

Jefferson County Housing Authority PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**PHA Plan
Agency Identification**

PHA Name: Jefferson County Housing Authority

PHA Number: AL086

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
Jefferson Co. Office Community Planning & Development
805 North 22nd Street
Birmingham, AL 35263

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

JEFFERSON COUNTY HOUSING AUTHORITY
5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. 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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To provide housing and related services to meet identified needs of eligible families.

The PHA's vision is: To provide a reasonable, increased availability of housing and related services for low to moderate income families and those with special needs.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

Other PHA Goals and Objectives: (list below)

- PHA Goal-Administration/Nonprofit Activities: Continue to develop administrative and management capability to support employees and activities of the Authority and related entities.

Objectives:

- Develop non-traditional revenue generators;
- Establish and maintain a performance and team oriented work environment that encourages, supports and rewards innovative and entrepreneurial thinking and action;
- Establish and maintain an organization that provides affordable housing and related services that are responsive to the demands of the market and its customers;

- Review and refine internal operations to insure compliance with regulatory demands and to maximize internal efficiency.

- PHA Goal-Community Services: Improve quality of life for resident families and their surrounding communities.

Objectives:

- Insure programs are consistent, adequate and reach all apartment complexes and tenants;
- Involve residents, property managers, Section 8 staff, and maintenance in the planning process;
- Increase internal connections between community service programs to recognize and utilize the continuous range of services available to tenants and clients;
- Provide professional development opportunities for staff and training for residents in community development information and techniques;
- Insure consistent program implementation to include operations manuals, blue books of procedures, shared databases.

- PHA Goal-Finance: Continue to develop the financial capacity to support activities of the Authority and related entities.

Objectives:

- Train/cross train employees;
- Provide consistent support services to all departments;
- Improve customer service and communication between Finance and other departments;
- Assure confidentiality of financial information;
- Improve definitions of the duties and responsibilities of the Finance Department as relates to interaction with other departments;
- Provide statistical information and management reports to department heads and CEO.

- PHA Goal-Maintenance: Improve the quality of housing by long range planning, preventive and actual maintenance.

Objectives:

- Implement measures prescribed in Quality Housing and Work Responsibility Act;
- Improve procurement and contracting process;
- Improve inventory process and procedure;
- Improve communication between satellite maintenance shops;
- Coordinate a risk management analysis for Authority operations;

- Provide appropriate professional development opportunities for all maintenance employees.

- PHA Goals-Public Housing, Section 8, Shelter Plus Care: Provide decent, safe and sanitary housing to eligible/suitable families; Provide an array of services that assist families in improving life skills and living independently; Improve services that help families become self-sufficient and reside in better environments.

Objectives:

- Provide continual professional training and development;
- Utilize department funding more efficiently and effectively;
- Incorporate Shelter Plus Care into the Section 8 Administrative Plan;
- Schedule regular Section 8/Shelter Plus Care staff meetings;
- Improve employee morale;
- Increase childcare services for residents;
- Increase transportation services for residents;
- Serve residents in a timely manner;
- Improve intake and recertification;
- Insure that the general public will have a more positive perception of public housing residents and Section 8/Shelter Plus Care participants;
- Make all properties attractive;
- Secure written guidelines from HUD for new and existing programs when they are lacking.

Jefferson County Housing Authority
Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Jefferson County Housing Authority is a full-service public housing authority incorporated November 14, 1949. With over 2600 units owned or managed by the Authority and its legal instrumentality, the Jefferson County Assisted Housing Corporation, it is the fourth largest Authority in the state of Alabama. The Authority is known across the State of Alabama and the nation as one of the most innovative and entrepreneurial organizations of its kind. A tremendous range of housing and related programs includes traditional Public Housing and Section 8 Rental Assistance, Special Section 8 Programs such as Family Unification and Mainstreaming Non-Elderly Families with Disabilities, Shelter Plus Care Rental Assistance for homeless individuals and families with associated disabilities, homeownership, Fair Housing Counseling, Family Self-Sufficiency and housing for the elderly and disabled.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration 58
- FY 2000 Capital Fund Program Annual Statement..... 69
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart..... 68
- FY 2000 Capital Fund Program 5 Year Action Plan..... 73
- Public Housing Drug Elimination Program (PHDEP) Plan..... 59
- Comments of Resident Advisory Board or Boards (included in PHA Plan text) 55
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Community Services Narrative and Community Services Goals and Objectives	Annual Plan: Community Service & Self-Sufficiency, Homeownership
X	Lead Based Paint Clearances	
X	Memorandum of Understanding for Resident Advisory Board	
X	List of Hearing Officers	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4556	5	4	5	3	5	3
Income >30% but <=50% of AMI	2866	4	4	4	3	4	3
Income >50% but <80% of AMI	3611	3	3	3	3	3	2
Elderly	7667	4	4	3	4	3	2
Families with Disabilities	2832	4	5	3	5	3	3
White	7773	3	2	2	3	2	2
Black	8155	4	3	4	3	3	2
Hispanic	126	4	3	4	3	3	2
Am.Indian	58	4	3	4	3	3	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995 Jefferson County
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Birmingham Independent Living Center
Selected Profile for Jefferson County 1995(March), Center for Business and Economic Research, University of Alabama

