there are approximately 1900 active applications at this time. 670 of those applicants claim disability; 1506 are minority. At this time, due to the local real estate market and economy, the housing department has an abundance of available units in various sizes and location. This agency is currently at 96% lease up.</p>	Agency	Housing Units CM/CP	Client Population	Resources	Performance Period	Pensacola Housing Department Non-Profit Sponsors	50 (1)	0-50% of Median	Section 8	12 Months	Agency	Housing Units CP	Client Population	Resources	Performance Period	NEFI/Escambia County, Pensacola Housing Department, Loaves and Fishes Soup Kitchen, Inc., Salvation Army, Inc., Social Service Agencies	20	0-50% of Median	ESG McKinney Act Family Self-Sufficiency	24 Months
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>PLEASE SEE ATTACHMENT C</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan</p> <p style="text-align: center;">Please see Attachment D</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
	<p>The above referenced Certifications: HUD-50077, HUD 50070, HUD 50071, HUD 50077-CR, and HUD 5077-SL will be submitted to HUD with the Annual Plan.</p> <p>Sent via certified mail 9. Packet will include City Council's adoption of the PHA Plan.</p> <p>Part (f), Resident Advisory Board Comments are included in <u>ATTACHMENT F</u>, Minutes of the Advisory Board Meeting.</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

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

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

ATTACHMENT A

VIOLENCE AGAINST WOMEN PLAN

The City of Pensacola Housing Department has adopted the following plan to assist victims of domestic violence, dating violence, sexual assault or stalking to enhance victim safety under VAWA 2005. The following is the excerpt from the Section 8 Administrative Plan for the City of Pensacola:

The Violence Against Women and Department of Justice Reauthorization Act of 2005 requires that:

- a. Being a victim of domestic violence, dating violence, or stalking (collectively known as “abuse”) is not a basis for denial of assistance to the Section 8 Housing Assistance Programs.
- b. Incidents or threats of abuse will not be regarded as “serious or repeated violations of the lease” for termination of assistance, tenancy, or occupancy rights of a victim of abuse and
- c. Criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the tenant or immediate member of the tenant’s family is the victim or threatened victim of that abuse.
- d. The Housing Department or owner/manager may remove a household member from a lease without regard to whether the household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights or terminate assistance to any individual who is a lawful tenant or lawful occupant and who engages in physical violence against family members or others without evicting, removing, terminating assistance, or otherwise penalizing the victim of such violence, who is also a tenant or lawful occupant.
- e. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by federal, state, or local law for termination of leases or assistance. This federal statute authority takes precedence over any federal, state, or local law to the contrary, however, any eviction or removal or termination of assistance must

be in accordance with procedures prescribed by federal, state, and local law (i.e. Landlord-Tenant Act and the Housing Choice Voucher program regulations.)

- f. The City of Pensacola Housing Department will request (and an owner may request) an individual to certify that the individual is a victim of abuse and that incidences of abuse are bona fide. The certification must contain the name of the perpetrator, and the victim must provide the certification within 14 business days after the individual receives a request for such certification from the Housing Department representative. If the certification is not provided, the Housing Department and/or owner may terminate assistance.
- g. All information provided by the victim is confidential. Tenants will be informed of their rights in these cases during all eligibility and recertification meetings.
- h. The victim is allowed to self-certify, or the Housing Agency and/or the owner will accept documentation signed by a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, stalking, dating violence, or the effects of the abuse in which the professional attests under penalty of perjury to the professional's belief that the incident(s) are bona fide, and the victim has signed or attested to the documentation. Federal, state, tribal, territorial or local police or court record will be acceptable. HUD-50066 will be required within 14 days of request by the Housing Department staff.
- i. The family may request portability in violation of the lease under portability procedures if the family has met all other procedures and has moved out of the assisted unit to protect the health or safety of an individual who is or has been the victim of abuse, and who reasonably believed he or she was imminently threatened by further violence if he/she remained in the unit.

ATTACHMENT B

5.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

PHA Goals and Updates

PHA Goal: Increase the availability of decent, safe, affordable housing

- a. Apply for additional rental vouchers: The City of Pensacola has applied for and received 35 HUD-VASH vouchers and applied for 50 Family Unification vouchers, which have not been awarded to date.
- b. Leverage private or other public funds to create additional housing opportunities.
- c. Other:
 1. Continue to encourage owners and landlords to participate in Housing Choice Voucher program participation: The Housing Department at this time has experienced a major increase of available rental units over the past Fiscal Year.
 2. Adapt payment standards, the utility schedule, and rent reasonable RR standards to conform to a changing market: This has been completed on an annual basis.
 3. Work with appropriate resources to help secure funding for non-profits for affordable housing productions: Local agencies have received stimulus funds to assist local families to avoid foreclosure and homelessness

4. Work with local agencies to assist voucher tenants with deposit and utility payments: and to assist families with rent payments, deposits, and utility costs: The Housing Department does this on a regular basis.
- 5.

