



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department
Committee, Agency, Corporation, Quasi-Municipal
Corporation or Sub-unit thereof.

Meeting:

Community Development Authority Board

Members:

R. Wilson, S. Napgezok, R. Wagner, D. Welles,
A. Witt, G. Gisselman, D. Korzilius

Location:

550 East Thomas Street, Wausau, WI

Date/Time:

12:00 pm, Tuesday, September 22, 2015

AGENDA ITEMS FOR CONSIDERATION (Note: All agenda items may be acted upon)

1. Call Meeting to Order
2. Approval of Minutes
3. 303-305 S. 2nd Avenue - Status Update
4. 2102 North 2nd Street – Status Update
 - PECFA Related Expenses
 - Non-PECFA Related Expenses
5. Consideration and Action on Resolution 15-004 – Annual PHA Plan for Fiscal Year 2016
6. Operational Issues and Current Activities
 - Occupancy Update
 - Scattered Site Project Updates
 - Housing Software Update
 - Rental Assistance Demonstration (RAD) Application Update
 - Review of dates for remaining 2015 Board Meetings
7. Adjourn

Russell W. Wilson
Committee Chairperson

Questions regarding this agenda may be directed to the
Community Development Authority Office
at 715-261-6687

This Notice was posted at City Hall and faxed to the Wausau Daily Herald newsroom
on 09/16/2015 @ 8:00 am

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

08/25/2015

MEMBERS PRESENT: Russ Wilson, Andy Witt, Gary Gisselman, Dorothy Korzilius, Romey Wagner, Sarah Napgezok

MEMBERS ABSENT: David Welles

OTHERS PRESENT: Ann Werth, Betty Noel, Kevin Fabel, Mayor Tipple, Kelsey Scholz, Anne Jacobson

(1) Call Meeting to Order

Meeting was called to order at 12:02 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes

Witt moved to approve the minutes from 07/28/2015. Korzilius seconded the motion. Motion was approved unanimously.

(3) 303-305 S. 2nd Avenue – Status Update

Fabel told the Commissioners that there were no new updates, but steady progress was being made on the site along with routine monitoring.

(4) 2102 N 2nd Street – Status Update

Fabel explained that REI would be submitting a request and \$75,000 proposal to the DNR to excavate the petroleum based contamination. He noted these funds should be reimbursed by the PECFA fund. The solvent based contamination on the site also requires excavation and those costs would be incurred by the WCDA. He indicated it would be approximately \$12,000, if the excavation was done at the same time as the petroleum based contamination excavation. The work could begin as soon as October 1, 2015, if the commissioners were to approve the excavation at the next meeting. Fabel indicated that after excavating, the DNR would require four quarters of sampling, and the project could be ready for closure by the end of 2016.

Werth requested permission to pursue cleaning and renting the building, which the Board approved.

(5) Finance Committee Report

Witt distributed a Finance Committee Report from the meeting on August 12, 2015. WCDA accounts and budgets were reviewed. Witt detailed items of note that were either over or under budgeted amounts. He noted that the Committee will review the Third Quarter statements and 2016 Budgets at their next meeting in November.

(6) Operational Issues and Current Activities

- **Occupancy Overview** – Noel stated that Terrace occupancy was low as residents have needed to vacate due to health issues, and the waiting list is not lengthy at this time. Riverview Towers occupancy is good and the waiting list is steady. The Scattered Sites are currently full.
- **Housing Software Update** – Werth mentioned that the City County Data Center is currently investigating the compatibility of the HDS Housing Software. The Yardi software contract expires on November 30, 2015, so staff is anxious to have the HDS Software up and running before this date.
- **Rental Assistance Demonstration (RAD) Application Update** – Werth explained that based on Baker-Tilly's financial projections, it does not make sense for the WCDA to move forward with RAD. Baker-Tilly estimated 38% less revenue with a program conversion. Werth stated that Staff had a conference call scheduled with Baker-Tilly and HUD's RAD program representative to discuss having the rent amounts increased. She indicated that having higher rents approved was doubtful and that it was unlikely that the WCDA would move forward with a program conversion.

(7) Adjourn

Korzilius moved to adjourn. Witt seconded. Meeting adjourned.