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	718		236
Extremely low income <=30% AMI	716	99.7%	
Very low income (>30% but <=50% AMI)	2	.3%	
Low income (>50% but <80% AMI)	0	0	
Families with children	469	65%	
Elderly families	41	6%	
Families with Disabilities	534	74%	
White/Non-Hispanic	205	29%	
Black/Non-Hispanic	511	71%	
Asian/Pacific Is.	2	.3%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	241	34%	36
2 BR	251	36%	84
3 BR	187	26%	57
4 BR	27	4%	7
5 BR	NA	NA	NA
5+ BR	NA	NA	NA
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing 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**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing for the elderly, disabled and special needs populations
- Pursue housing resources other than public housing or Section 8 tenant-based assistance, such as Jefferson County HOME funds, Federal Home Loan Bank, Low-Income Housing Tax Credits for the elderly, disabled and special needs populations
- Other: Pursue the purchase and rehabilitation of appropriate existing complexes.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below) Use of incentives for designated public housing sites

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Apply for special-purpose vouchers targeted to the elderly, should they become available.
- Seek other financial resources for elderly development, such as Jefferson County HOME funds, Low-Income Housing Tax Credits, Federal Home Loan Bank for developments such as Spring Gardens IV and V.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: Seek other financial resources for elderly development, such as Jefferson County HOME funds, Low-Income Housing Tax Credits, Federal Home Loan Bank for developments such as Spring Gardens IV and V..

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Affirmative Fair Housing Marketing Plans.

Other Housing Needs & Strategies: (list needs and strategies below)

Need: Shortage of affordable housing close to entry-level jobs and new development

Strategy 1: Apply for Section 8 Welfare to Work Vouchers

Strategy 2: Work cooperatively with other organizations toward improved public transportation

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$1,439,294	
b) Public Housing Capital Fund	744,078	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,058,009	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	123,200	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	75,000	Housing counseling activities
i) HOME	N/A	
Other Federal Grants (list below)		
Housing Counseling - HUD	11,492	Housing Counseling
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 Comp Grant	744,078	Capital Improvements
3. Public Housing Dwelling Rental Income		
FY 2000	822,494	Operating Fund
4. Other income (list below)		
Late payments, interest income	21,042	Operating Fund

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Non-federal sources (list below)		
Total resources	\$9,081,254	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) Approximately 30 days from application date

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Credit Report

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe) Choice of three communities

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? NA

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
 Overhoused
 Underhoused
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
 Veterans and veterans' families
 Residents who live and/or work in the jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs

- Victims of reprisals or hate crimes
- Elderly preference over single individual

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)
- Elderly Preference over single individual

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease

- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition?
(select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
Jefferson County Housing Authority will offer incentives to higher income applicants who select lower income projects. Incentives may include choice of larger bedroom size or other concessions such as basic cable.