PHA Goal: Improve the quality of assisted housing

- a. Improve voucher management (SEMAP Score):

The PHA's SEMAP score for Fiscal Year ending September 30, 2009, is 93 percent, or 135 of a possible 145 points.

- b. Improve customer satisfaction
 - i. Conduct customer satisfaction surveys
 - ii. Continue to provide office hours and appointment times to accommodate clients.
 - iii. Continue to provide landlord orientations for potential landlords
 - iv. Continue to provide workshops for landlords and participants on topics such as fair housing, eviction, and landlord-tenant laws
 - v. Provide homeownership through SHIP/First Time Homebuyers Program

PHA Goal: Promote self sufficiency and asset development of families and individuals

- 1) Increase the number and percentage of employed persons in assisted families
- 2) Provide or attract supportive services to improve assistance recipients employability
- 3) Continue to promote FSS Program
- 4) Refer participants for educational institutions and job training opportunities
- 5) Provide homeownership counseling for participants

Other: Continue to participate with local Human Relations Commission and Northwest Florida Legal Services in providing training opportunities for landlords in the area of Fair Housing.

ATTACHMENT C

Section 9.1 Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

The current City of Pensacola Housing Department's Housing Choice Voucher waiting list has approximately 1900 applicants at this time. Based on the Housing Department's current 97 percent lease-up, and replacing current participants through attrition, it is estimated it may take approximately four years to go through the applicable waiting list.

The need for housing has increased because of the state of the economy and the rising unemployment rate. The Housing Department waiting list remains open and a minimum of twenty-five new applications are accepted on a monthly basis. Vouchers are offered to applicants as program vacancies occur within budget constraints.

The Housing Department also has 35 HUD-Veterans Affairs Supportive Housing (HUD-VASH) vouchers which are available through referral from the local VA Medical Center Clinic and through incoming portability procedures.

The SHIP program is available for first-time homebuyers, and the Housing Department continues to work with the Habitat for Humanity program and the Housing Rehabilitation program for homeowners.

ATTACHMENT D

Part 10.0 Goals and Update

PROGRESS STATEMENT IN MEETING MISSION AND GOALS DESCRIBED IN THE 5-YEAR PLAN

HUD Strategic Goal 1: Increase the availability of decent, safe, affordable housing

- a. Apply for additional rental vouchers

The City of Pensacola Housing Department has applied for 50 additional Family Unification Vouchers, to be implemented in conjunction with the Department of Children and Families Neighborhood Network and Foster Care units. The Housing Department will continue applying for vouchers as they become available.

- b. Leverage private or other public funds to create additional housing opportunities:

1. In 2009, Silurian Pond, a 72 unit family rental development, was completed with the support of the County's Hurricane Housing Recovery Program (HHRP) funds. Since Hurricane Ivan, Escambia County and the City of Pensacola have seen ten rental developments completed with the support of Escambia Consortium funds, providing 971 affordable rental units in the area. Additionally, Palafox Landing, a 96 unit family complex, and Myrtle Grove Apartments, 6 elderly duplexes, are expected to begin construction later in 2010.
2. Through the Neighborhood Stabilization Program (NSP), local not for profit Be Ready Alliance Coordinating for Emergencies (BRACE) has targeted the acquisition and rehabilitation of a substandard workforce mobile home park in foreclosure, thereby preserving the affordability and safety of those units for current tenants and availability of affordable rental or ownership units for future tenants. The City of Pensacola Housing Department will work with BRACE to help in their implementation.
3. Escambia County also received funding through the Homelessness Prevention and Rapid Re-Housing Program (HPRP), which is being locally administered by Catholic Charities of Northwest Florida. Targeting applicants at or below 50% of the area median income, this funding is for

those who are currently homeless or at risk of becoming homeless but for this assistance. HPRP funding provides rent and utility deposits, rent, and utility payments in order to help families find stable housing. Case management is also an integral component of this program. Funding is projected to be available through mid-2011.