Respectfully Submitted,

Russ Wilson
Chairperson



September 3, 2015

Kevin Fabel
City of Wausau
407 Grant St
Wausau, WI 54403

RE: **Public Bidding Deferred – Cost Cap Approved**

PECFA # 54403-3485-02-A DNR BRRTS # 02-37-000179
Wausau Energy, 2102 2nd St, Wausau

On August 25, 2015, the Wisconsin Department of Natural Resources (Department) received a scope of work (SOW) and cost estimate utilizing the chapter NR 747, Wisconsin Administrative Code, Usual and Customary Cost Schedule (Cost Schedule) for the site referenced above.

The Department has determined that the submitted SOW is reasonable and **approves** the additional costs. This site will be deferred from the public bidding process at this time. The Department will contact you if this site will be bid in the future.

Funding has been approved for the excavation of ~1,042 tons, four rounds of groundwater monitoring & reporting. A copy of the Department worksheet for the Cost Schedule tasks is enclosed for your reference.

Deferment Cost Cap Approved:

\$74,334.70

Be reminded that ch. NR 700 semi-annual progress reporting is required until this case is closed.

Note: Per the recently enacted State budget (Wisconsin Act 55), a claim for PECFA reimbursement must be submitted within 180 days of incurring costs (i.e., completing a task), or by February 1, 2016, whichever is later. If a claim for costs incurred is not submitted within these deadlines, the costs will not be eligible for PECFA reimbursement. If you need assistance with filing your claim, please contact Tim Prosa at (608) 261-7715.

Usual and customary costs for activities included in this approval will only be reimbursed at a rate equal to or less than what is allowed on the Cost Schedule, and are reimbursed based upon the Cost Schedule that is in effect at the time the activity is performed. Costs for activities not included in this approval are not reimbursable without prior Department authorization.

Regulatory Correspondence (Task 7, Activity RC05), Claim Submittal (Task 27, Activity CS05) and Standardized Invoice (Task 28, Activity SI05) costs are not included in the cap approved above. These activities will be reimbursed according to the task specifications and with submittal of proper supporting documentation at claim review time.

The Department approves a variance from the Cost Schedule for excavation of ~1,042 tons of contaminated soil. Do not include these costs (\$55,303.50) on the standardized invoice for usual and customary cost activities. Include these costs on a separate company invoice. When you submit the claim for these costs, please attach a copy of this letter and the attached worksheet for the claim reviewer's reference. Please be reminded that competitive commodity bidding documentation is required for variance costs to be eligible for reimbursement.

The Department considers the consultant the primary controller of costs during these activities. This approval does not guarantee eligibility of any specific costs that have been incurred or that may be incurred in the future. Final determination regarding the eligibility of costs will be made by the claim reviewer when the entire claim, including all invoices and reports, is submitted for payment.

Thank you for your efforts to protect Wisconsin's environment. If you have any questions, please contact me in writing at the letterhead address or by telephone at (715) 421-7862.

Sincerely,

Dee Lance
Hydrogeologist
Remediation and Redevelopment Program

Enclosure: Usual and Customary Cost Schedule Worksheet

cc: Ken Lassa, Rei Engineering Inc
Lisa Gutknecht, WDNR PM

Usual and Customary Standardized Invoice #18

July 2015 - January 2016



RR-047A

PECFA #: 54403-3485-02
 BRRT's #: 02-37-000179
 Site Name: Former Wausau Energy
 Site Address: 2102 N. 2nd Street

Vendor Name: REI Engineering, Inc.
 Invoice #:
 Invoice Date:
 Check #:

U&C Total \$ 19,031.20
 Variance to U&C Total \$ -
 Grand Total \$ 19,031.20

TASK	TASK DESCRIPTION	SERVICES	ACTIVITY CODE	ACTIVITY REFERENCE CODE DESCRIPTION	UNIT	MAX UNIT COST	UNITS	TOTAL MAX
1	GW Sampling		GS05	Sample Collection	Well	\$ 69.00	40	\$ 2,760.00
1	GW Sampling		GS20	Measure Water Levels (for wells not being sampled)	Well	\$ 14.00	8	\$ 112.00
1	GW Sampling		GS25	Primary Mob/Demob	Site	\$ 598.20	4	\$ 2,392.80
4	Waste Disposal	Consultant	WD05	Consultant Coordination	Site	\$ 130.60	4	\$ 522.40
4	Waste Disposal	Commodity	WD10	GW Sample and/or Purge	Drum	\$ 40.10	4	\$ 160.40
4	Waste Disposal	Commodity	WD25	Primary Mob/Demob	Site	\$ 274.00	4	\$ 1,096.00
5	Closure Request		CR05	Primary Closure Request	Submittal	\$ 2,469.50	1	\$ 2,469.50
5	Closure Request		CR15	GIS Packet Submittal (For Source Property only)	Packet	\$ 483.20	1	\$ 483.20
5	Closure Request		CR20	GIS Packet Submittal (For off-site Properties only)	Per Additional Property	\$ 212.10	2	\$ 424.20
6	Letter Report/Addendum		LRA05	Letter Report/Addendum	Letter	\$ 989.80	1	\$ 989.80
24	Limited Soil Excavation	Consultant	LSE05	Consultant Oversight for Limited Soil Excavation	Ton	\$ 4.70	1042	\$ 4,897.40
24	Limited Soil Excavation	Consultant	LSE10	Primary Mob/Demob	Site	\$ 792.30	1	\$ 792.30
33	Schedule Of Laboratory Maximums	Commodity		Laboratory (see task 33 total on Lab Schedule)	Lab Schedule	Lab Schedule	52	\$ 1,567.60
36	Change Order Request		COR05	Change Order Request (cost cap exceedance requests)	Change Order	\$ 363.60	1	\$ 363.60

Former Wausau Energy Bulk Plant Site
2102 N. 2nd Street
Wausau, WI

Area #1

South Side Petroleum Area

Description	Quantity	Units	Per Unit	Total
Mobilization	1	Lump sum	570	570
Excavation for loading and transport to LCL	744	Yards	5.25	3,906.00
Excavation for stockpile	511	Yards	5	2,555.00
Placement and compaction of stockpiled backfill	511	Yards	6.5	3,321.50
Clean backfill brought to site and compacted	744	Yards	13.5	10,044.00
Transport and disposal at landfill	1,042	Tons	33.5	34,907.00
Total				55,303.50

Area #2

North side of Building

Description	Quantity	Units	Per Unit	Total
Excavation for loading and transport to LCL	138	Yards	5.25	724.5
Clean backfill brought to site and compacted	138	Yards	13.5	1,863.00
Transport and disposal at landfill	193	Tons	33.5	6,465.50
Total				9,053.00

Grand Total

64,356.50

Notes:

Surface of excavation areas to be finished with crushed granite for future parking area
Area #1 and #2 will need to be invoiced separately
Contractor responsible for securing site during project