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
Brookside Village

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other: Responsibility of the landlord
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other: None

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office

Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:
Illness and inability to find unit.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

- Other preference(s) (list below)
Elderly

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)
Announcements through social service agencies such as Metropolitan Birmingham Services for the Homeless, Jefferson-Blount-St.Clair Mental Health Authority, Department of Human Resources

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

N/A

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

- e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
The Birmingham Apartment Survey Mid-Year 1999
National Low Income Housing Coalition study

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to**

the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) N/A

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) N/A

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	620	136
Section 8 Vouchers	158	16
Section 8 Certificates	740	71
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	Mnstrm-100; FUP-100; S/8NC-100	1 12
Public Housing Drug Elimination Program (PHDEP)	256	
Other Federal Programs(list individually)	S+Care-450	216

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: Admissions & Continued Occupancy Policy, Personnel Policies, Maintenance Policy, Pest Control Policy
- (2) Section 8 Management: Section 8 Administrative Plan, Personnel Policies

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: Defines promptly as 5 days and reasonable time as 10 days.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below: Allows for 10 business days from denial and 14 calendar days after the informal review.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Table Library Page 69

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) Table Library Page 73

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description **N/A**

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

Of 560 units, 38 units or 7% are wheelchair accessible. In addition, 5 units or 1% have been modified for the sight and hearing impaired. Other accommodations are made, as residents require.

2. Activity Description **N/A**

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>

5. If approved, will this designation constitute a (select one)

New Designation Plan

Revision of a previously-approved Designation Plan?

6. Number of units affected:

7. Coverage of action (select one)

Part of the development

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description **N/A**

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Section 5(h) Public Housing Homeownership Program

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Sites
1b. Development (project) number:AL09-PO86-019/020
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (11/5/96) Amended 3/26/98

5. Number of units affected: 60
6. Coverage of action: (select one)
- Part of the development
- Total development All Scattered Sites

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

The PHA may reconsider its position on Section 8 Homeownership after publication of the final rule.

2. Program Description: N/A

- a. Size of Program N/A

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

- b. PHA-established eligibility criteria N/A

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 27/07/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)
Cooperative effort in Central Alabama Taskforce for Self-Sufficiency (CATSS)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Youth programs, including drug prevention education opportunities (PHDEP)</i>	256	<i>Community need, first come first served, outreach</i>	<i>On sites and PHA main office</i>	<i>Public housing, with some Section 8 participation</i>
<i>Family support services (Family Self-Sufficiency and Drug Elimination Program)</i>	<i>102 plus family members</i>	<i>Self selection and outreach</i>	<i>Fultondale Community Service Center and on sites</i>	<i>Both</i>
<i>Economic and Educational Referrals (Family Self-Sufficiency)</i>	102	<i>Self selection and outreach</i>	<i>Fultondale Community Service Center and on sites</i>	<i>Both</i>
<i>Housing Counseling Program</i>	<i>56 clients plus community outreach</i>	<i>Self selection, referral, outreach</i>	<i>PHA main office</i>	<i>Both</i>
<i>First-time Homebuyer Program</i>	<i>60 program slots</i>	<i>First come, first served, with outreach</i>	<i>PHA main office</i>	<i>Both</i>
<i>Service Coordination for the Elderly and Disabled</i>	<i>220 plus other community members</i>	<i>Self selection, referral, outreach</i>	<i>Spring Gardens Community and other housing communities</i>	<i>Section 8 with some Public Housing participation</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	47	48 31/08/99
Section 8	48	49 31/08/99

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

Amended the lease. Implementation pending publication of final rule.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents
(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
High crime rate and drug offenses in Jefferson County which disproportionately affects low income families

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

All developments participate in crime and drug prevention activities.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
(select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
Law enforcement patrols above the baseline services
Maintaining management practices effective in reducing crime, such as One-Strike

2. Which developments are most affected? (list below)

All developments participate in crime and drug prevention activities.

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

All developments participate in crime and drug prevention activities.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

Initial PHDEP plan is included in this template starting on page 59. Final PHDEP Plan for FY 2000 will be completed after receipt of final guidance from HUD.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA 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))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: N/A If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: N/A Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)] N/A

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: N/A Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached as Attachment (File name)
 Provided below:
"Go For It".
Expressed concern about pets – prefer not to have them allowed.

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:
 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) No vacancy.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe) Staff informed Board. Board informed appointing Authority, the Jefferson Co. Commission. Will consider when vacancy opens.