4. The Escambia Consortium has applied for CDBG Disaster funding through the State of Florida in order to provide for the development of a homeless service facility, including transitional housing and emergency shelter which will serve 100 persons, and, if approved, construction should begin in 2010; also the rehabilitation of a currently foreclosed upon 140 unit rental complex to help preserve this as an affordable housing facility.
5. With the economic downturn, the focus has shifted away toward new construction except in the cases of entities targeting very low income or special needs populations. Habitat for Humanity completed 19 units during this fiscal year. Through the Neighborhood Stabilization Program (NSP), the Escambia Consortium plans for the acquisition/rehabilitation of approximately 20 foreclosed houses through individual homebuyers and local CHDOs. To date, four have been rehabilitated and are three of those are currently occupied. Six more are currently scheduled to close/complete rehabilitation in the next 3 months; the remaining parcels should be identified by fall 2010. Habitat for Humanity will also acquire 20 vacant and/or foreclosed parcels for redevelopment. All of these properties are located in County or City Redevelopment Areas or Enterprise Zones.
6. Through the City of Pensacola's use of CDBG funds, the Homebuyers Club has provided over one hundred thirty families, including Section 8 participants with counseling targeting the repair of their credit, mortgage protection, and assistance in the purchase of a home this past fiscal year. An additional sixty-five families were assisted with homeownership due to the assistance of State-Proviso funds. It is anticipated at least the same number of additional families will be assisted by the end of the current fiscal year. Four homes were purchased through the SHIP program, twenty-five families received Housing Repair assistance through SHIP funds; fifteen families received assistance through the City's CDBG Housing Rehabilitation Program including four housing reconstruction units completed with HOME funds.

PHA Goal – Improve the quality of assisted housing

1. Improve voucher management (SEMAP score)

The Housing Department works to improve and maintain the SEMAP score continuously.

2. Improve customer satisfaction

- a. Office hours have been extended for the convenience of clients.
- b. Participant orientations are conducted periodically.
- c. The SHIP homeownership program is available to all voucher participants who qualify, and they are continuously counseled to strive towards achieving home ownership.

HUD STRATEGIC GOAL 2: Improve community quality of life and economic vitality.

PHA Goal: N/A

HUD STRATEGIC GOAL 3: Promote self sufficiency and asset development of families and individuals

PHA Goal: Promote self sufficiency and asset development of families and individuals

1. The Housing Department consistently counsels participants to obtain education and steady employment in order to achieve eventual self sufficiency. This is especially important with the possibility of funding reductions in the future where families may have to assume rental payments themselves.
2. The Housing Department also counsels families regarding the Habitat for Humanity, SHIP programs, and other homebuyer programs where repairing credit and establishing stable work history is a must when pursuing the possibility of home ownership.
3. The Housing Department has utilized the FSS program and urged families to enroll in order to achieve self sufficiency with the goal of home ownership. There has been less interest in this program that is related to the decline of employment opportunities in the current economy, however, the Self Sufficiency Coordinator continues to market the program in all

certification and recertification meetings, and has executed four new contracts with participants since the beginning of this fiscal year.

HUD STRATEGIC GOAL 4: Ensure equal opportunity and affirmatively further Fair Housing

1. Participation with local Human Relations Commission and Northwest Florida Legal Services on training opportunities for landlords in the area of Fair Housing.
2. Include Fair Housing training in landlord workshops and orientations. Fair Housing advocates from Northwest Florida Legal Services and Human Relations Commission generally hold annual workshops for Housing Staff and also speak at landlord orientations and special Fair Housing workshops by the Housing Department.
3. Through the Escambia Consortium and its participation in the Homeless Coalition and local Fair Housing and Affordable Housing Committees, the Pensacola Housing Department continues to support just and fair housing opportunities to all residents of Escambia, County and attend Fair Housing training on an annual basis.

ATTACHMENT E

10.0 Additional Information

(b) Definition of Significant Amendment and Substantial Deviation/Modification.

It is the intent of the City of Pensacola Housing Department's PHA Plan to adhere to the mission, goals, and objectives outlined in the five-year strategic plan. The plan, however, may be modified and re-submitted to HUD should a substantial deviation from program goals and objectives occur. The City of Pensacola Housing Department defines substantial deviations as:

- Any change in the planned or actual use of federal funds for activities that would prohibit or redirect the Housing Department's strategic goals of increasing the availability of decent, safe, and affordable housing for the citizens of Escambia County.
- Any single or cumulative annual change in the planned or actual use of federal funds as identified in the five-year plan that exceeds 25% of the City of Pensacola Housing Department's annual program budgets for Section 8 activities.
- A need to respond immediately to Acts of God beyond the control of the Housing Department, such as hurricanes, tornadoes, or other unforeseen event.
- A mandate from local government officials, specifically the governing body for the Housing Department, to modify, revise, or delete the long-range goals and objectives of the program.