Contractor Name: SGS Env. Contracting, LLC

Signature:  Date: 8/17/2015

Usual and Customary Standardized Invoice #18

July 2015 - January 2016



RR-047A

TOTAL LAB CHARGES \$ 1,567.60 TASK 33 52 \$ 1,567.60 TASK 24 0 \$ -

MATRIX	REF CODE	REIMBURSABLE ANALYTE	UNITS	MAX COST	SAMPLES	TOTAL
AIR	A1	Benzene	SAMPLE	\$ 42.80	-	\$ -
AIR	A2	BETX	SAMPLE	\$ 47.10	-	\$ -
AIR	A3	GRO	SAMPLE	\$ 43.90	-	\$ -
AIR	A4	VOC's	SAMPLE	\$ 68.50	-	\$ -
WATER	W1	GRO/PVOC	SAMPLE	\$ 27.80	-	\$ -
WATER	W2	PVOC	SAMPLE	\$ 25.70	-	\$ -
WATER	W3	PVOC + 1,2 DCA	SAMPLE	\$ 41.70	-	\$ -
WATER	W4	PVOC + Naphthalene	SAMPLE	\$ 28.90	40	\$ 1,156.00
WATER	W5	VOC	SAMPLE	\$ 68.50	-	\$ -
WATER	W6	PAH	SAMPLE	\$ 69.50	-	\$ -
WATER	W7	Lead	SAMPLE	\$ 11.80	-	\$ -
WATER	W8	Cadmium	SAMPLE	\$ 12.90	-	\$ -
WATER	W9	Hardness	SAMPLE	\$ 11.80	-	\$ -
WATER	W10	BOD, Total	SAMPLE	\$ 22.50	-	\$ -
WATER	W11	Nitrate	SAMPLE	\$ 10.70	-	\$ -
WATER	W12	Total Kjeldahl	SAMPLE	\$ 19.30	-	\$ -
WATER	W13	Ammonia	SAMPLE	\$ 16.10	-	\$ -
WATER	W14	Sulfate	SAMPLE	\$ 9.70	-	\$ -
WATER	W15	Iron	SAMPLE	\$ 9.70	-	\$ -
WATER	W16	Manganese	SAMPLE	\$ 9.70	-	\$ -
WATER	W17	Alkalinity	SAMPLE	\$ 9.70	-	\$ -
WATER	W18	methane	SAMPLE	\$ 43.90	-	\$ -
WATER	W19	Phosphorus	SAMPLE	\$ 17.20	-	\$ -
WATER	W20	VOC Method 524.2	SAMPLE	\$ 167.90	-	\$ -
WATER	W21	EDB Method 504	SAMPLE	\$ 90.90	-	\$ -
SOILS	S1	GRO	SAMPLE	\$ 23.60	-	\$ -
SOILS	S2	DRO	SAMPLE	\$ 28.90	-	\$ -
SOILS	S3	GRO/PVOC	SAMPLE	\$ 26.80	-	\$ -
SOILS	S4	PVOC	SAMPLE	\$ 24.60	-	\$ -
SOILS	S5	PVOC + 1,2 DCA + Naphthalene	SAMPLE	\$ 47.10	-	\$ -
SOILS	S6	PVOC + Naphthalene	SAMPLE	\$ 34.30	12	\$ 411.60
SOILS	S7	VOC	SAMPLE	\$ 68.50	-	\$ -
SOILS	S8	SPLP Extraction VOC only	SAMPLE	\$ 48.20	-	\$ -
SOILS	S9	PAH	SAMPLE	\$ 69.50	-	\$ -
SOILS	S10	Lead	SAMPLE	\$ 11.80	-	\$ -
SOILS	S11	Cadmium	SAMPLE	\$ 13.90	-	\$ -
SOILS	S12	Free Liquid	SAMPLE	\$ 10.70	-	\$ -
SOILS	S13	Flash Point	SAMPLE	\$ 24.60	-	\$ -
MAX COST SAMPLES TOTAL						\$ -
\$ 23.60						\$ -
\$ 28.90						\$ -
\$ 26.80						\$ -
\$ 24.60						\$ -
\$ 47.10						\$ -
\$ 34.30						\$ -
\$ 68.50						\$ -
\$ 48.20						\$ -
\$ 69.50						\$ -
\$ 11.80						\$ -
TASK 24 TOTAL \$						\$ -

MATRIX	REF CODE	REIMBURSABLE ANALYTE	UNITS	MAX COST	SAMPLES	TOTAL
SOILS	S14	Grain Size - dry	SAMPLE	\$ 40.70	-	-
SOILS	S15	Grain Size - wet	SAMPLE	\$ 54.60	-	-
SOILS	S16	Bulk Density	SAMPLE	\$ 12.90	-	-
SOILS	S17	Permeability	SAMPLE	\$ 39.60	-	-
SOILS	S18	Nitrogen as Total Kjeldahl	SAMPLE	\$ 19.30	-	-
SOILS	S19	Nitrogen as Ammonia	SAMPLE	\$ 16.10	-	-
SOILS	S20	% Organic Matter	SAMPLE	\$ 27.80	-	-
SOILS	S21	TOC as NPOC	SAMPLE	\$ 54.60	-	-
SOILS	S22	Soil Moisture Content	SAMPLE	\$ 6.50	-	-
SOILS	S23	Air Filled Porosity	SAMPLE	\$ 24.60	-	-
SOILS	S24	% Total Solids	SAMPLE	\$ 6.50	-	-
SOILS	S25	Field Capacity	SAMPLE	\$ 26.80	-	-
SOILS	S26	TCLP Lead	SAMPLE	\$ 79.20	-	-
SOILS	S27	Cation Exchange (Ca, MG, & K)	SAMPLE	\$ 25.70	-	-
SOILS	S28	TCLP Cadmium	SAMPLE	\$ 79.20	-	-
SOILS	S29	TCLP Benzene	SAMPLE	\$ 79.20	-	-
		Viscosity + Density				
LNAPL	LFPS01	Interfacial tension I (LNAPL/water [dyne/cm])	SAMPLE	\$ 534.60	-	-
		Interfacial tension II (LNAPL/air [dyne/cm])				
		Interfacial tension III (water/air [dyne/cm])				
					TASK 33 TOTAL \$	1,567.60

RESOLUTION NO 15-004

Annual PHA Plan for Fiscal Year 2016

WHEREAS, the Wausau Community Development Authority operates Public Housing, LIHTC and Section 8 Housing Choice Voucher Programs; and

WHEREAS, the Wausau Community Development Authority is required to complete a PHA Plan, which is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the Five-Year Plan, which each PHA submits to HUD once every fifth fiscal year, and the Annual Plan, which is submitted to HUD every year. It is through the Annual Plan that the PHA receives capital funding; and

WHEREAS, the Wausau Community Development Authority must certify by board resolution to approve the submission of the PHA's Annual and 5-Year PHA Plan to the U.S. Department of Housing and Urban Development (HUD).