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list) N/A

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Jefferson County, Alabama
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: The County has included the PHA in the Planning Process for its Consolidated Plan. Works closely with PHA to find resources for housing and related service needs identified in the Agency and Consolidated Plan.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

“Substantial deviation” and “significant amendment or modification” are defined as discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives or plans of the agency and which require formal approval of the Board of Commissioners.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

From Admissions and Continued Occupancy Policy Adopted June 1999

SECTION XXVI. DECONCENTRATION RULE

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.
2. Actions To accomplish the deconcentration goals, the housing authority will take the following actions:
 - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
 - A. To accomplish the goals of:
 - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 - (2) Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income. The housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

Jefferson County Housing Authority PHDEP Plan for FY 2000

Requirement:

24 CFR Part 761

Public Housing Drug Elimination Program Formula Allocation; Final Rule

Sec. 761.21 Plan requirement.

(a) General requirement. To receive funding under this part, each PHDEP qualified recipient or AHDEP applicant must submit to HUD, for Federal Fiscal Year (FFY) 2000 and each following FFY, a plan for addressing the problem of drug-related and violent crime in and around the housing covered by the plan. If the plan covers more than one development, it does not have to address each development separately if the same activities will apply to each development. The plan must address each development separately only where program activities will differ from one development to another. The plan must include a description of the planned activity or activities, a description of the role of plan partners and their contributions to carrying out the plan, a budget and timetable for implementation of the activities, and the funding source for each activity, identifying in particular all activities to be funded under this part. In addition, the plan must set measurable performance goals and interim milestones for the PHDEP-supported activities and describe the system for monitoring and evaluating these activities. Measurable goals must be established for each category of funded activities, including drug prevention, drug intervention, drug treatment, tenant patrols, and physical improvements. The plan under this section serves as the application for PHDEP funding, and an otherwise qualified recipient that does not submit a PHDEP plan as required will not be funded. For AHDEP funding, NOFAs published in the Federal Register may provide additional information on plan requirements for purposes of this section. Plans must meet the requirements of this section before grant funds are distributed. HUD will review the submitted plans for a determination of whether they meet the requirements of this section.

Jefferson County PHDEP Plan for FY 2000

The following section provides the preliminary plan of the Jefferson County Housing Authority for the use of PHDEP funds to be provided by the Department of Housing and Urban Development during federal fiscal year 2000.

This plan will be subject to change because of the time between the plan formulation and the date at which activities will begin, and also because of the uncertainty of the actual funding amount during FY 2000.

The Department of Housing and Urban Development has reduced PHDEP funds provided to the Jefferson County Housing Authority from \$250,000 in FY 1996 to \$123,200 in FY 1999. Because of this massive funds reduction, the Authority is currently struggling with the difficulties of adequately serving its communities and particularly its youthful residents with drug elimination and drug prevention activities.

Developments Covered in the Plan

The Jefferson County Housing Authority will serve all of its developments under the PHDEP plan. The developments served are:

Development	Location	# of Units
Bradford	8717 Adkins Drive, Pinson, 35126	26
Brookside Village	101 Village Circle, Brookside, 35036	82
Dixi Manor	3995 Sharon Church Road, 35126	44
Fultondale	2100 Walker Chapel Road, Fultondale, 35068	60
Hickory Grove	3728 Murphree Road, Birmingham, 35217	38
Oak Ridge	4462 Oak Ridge Circle, Brighton, 35020	42
Red Hollow	Valley Terrace, Birmingham, 35217	26
Terrace Manor	4501 Little Drive, Bessemer, 35023	130
Trafford	2395 Warrior Trafford Road, Trafford, 35172	34
Warrior	601 Pecan Street, Warrior 35180	78

Description of the planned activities

Reimbursement of local law enforcement agencies over and above baseline: One of the Program's primary means of reducing drug-related crime and improving community safety is the implementation of law enforcement patrol by off-duty officers. These officers have been highly effective in curtailing non-resident trespassing, suspicious congregating within common areas, and drug activity. The 2000 Program will continue to fund additional hours of patrols each week in Housing Authority apartment communities.

Drug Prevention Activities: The Program includes a comprehensive set of drug prevention activities. Children's programs, operated by Housing Authority staff, the Boys and Girls Clubs, Inc., and community volunteers, provide tutoring, values training, and recreational activities after school hours and during the summer. These are the times when research has shown that children are most at risk for illegal activities, including drug use. We propose to continue these programs in the current request. The Housing Authority is also working to implement improved parenting and family strengthening programs throughout its housing communities and neighborhoods.

Proposed youth programs include the College Connection, in cooperation with Samford University, where up to fifteen adolescent residents will participate in a residential introduction to college program.

