

Prince William County
Office of Housing and Community
Development



Public Housing Agency
FY2016
Annual Plan and Progress Report

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

1.0 PHA Information
 PHA Name: Prince William County Office of Housing and Community Development PHA Code: VA046
 PHA Type: Small High Performing Standard HCV (Section 8 Only Agency)
 PHA Fiscal Year Beginning: (MM/YYYY): July 2015

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)
 Number of PH units: 0 Number of HCV units: 2059

3.0 Submission Type
 5-Year and Annual Plan Annual Plan Only 5-Year Plan Only

4.0 PHA Consortia 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	
				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:

N/A – Annual Plan Submission

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.

Please See The progress report Section 10 of this annual plan.

6.0 PHA Plan Update

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

(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.

6 (a) PHA Plan Elements. (24 CFR 903.7)

- 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.

N/A – no revision
- 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.

Please see Section 13.0 of this plan.

3. Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

N/A – no revision

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.

N/A – Section 8 only agency

5. Grievance Procedures. A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

N/A – no revision

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.

N/A – Section 8 only agency.

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).**

N/A – Section 8 only agency.

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.

N/A – Section 8 only agency

9. Pets. A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

N/A – Section 8 only agency.

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.

Civil Rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

11. Fiscal Year Audit. The results of the most recent fiscal year audit for the PHA.

Prince William County was required to have an audit conducted under section 5(h) (2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c (h) and did submit the most recent audit to HUD. There were two (2) finding out of the 40 client files reviewed; both were because of improper file documentation. Staff has reviewed the file and brought them into compliance.

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.

N/A – Section 8 only agency

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.

The Act has been reviewed and OHCD applies the statutes of the law with regards to occupancy issues and termination proceedings. Under current Preference Standards, if applicants on the waiting list are identified as domestic violence victims and meet the residency preference, they receive a Preference 1 rating. Domestic violence is also considered as one of the factors in the determination of a voucher issuance in instances of split households assisted by the Housing Choice Voucher program.

OHCD refers clients to various County Agencies as well as to local nonprofits agencies such as Action in Community Shelter (ACTS), Northern Virginia Family Services/Serve and BARN that provides domestic violence assistance/services.

OHCD also provides owners with VAWA information during our monthly landlord orientations; we also provide VAWA information at recertification and during the initial certification process. This information includes but not limited to:

- *A Description of what the law states and what protections it offers victims;*
- *Instructions for what to do if they, or their family, is being victimized; and*
- *What is required to certify that the abuse took place?*

6.0 Cont.	<p>6. (b) PHA Plan Locations</p> <p>Prince William County Office of Housing and Community Development 15941 Donald Curtis Drive, Suite 112 Woodbridge, Va. 22191-4217</p> <p>Chinn Park Regional Library 13065 Chinn Park Drive Prince William, Va. 22192-5073</p> <p>OHCD Website – www.pwcgov.org/housing</p>
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><i>OHCD currently assists 12 participants in our housing choice voucher homeownership program with a goal of increasing the participation to 25 HCV participants.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p> <p><i>N/A Section 8 Only agency</i></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><i>N/A Section 8 Only agency</i></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><i>N/A Section 8 Only agency</i></p>
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> <p><i>N/A Section 8 Only agency</i></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>Statement of Housing Needs:</p> <p><i>N/A – Agency is rated a High Performer and will submit housing needs information with the next Five-Year Plan update.</i></p>

10.0

Additional Information. Describe the following, as well as any additional information HUD has requested.

(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.

(b) *Significant Amendment and Substantial Deviation/Modification.* Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

Goal I. Increase the availability of decent, safe, and affordable housing.

Strategy 1: Expand the supply of assisted housing

Objectives:

1. *Apply for additional rental vouchers.*
2. *Leverage private or other public funds to create additional housing opportunities.*

Strategy 2: Improve the quality of assisted Housing

Objectives:

1. *Improve voucher management.*
2. *Increase customer satisfaction.*
3. *Concentrate on efforts to improve specific management functions.*

Strategy 3: Increase assisted housing choices

Objectives:

1. *Provide voucher mobility counseling.*
2. *Conduct outreach efforts to potential voucher landlords.*
3. *Increase voucher payment standards when appropriate.*
4. *Expand voucher homeownership program.*

Goal II. Promote self-sufficiency and asset development of families and individuals.

Strategy 1: Promote self-sufficiency and asset development of assisted households:

Objectives:

1. *Increase the number and percentage of employed persons in assisted families.*
2. *Provide or attract supportive services to improve assistance recipients' employability.*
3. *Provide or attract supportive services to increase independence for the elderly or families with disabilities.*
4. *Expand Family Self-Sufficiency activity & programming availability to all assisted households.*

Goal III. Ensure Equal Opportunity in Housing for All Americans.