NOW THEREFORE, BE IT RESOLVED, the Wausau Community Development Authority Commission hereby certifies by the attached PHA Certification of Compliance with PHA Plans and Related Regulations that the Annual PHA Plan for fiscal year 2016, to their knowledge, is completed in compliance with all applicable Federal statutory and regulatory requirements and approves its submission to HUD.

AYES _____ NAYS _____

Approved Date: _____

Community Development Authority
Of the City of Wausau

Russell W. Wilson
Chairperson

Ann M. Werth
Secretary/Executive Director

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Wausau Community Development Authority
 PHA Name

WI031
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years **2016- 2016**

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
Russell W. Wilson	Wausau CDA Board Chair
Signature	Date

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>Wausau Community Development Authority (WCDA)</u> PHA Code: <u>WI031</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2016</u>												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>46-PH and 149-Mixed Finance</u> Number of HCV units: <u>435</u>												
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" 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.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
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 mission of the Wausau Community Development Authority (WCDA) is the same as that of the United States Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.												
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. Completed only at 5-year update												

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

Following the February 28, 2015, expiration of the Riverview Towers LLC Management Compliance Agreement with Gorman & Company, Inc., the WCDA entered into a compliance service agreement with Comprehensive Compliance Solutions (CCS) effective March 1, 2015. Our investor, National Equity Fund (NEF) requires a third-party compliance agent to ensure Section 42 compliance.

In June 2015, the WCDA completed annual revisions to its Admission and Continued Occupancy Policy (ACOP) and to its Administrative Plan. These documents are updated in accordance with federal law and regulation and HUD requirements, and outline the established policies and procedures to be consistently applied by the WCDA in its operation of the covered programs. The WCDA will continue to update these documents to improve the WCDA's efficiency and effectiveness in providing housing assistance to low-income individuals and families. The most recent revision to both the Administrative Plan and ACOP includes policy changes governing eligibility, selection and admissions as required in the equal access final rule published in Notice PIH 2014-20, Issued August 20, 2014, Program Eligibility Regardless of Sexual Orientation, Gender Identity or Marital Status.

The WCDA, working cooperatively with the City Attorney, on July 1, 2015, completed a revision to its Grievance Procedure to provide a clear forum and procedure for tenants to seek a just, effective and efficient settlement of grievances. The revised Grievance Procedure is included as a Plan attachment. The WCDA's No-Smoking Policy originally went into effect on January 1, 2009, and an update to this policy is also planned.

The WCDA demonstrated compliance with HUD's ruling regarding changes to flat rent requirements for its public housing program and will continue to review and update this policy as necessary to comply with changes reflected in HUD's Flat Rent Interim Rule as outlined in Notice PIH-2015-13. A WCDA Procurement Policy update is also forthcoming as a result of changing HUD requirements.

The WCDA expects to achieve a "High Performer" designation as a result of its Public Housing Assessment System (PHAS) score. The WCDA realized a REAC physical inspection score of 91 for the Scattered Sites (March 2014) and a score of 99 for Riverview Towers (March 2015). To remain compliant with HUD requirements a Performance Needs Assessment (PNA) will be scheduled for WCDA-owned properties in the near future.

The WCDA contracts with Yardi Systems, Inc. for administering its housing programs. This software includes many unused features better suited for a large housing authority or management company and carries annual license and support fees which have become cost prohibitive. Because the current contract expires on November 30, 2015, WCDA staff has been networking with similar-sized housing authorities and exploring other software options in an effort to secure housing software that is efficient, user-friendly and cost-effective.

6.0

WCDA staff continues to work cooperatively with the Wausau Fire and Police Departments to further ensure resident safety and crime prevention awareness. Staff continues to attend local exhibitions in order to expand outreach initiatives as well as maintain a presence at the local WAHA district meetings and statewide conferences. Staff continues to be an active member of the Housing and Homelessness Coalition sharing the vision to collaboratively raise awareness, define needs and find solutions for housing challenges and eradicate homelessness in Marathon County.