Both adult residents and youth will be served through the Housing Authority's Family Self Sufficiency program, including promotion and use of the Community Exchange Service Center. Cooperative services with community-based family support programs include: the Christian Women's Job Corps,

the Exchange Club Center for the Prevention of Child Abuse (Family Skills Center), and the Women As Strength program operated by the Greater Birmingham Ministries.

Management Practices: Jefferson County Housing Authority developed the Drug Elimination Program to eradicate drug-related crime in and around its housing sites. The Authority has implemented procedures to support residents who report crimes and unusual activities. Managers take aggressive action to sanction and evict households where any household member has permitted drug or criminal activity to take place. The Authority’s “one-strike” policy adopted by the Board of Commissioners demonstrates the Board’s support for these staff efforts.

Description of the role of plan partners and their contributions to carrying out the plan

Jefferson County Sheriff’s Department: Additional law enforcement services funded by the PHDEP grant will be performed by the Jefferson County Sheriff’s Department. Jefferson County finances prohibited an increase in the Sheriff’s Department budget for an excess of ten years, therefore leveling the number of patrol officers in a county that has experienced significant growth in outlying areas.

The Housing Authority will employ off-duty Jefferson County Sheriff’s Department officers to patrol communities during the weekend and evening hours identified as “high activity hours.” Typically, two six hour shifts on Friday and Saturday nights will be utilized. An additional hour will allow officers to interact with Authority staff members as well as assist in eviction proceedings and the distribution of criminal trespass notices. The proposed additional services are illustrated in the following table:

Polices Services Provided to Public Housing Residents	Current Hours (Baseline Services)	Proposed Hours Above Baseline (Funded by PHDEP)	Difference Between Current & Proposed
Patrol Services	27 hours/week	12 hours/week	12 hours/week
Criminal Investigations	4 hours/week	1 hour/week	1 hour/week
Specialized Units	6 hours/week	N/A	N/A
Traffic	2 hours/week	N/A	N/A
Arrests & Processing	6 hours/week	N/A	N/A
Court Time	4 hours/week	N/A	N/A
Dispatch Support	6 hours/week	N/A	N/A
Records Support	1 hour/week	N/A	N/A
Hiring & Training	N/A	N/A	N/A
Administrative Time	3 hours/week	N/A	N/A
Other: Miscellaneous	5 hours/week	N/A	N/A
TOTAL TIME	64 hours/week	13 hours/week	13 hours/week

The reimbursement will be provided in accordance with contractual agreements between the Housing Authority and the off-duty officers. No expenditure for law enforcement patrol will be incurred without an executed contractual agreement with an operational plan.

The Boys and Girls Club of Central Alabama, Inc.: The Boys and Girls Club established three Public Housing clubs at Jefferson County Housing Authority sites beginning in 1994. The Boys and Girls Clubs’ programs consist of six core emphases based on the physical, emotional, cultural and social needs and interests of girls and boys. The six core programs are:

1. Personal & Educational Development
2. Citizenship & Leadership Development
3. Cultural Enrichment
4. Health & Physical Education
5. Social Recreation
6. Outdoor & Environmental Education

The Boys & Girls Club of **Brookside** is a strong collaborative effort involving the City of Brookside, the Jefferson County Housing Authority, and the Boys & Girls Clubs of Central Alabama. Recently, the Birmingham Alliance for Youth (BAY) has also begun working in the community, and the Brookville school is also involved. The Brookside Boys & Girls club location was originally an extension program, funded by the Housing Authority’s PHDEP funds and the Boys and Girls Club itself. The Club program stresses drug abstinence and the development of essential resistance skills. With the assistance of the Town of Brookside, the Club operates in the town’s Community Center. The Brookside site serves approximately 150 high-risk children annually.

The Boys & Girls Club of **Warrior** is the second Public Housing club resulting from the collaborative effort between the Boys & Girls Clubs of Central Alabama and the Jefferson County Housing Authority. The Club is located in the Community Building at the Warrior Public Housing apartment complex. This location makes it easily accessible to children and youth living in the area. Typically, over 120 high-risk children attend this club annually. Current plans for this club’s future include discussions with the Warrior schools regarding possible future collaborative projects.

The Jefferson County Housing Authority provides the primary funding for the Boys and Girls Club at **Terrace Manor** Public Housing apartment complex in Bessemer. The Terrace Manor club currently serves approximately 120 children per year.