Strategy 1: Ensure equal opportunity and affirmatively further fair housing

Objectives:

1. *Undertake affirmative measures to ensure access to assisted housing regardless of age, race, color, religion national origin, sex, familial status, and disability.*
2. *Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of age, race, color, religion, national origin, sex, familial status, and disability.*
3. *Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.*

Within each of these strategic goals, we have made progress on several PHA goals as detailed below:

(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.

Goal I. Increase the availability of decent, safe and affordable housing.

Annual Progress Report:

Strategy 1 – Expand the supply of assisted housing.

Objectives:

1. Apply for additional rental vouchers.

The past reporting period's focus was on maintaining service levels, following funding reductions as a result of sequestration. Therefore during the reporting period, our focus has been on maintaining housing assistance levels for our existing program participants.

We were excited to be able to invite families from the waiting list as no new voucher funding opportunities presented themselves. After consultation with HUD we invited in over 100 families from our regular waiting list as well as inviting in families from our Family Unification Program (FUP), Non-elderly Disabled (NED) and Veteran Supportive Assistance Housing (VASH) programs waiting list. The VASH program is fully leased and staff continues to work with families to lease the other specialty programs. Our goal for the next reporting period is to maintain or increase current leasing levels should funding permit. We will also apply for additional funding should grant opportunities present themselves.

2. Leverage private or other public funds to create additional housing opportunities.

We continue to look for leverage opportunities during the reporting period. The partnership with the Department of Social Services (DSS) and a local non-profit with a TANF employment grant has been funded for a second year. The emphasis of the program is to assist TANF families find employment or intern opportunities. Employment is one of our Family Self-Sufficiency focus areas. During the past year the program served 60 families of which 10 were HCV program participants. We hope to increase HCV participant participation during the next grant period. We continue our partnership with DSS on their Fatherhood Initiative program, which is designed around strengthening families with having positive male role models more involved and/or reconnecting fathers to or with their children.

The County released a Notice of Funding Availability (NOFA) during the reporting period through its Affordable Housing Preservation & Development Fund. The successful applicants were two local non-profits; one will be providing permeant supportive housing for intellectual and/or developmentally disabled families in a group home setting. The other will provide free home modifications for physically disabled families. Also two new tax credit apartments completed construction and starting accepting application this reporting period. They added 312 more affordable housing units in our community.

Several other non-profit organizations also continue to expand their services to include family planning, employment training, as well as first time home buyers assistance. OHCD's Community Development Unit also continues to provide first time home buyers assistance, home rehabilitation assistance and a community funding pool. All of these efforts expand affordable housing opportunities for low income families in our community. Many of our HCV clients directly benefit from these programs and services.

Strategy 2: Improve the quality of assisted Housing.**Objectives:**

Improve voucher management, Increase customer satisfaction & Concentrate on efforts to improve specific management functions.

1. Improve voucher management.

OHCD continues to look for ways to improve in this area. This year we partnered with the Virginia Housing Development Authority to utilize their housing search system. This is a free service that allows owners to list their units, in a more comprehensive way and provides them technical assist. Families now can access unit information from the comfort of their home via the internet. The system captures all types of unit information from affordability options (HCV, LIHTC, Elderly, & Accessibility) to if the complex has smoking or non-smoking units available. The unit listing encompasses the entire state of Virginia, allowing families greater access to available unit state wide. This system frees up valuable staff time and resources as we do not have to maintain the system ourselves.

OHCD management staff has increased quality control reviews on a monthly basis. Cases are reviewed in line with SEMAP regulations. We continue to offer Landlord Briefings every 1st Wednesday of the month. Information is provided to new and old owners regarding program rules of the Housing Voucher Program. During our portability briefing meetings we get a portability survey completed from each family. This allows us to follow and improve our customer service. We have a 98% satisfaction rate.

2. Increase customer satisfaction.

Customer satisfaction remains a high priority of our office, as evident from above. Staff provides one-on-one interviews for recertifications, this gives the staff and family opportunity for family development discussions. As mentioned we continue to hold monthly owner orientations that are available to new and current owners and their staff. Staff also collaborates with other county agencies and community partners to expand services for our clients. A great example is the expansion of our FSS activities which included having OHCD's 1st Job Fair which was held on October 18, 2014. We had over 15 Employers to attend or provide employment information. The Fair also offered families on-site interviews. Further detail will be discussed in the FSS section of the report.