In July 2014 the WCDA opened its HCV wait list for a one week period and, in an effort to further enhance the WCDA's leasing optimization efforts, plans to re-open the HCV waiting list for a two week period in August, 2015. To further these efforts and optimize the efficiency of the HCV program, staff has implemented the use of HUD's 2-year forecasting tool as well as a Program budget.

To better serve the needs of the WCDA and remain in accordance with Generally Accepted Accounting principles, federal regulations and requirements of authorized examining bodies, a revision to its Capitalization Policy and was adopted by the WCDA's governing board by Resolution 15-003.

The WCDA's Finance Committee continues to review the WCDA's financial statements and presents a report to the full commission on a quarterly basis. The WCDA and Riverview Towers, LLC's financial statements for fiscal year ending December 31, 2014, were audited by the independent auditing firm, Schenck SC, resulting in no findings.

Violence Against Women Act (VAWA) – VAWA provides special protections for victims of domestic violence, dating violence, sexual assault or stalking who are applying for or receiving assistance under the WCDA's programs. The WCDA continues to follow the applicable VAWA provisions and a VAWA policy currently exists within each of the WCDA's written policy documents.

The following outreach is also provided to ensure that applicants, program participants and landlords are notified of their rights and provisions under VAWA and each is provided with the following at initial and annual recertifications:

- 1) "Violence Against Women in Federally Funded Rental Assistance Housing" pamphlet; which also offers contact information for "The Women's Community", a local community resource;
- 2) "Certification of Domestic Violence, Dating Violence or Stalking" (HUD 50066);
- 3) 2007 Wisconsin Act 184;
- 4) Lease addendum (effective 3/1/13) covering provision of Wisconsin State Statute 704.14

VAWA provisions are also outlined in the WCDA's Section 8 Housing Assistance Payment (HAP) contract (HUD-52641).

The WCDA maintains signed certification by each program participant acknowledging receipt of these documents and accepting responsibility to read them. The WCDA has had no program participants invoke the VAWA policy.

(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 Annual Plan is available for public inspection at the WCDA office at 550 East Thomas Street, Wausau, Wisconsin 54403, and at the Community Development Department office at 407 Grant Street, Wausau, Wisconsin 54403.

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>To better address capital needs and preserve affordable housing, the WCDA continues to explore options relative to a Rental Assistance Demonstration (RAD) conversion. RAD is a HUD demonstration program that combines public housing operating and capital fund subsidy into payments under a long-term Section 8 HAP contract, thereby providing a more secure funding platform. The WCDA submitted a RAD application in December 2013, and was awarded a Commitment to Enter into a Housing Assistance Payments (CHAP) in May 2015. The CHAP encompasses 149 units Riverview Towers (One hundred forty seven 1-bedroom and two 2-bedrrom general occupancy) at PIC Development WI031000003 and 46 Scattered Sites (one 1-bedrom, two 2-bedrom, thirty six 3-bedroom and seven 4-bedroom family units) at PIC Development WI031000001, (later reclassified as PIC Development WI031000001). Although a conversion decision has not yet been reached, the WCDA is in compliance with HUD's 30-day PIC removal requirement and have a RAD Kick-off call scheduled for July 20, 2015. The WCDA will continue to work closely with HUD to meet all future RAD milestones, keep residents informed and actively engaged in potential conversion plans while we formulate and ultimately make our conversion decision. Attached to and included as part of this Plan is Attachment 1D Requirement for RAD-specific PHA Plan and/or Significant Amendment to the PHA Plan and Attachment 1E House Rules Addendum A – Resident Procedural Rights published in HUD Notice PIH-2012-31, REV-2 issued June 15, 2015. PIH 2012-31, REV-2 Notice, Rental Assistance Demonstration-Final Implementation, in its entirety is available for reference and review upon request.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p>As a requirement of 24 CFR 903.7 (g), reference the most recent HUD-approved Capital Fund 5-Year Action Plan (HUD Form 50075.2) approved by HUD on November 17, 2014</p>
8.1	<p>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.</p> <p>See Attachments (WI39P03150113, WI39P03150114, WI39P03150115, WI39P03150116)</p>
8.2	<p>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.</p> <p>See Attachment – HUD-50075-2</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><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>Completed only at 5-Year update</p>
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>Completed only at 5-Year update</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>Completed only at 5-Year update</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>Completed only at 5-Year update</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>

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.