Samford University is a four-year institution located in Birmingham, Alabama. Samford is affiliated with the Southern Baptist church. The University supports the Jefferson County Housing Authority’s Public Housing Drug Elimination Program by partially sponsoring the **College Connection** program each summer. College Connection is a three day, two night residential program serving up to fifteen JCHA teens, eighth through eleventh grade, who have expressed interest in pursuing post-secondary education, and two adult chaperones.

College Connection participants take part in programs similar to those that familiarize incoming freshmen with college life. The activities planned for College Connection are designed to meet the following goals:

- Making the option of university/college education tangible and more easily visualized
- Fostering a greater commitment to education
- Reducing the likelihood of teens feeling alienated and rebellious
- Exposing participants to the opportunities and experiences of University students

Many other local organizations regularly work closely with the Jefferson County Housing Authority in cooperative endeavors to serve the community. Selected partner organizations and initiatives include the Department of Human Resources, the Central Alabama Task Force for Self Sufficiency (CATSS) initiative coordinated by the United Way, and a large number of community organizations that serve on the Program Coordinating Committee for the Family Self Sufficiency program. The following agencies have been represented on the Family Self Sufficiency Program Coordinating Committee:

Agency	Service
Lawson State Community College	Education; employment training; career counseling
Jefferson County Department of Health	Health services; parenting education

Jefferson State Community College	Education; employment training; career counseling
Jefferson County Department of Human Resources	Employment training; daycare; case management for families receiving economic assistance
University of Alabama at Birmingham Comprehensive Child Development Program	Case management; health care; early childhood education; early intervention for developmental delays; mental health; adult education; job placement; nutritional counseling
Child Care Resources	Child care referrals; vouchers for eligible families
Jefferson County Committee for Economic Opportunity	Child development services; adult day health care; alcohol and drug outreach centers; emergency assistance; youth employment training
Olivia's House	Drug treatment; counseling; teenage pregnancy prevention
State of Alabama Employment Service Division	Job preparedness; job placement
Boys and Girls Clubs of Central Alabama	After-school and holiday child care for school-aged youth
Alabama Power Corporation	Career workshops; employment opportunities
Jefferson County Board of Education	Literacy training; remedial education; GED preparation
Aletheia House	Drug treatment; counseling; youth prevention programs; drug education

Jefferson County Housing Authority staff members participate in community-wide planning sessions, including the consolidated plan for homeless activities developed annually by the Metropolitan Birmingham Services for the Homeless.

The agency also maintains a close relationship with the Jefferson County Office of Community Development. The Housing Authority has been active in the Jefferson County Consolidated Planning process during prior planning cycles and is participating in the current Consolidated Planning process.

Budget and the funding source for each activity (including all activities to be funded under PHDEP - 24 CFR Part 761)

Category	Notes	PHDEP	Other	Total
Law Enforcement	2 officers x 13 hours/week x \$20/hour PHDEP Funds	\$27,040		\$27,040
Prevention	FSS Case Manager (Community Service Center) Local: \$31,890 Boys and Girls Club Local: \$ 44,700 Community Program Specialist Local Salary \$13,325, Benefits \$2,665: \$15,990 Boys and Girls Club PHDEP: \$59,180 Program Instructors PHDEP Salaries \$14,560, Benefits \$1,114: \$15,674 Program Aides PHDEP Salaries \$12,360, Benefits \$946: \$13,306 College Connection PHDEP: \$2,000 Program Supplies PHDEP: \$2,000	\$ 92,160	\$92,580	\$184,740

Intervention/Referral	Five percent Salary and Benefits of Community Services Coordinator and five Public Housing Zone Managers	\$13,766	\$13,766
Program Evaluation	Data Collection and Analysis	\$4,000	\$4,000
Management Practices	No specific cost for this activity. Costs absorbed in normal Housing Authority operating expenses.		\$0

Timetable for implementation of the activities

The following timetable is based on a total of sixteen months of activities associated with the grant. Fifteen months include either specific or continuing activities. Certain activities take place in “Month zero”, prior to the actual beginning of the grant period.