3. Concentrate on efforts to improve specific management functions.

As stated above OHCD continue to look for ways to improve management. As mentioned we have increased our Quality Control (QC) as a result of the audit findings. It should be noted that this is the first finding in the past seven (7) years. This indicated the previous QC process worked, we made adjustments to ensure errors are identified earlier and appropriate corrective actions are completed timely. We will be exploring other cost saving measures like bi-annual inspections and online recertification. The move to an automated answering system has helped with the reduction in administrative support. Also the email encryption has increase the protection of client information. This is future has allow us to automate our portability process, which allow information to be transmitted to other jurisdictions more efficiently while protecting the family's privacy.

Strategy 3: Increase assisted housing choices.**Objectives:****1. Provide voucher mobility counseling.**

Mobility counseling is provided at initial lease-up, recertification, port-in, and when a family requests to move. We provide information on schools, transportation and other services within the County. Staff also counsels families of their obligation to maintain units in a safe, decent and sanitary condition during the course of their tenancy and upon moving out of the unit. Staff also, performs special inspections as needed to ensure HQS compliance is being maintained by owner and tenant.

2. Conduct outreach efforts to potential landlords.

OHCD continues to conduct Owner Outreach Sessions held monthly to explain the HCV program and market the program to potential owners. In addition, potential landlords have the opportunity to list their properties, free of charge, on the VHDA's housing search website. OHCD has a website with various information including HCV program requirements and how to become a landlord on the program. Besides, OHCD also provides direct access to functional managers to answer questions and concerns on program requirements. A list of "Commonly Missed Items" is provided to potential owners interested in knowing, "at a glance", whether or not their units qualify for program participation.

3. Increase voucher payment standards when appropriate.

Yearly, OHCD reviews HUD published payment standards, conducts a survey and analysis of utility standards, and makes necessary adjustments within established guidelines to ensure that program participants are not rent burdened while at the same time ensuring that payment standards and utility costs are fairly representative of open market rents, and housing costs.

4. Expand voucher homeownership program.

During the reporting period, OHCD hosted several informational seminars to encourage participation in the Family Self-Sufficiency Program as well as HCV Homeownership Program. During the sessions, there was a continuing communication of the FSS programs' key concentration areas of education, employment readiness/entrepreneurship, financial fitness, health and wellness and strengthening of the family. These areas of focus are considered essential as they provide a holistic approach to self-sufficiency, which includes homeownership.

Program staff diligently encourages HCV program participants to explore homeownership options. The Housing Choice Voucher Homeownership program brochure is provided to HCV program participants who are interested in becoming homeowners, and HCV participants are briefed upon expressing interest in the program by the HCV Homeownership Program Coordinator.

Currently there are 12 families participating in the HCV Homeownership Program. The program has served a total of 17 families. Our goal is to have 25 families participating in the program.

Goal II. Promote self-sufficiency and asset development of families and individuals.**Annual Progress Report:****Strategy 1: Promote self-sufficiency and asset development of assisted households:****Objectives:****1. Increase the number and percentage of employed persons in assisted families.**

The primary focus of the Family Self-Sufficiency (FSS) Program during this reporting period, while continuing to emphasize the holistic development of all family members, is to increase the number and percentage of employed persons in assisted families - both within the core FSS Program and larger HCV program. The FSS program produced its first OHCD sponsored Job Fair on Saturday, October 18, 2014 which was a success and at its conclusion immediately began to plan a second and expanded job fair on Saturday, April 18, 2015. The second job fair will have an additional focus on summer job and internship opportunities for youth. Interim classes in job preparedness such as resume writing and critique, interviewing and classes in entrepreneurship bring this focus full circle.

2. Provide or attract supportive services to improve assistance recipients' employability.

The FSS Program will continue to seek during CY2015 to expand and strengthen its base of community partners, and strengthen client participation in the formalized program of foundation activities required for client success, while continuing the pilot expansion to the HCV program as a whole. At mentioned previously OHCD partnered with PWC DSS and a local nonprofit for a grant that focused on assisting TANF families in becoming employable. We continue to work with other organizations that offer GED training, resume writing, interviewing techniques as well as other services. OHCD partnered with non-profits and SunTrust Bank in the fall of 2014 to provide a Financial Empowerment Symposium to increase financial awareness as well as empower families to increase their living standard and employability by providing resources for credit review, analysis and financial counseling. Additional FSS program planning during this reporting period will include Prince William County's FSS program partnering with the District of Columbia, Maryland and Virginia area regional FSS Roundtable for a regional Job Fair during the next fiscal year. Finally, planning will begin at the conclusion of the April 2015 job fair for the FSS program to produce its second Education Symposium, featuring a book fair, which will occur during the next reporting period. The goal of the Education Symposium, in planned partnership with area and state educational institutions and related organizations, will be to increase the educational achievement levels of assisted participants. An additional focus for this symposium will be to increase language and math literacy skills within the family. Families are mobilized as the result of higher education achievement levels, including increased language and math literacy, to not only become more readily employed, but also increase employment wages and opportunities in the short and long term.