A substantial deviation does not include any changes in HUD rules and regulations, which require or prohibit changes to activities listed herein.

A Significant Amendment or Modification to the Annual Plan and Five-Year Plan is defined as:

- Changes of a significant nature to the Minimum Total Tenant Payment or admissions policies, or the organization of the waiting list not required by federal regulatory requirements as to effect a change in the Section 8 Administrative Plan.

ATTACHMENT F

RESIDENT ADVISORY BOARD

MINUTES OF THE MEETING

The annual meeting of the City of Pensacola Housing Department's Resident Advisory Board for the Choice Voucher Programs was held on Wednesday, March 10, 2010 at 3:00 p.m. in the Housing Department conference room.

Present for the meeting were: Pat Hubbard, Department Director, Sue Saffran, Assistant Director of Housing, Marsha Bazinet, Housing Choice Voucher Coordinator; and program participant representatives Ms. Violet Corey, Ms. Seminola Harris, Ms. Betty Dortch, Ms. Carrie Mims, Ms. Lillian Dose, and Mr. Otis Donaldson.

The meeting was opened by Marsha Bazinet, who welcomed the Board representatives and stated the department's appreciation for their participation. Ms. Bazinet reviewed purpose of the Five-Year Plan and the Annual Plan, establishing the mission and goals of the Housing Department. Ms. Hubbard reviewed the current policies for the Violence Against Women Act, the drug and criminal policies as established under the Housing Department's Administrative Plan concerning eligibility based on criminal history and how previous boards had come to establish those policies; also the regulations related to portability, and the residency requirements established in the Administrative Plan. After a prolonged discussion, all board members and staff are in agreement that no changes would be made to these policies for the coming year.

Also discussed were the recent 35 vouchers applied for and awarded for the VASH program and the coordination with the military medical center to distribute those vouchers, as well as the 50 voucher Family Unification Program application recently submitted to HUD.

The Board members discussed any improvements that could be made to program procedures to assist clients and to give better service.

Ms. Violette Corey stated that she and her fellow participants whom she represents are grateful for the program, that they appreciate the new office facilities and the convenience of the extended hours and home visits. While she appreciates the flexibility the program offers regarding choice of rental housing she is very happy with her current residence and works very well with the owner of her rental unit. She feels that the Housing Department's current policies are fair to the participants. Her comments were echoed by Ms. Carrie Mims, who is also extremely satisfied with her rental unit and her landlord; she also expressed her gratitude to the Housing staff, who has assisted her for many years and whose services have been more than satisfactory.

Ms. Seminola Harris is a resident of a new housing complex for elderly persons, and she is very pleased with her apartment and the neighborhood. She has no concerns regarding crime in her area. She stated that she agrees with the Housing Department's policies regarding criminal activity, and also understands that the portability requirements are fair. She also states she appreciate the ability to move to neighborhoods where crime is nonexistent.

Ms. Betty Dortch stated that she is considering moving from her rental unit at the end of her lease, but said the complex she is living in is very nice; her personal situation will dictate whether or not she moves. Ms. Dortch has utilized the program's flexibility to move from one unit to another to meet her needs. She is in agreement with the Housing Department's policies as they stand. Ms. Dose also stated that the criminal policies are fine, and requested more information regarding portability, which she will receive from her Housing Specialist. She is pleased with her home, her neighborhood, and her current landlord. Ms. Dortch also complimented the consideration shown to her by the Housing Staff, stating " every staff member treats me like I am somebody."

All of the Advisory Board members agreed that the current application procedure is generous and working well for the program, although many expressed dismay that the waiting list is so long and it will take so long to assist new applicants. Application policies appear to be the most fair and least stressful to clients and disabled persons.

The Board was advised of the timeline for presenting the Annual Plan for approval through the public comment period and through the Public Hearing process, the acceptance of the plan by City Council, and the forwarding of the plan through electronic transmission for HUD approval. Board members requested that they be notified by mail or phone in advance of the next meeting and/or the Public Hearing.

The meeting closed at 5:40 p.m.

Respectfully Submitted,

Marsha Bazinet
HCV Coordinator

LEGAL NOTICE

The City of Pensacola Resident Advisory Board will meet on March 10, 2010 at 3:00 PM at the City Housing Department located at 420 W. Chase St., Pensacola, FL. The Board will discuss and propose any changes to the City of Pensacola's Public Housing Agency (PHA) Annual Plan, the PHA Five Year Plan, and the Housing Department's Administrative Plan.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 858-0350 (or T.D.D. 595-0102) for further information. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

Alvin G. Coby
City Manager