3. Provide or attract supportive services to increase independence for the elderly or families with disabilities.

OHCD is a member of the County's Human Services Agency Team. This team consists of the Area Office on Aging, Community Service Department, Department of Social Services, and The Virginia Cooperative Extension Office. Being a part of team gives OHCD direct access to key personnel in each agency and allows us to receive important information on services available to the elderly and persons with disabilities. The Agency Directors meet on a monthly basis to keep each other apprised of new programs and services. This gives us the ability to better coordinate services. OHCD also works closely with the local Continuum of Care (COC) organizations and Human Services Coalition. More importantly OHCD's Housing Board has representatives from the Area Office on Aging, Community Service, COC and Disability Services Board. They provide vital programmatic oversight and share information regarding affordable housing issues/concerns facing the elderly and persons with disabilities. Many of our client receive supportive services from the above agencies and community partners, these include but limited to, job training, counseling services, educational services and housing services.

4. Expand Family Self-Sufficiency activity & programming availability to all assisted households.

The FSS Program continues to invite all participants to its events. While there will be a continuing emphasis on the five key areas of education, employment readiness/entrepreneurship, financial fitness, health and wellness and strengthening of the family – there is an increased focus on moving assisted participants towards employment and increased education achievement levels in the activities produced and planned during this reporting period. It is hoped that all families will benefit from these activities.

Goal III. Ensure Equal Opportunity in Housing for All Americans.

Annual Progress Report:

Strategy 1: Ensure equal opportunity and affirmatively further fair housing.

Objectives:

- 1. Undertake affirmative measures to ensure access to assisted housing regardless of age, race, color, religion national origin, sex, familial status, and disability.**

OHCD continues to work closely with the PWC Human Rights Office to ensure proper Fair Housing information distribution to program applicants and participants. As part of the briefing process, we provide HCV program applicants with pertinent information about fair housing requirements. Fair Housing posters are conspicuously placed at our OHCD offices. Also, OHCD consults with PWC Human Rights Office, the PWC Attorney, and HUD field office to seek guidance and/or clarity on issues where owner lease requirements may appear ambiguous and/or discriminatory. OHCD recently updated its' Analysis of Impediments to Fair Housing Choice and Fair Housing Plan for FY16; we will be conducting fair housing testing in the rental housing market as patterns of complaints warranted further investigation.

- 2. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of age, race, color, religion, national origin, sex, familial status, and disability.**

As mentioned previously OHCD through our partnership with VHDA is providing more housing choice as well as unit and community information so families can make a more informed choice when searching for a unit. OHCD continuously monitors and enforces HQS requirements to ensure program compliance by owners and participants. Inspection staff is proactive during inspections in identifying health and safety issues that may necessitate reasonable accommodation for individuals with disabilities. Program staff disseminates information during each stage of the tenancy continuum. Participants and owners are provided with Briefing Packages that contain, among others, a HUD publication "A Good Place to Live", a "Know Your Fair Housing Rights" pamphlet, and The Virginia Landlord-Tenant Handbook. HCV program staff participated in the update of the AI, providing input during community sessions and/or completing the AI survey tool.

- 3. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.**

OHCD continues to target new owners and retain those already participating in the HCV program through our owner outreach program (owner briefing) designed to broaden the base of units available to HCV families with disabilities. As part of the intake application and recertification processes, OHCD continually solicits information on the need for reasonable accommodation to ensure families that need accommodation receive the appropriate accommodation. The new housing search system identifies accessible units as well.

10.0 Cont.	<p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p><i>N/A – Agency is rated as a High Performer and will submit with the next Five-Year Plan.</i></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) See attached</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) – N/A</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) – N/A</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) – N/A</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) – N/A</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. See Section 12.0</p> <p>(g) Challenged Elements – N/A</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) – N/A</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) – N/A</p>
12.0	<p>Resident Advisory Board Comments and/or Public Comments:</p>
12.0 Cont.	<p>PHA Response:</p>

13.0

Financial Resources:

(Will be updated upon receipt of CY2014 funding notice.)

Prince William County OHCD has the following planned sources and uses for the time period covered during this Annual Plan:

Sources	Planned Use	Amount
HCV Annual Contributions Contract	Tenant Based Rental Assistance Administrative Fees; Family Self-Sufficiency Grant	\$27,027,234
HOPWA	Tenant Based Rental Assistance For persons with HIV/AIDS (includes Administrative funds)	\$361,339
TOTAL RESOURCES		\$27,388,573