Activity Begins	Activity Ends	Activity
Month Zero	Month Zero	Notification of Award funding Contract with Sheriff Deputies Boys & Girls Club Service Contract
Month Zero	Continuing	Outreach to Community Agencies
Month One	Month 13	Sheriff Deputy additional patrols
Month One	Month 13	Boys & Girls Club Programs
Month One	Month 9	After School Programs
Month 12	Month 13	After School Programs
Month 9	Month 12	Summer Program – Children & Youth
Month 10	Month 10	College Connection
Month One	Month 15	Parenting Training sessions in Months 2, 7, & 14
Month 2	Month 2	Staff training session on intervention/referral
Month 5	Month 7	Public Housing Apartment complex training on intervention/referral in Months 5 and 7
Month One	Month 13	Community Meetings/Activities in Months 1,3,7,8,12
Month 4	Month 4	Data Collection/Resident Survey
Continuing	Continuing	Family Self-Sufficiency Program, Housing Counseling Activities, Substance Abuse Treatment referrals, Maintenance of Management practices

Measurable performance goals and interim milestones for the PHDEP-supported activities

Component	Problem Addressed	Assessment Measures
<p>Law Enforcement</p>	<ul style="list-style-type: none"> • Increased risk for drug-related crime within public housing communities • Increased risk for residents to fall victim to crime 	<ul style="list-style-type: none"> • Frequency of incidents reported in Housing Authority complexes will be less than or equal to frequency of Part 1 crimes in the surrounding municipalities. Baseline data for most current available year (1997) is included in the program plan details.
<p>Prevention</p> <p>Child Abuse Prevention, Substance Abuse Prevention, Parenting Education</p> <p>Family and Other Support Services</p> <p>Adult and Youth Services</p> <p>Economic and Educational Opportunities</p>	<ul style="list-style-type: none"> • Increased likelihood for households to be unemployed and single parent families • Youth exposure to drug use and distribution within schools and community • Increased risk for teenage pregnancy and victimization • Unattended youth during after-school and holiday hours • Low academic achievement 	<ul style="list-style-type: none"> • Children/Youth have increased knowledge of abuse/neglect prevention, SA prevention and life skills. Evaluated by staff and subcontractors through observation, tests, interviews, and other educationally valid methods. • Provide parents with training in specific parenting and family strengthening skills. Goal attainment will be documented through attendance sheets, interviews or evaluation sheets requesting parent comments, and written pre and post test instruments. • Serve forty households through programs and activities offered within the FSS Community Service Center. • Involve two community agencies in providing services at the FSS Community Service Center. • Involve eleven adolescents in the College Connection Program. • Work with the Boy Scouts, Girls Inc., schools, residents, and other community groups in developing services. Goal attainment will be documented through meeting notes, program proposals, and program enhancements.
<p>Intervention/Referral</p>	<ul style="list-style-type: none"> • Increased risk for drug-related crime within public housing communities • Increased risk for residents to fall victim to crime 	<ul style="list-style-type: none"> • Documentation of at least one training session for staff and residents in indicators of drug/alcohol abuse. • Documentation of any referrals for specific physical, mental, emotional, economic and other problems. • Documentation of resident support and community activity through sign-in sheets.

Substance Abuse and Dependency Treatment

- “ Increased risk for drug-related crime within public housing communities
- “ Increased risk for residents to fall victim to crime
- “ Increased risk for public housing youth to have access to illegal drugs

- “ Frequency of incidents reported in Housing Authority complexes will be less than or equal to frequency of Part I crimes in the surrounding municipalities.
- “ Provide appropriate referrals when requested.

Management Practices

“One Strike and You’re Out” Policies

Plan to Reduce Vacancies

Criminal Trespass

Towing of Inoperable Vehicles

Physical Barriers to Deter Crime

- “ Increased risk for drug-related crime within public housing communities
- “ Increased risk for residents to fall victim to crime

- “ Continue strict lease enforcement, criminal trespass and eviction procedures. Document through PHAS and other Public Housing Assessment measures.
- “ Maintain a vacancy rate at or below area vacancy rate. Baseline date on area rate is included in the program plan details.
- “ Maintain stringent applicant screening. Documentation on applicant screening is maintained in applicant files.

System for monitoring and evaluating these activities.

Law Enforcement: The officers will be charged to collect police officer activity (not just hours of work) information for the Authority. The officers will use an activity form approved by the Housing Authority to collect, analyze and report activities by officers funded under this proposal. The approved activity form requires the data as follows: hours worked; incidents of Part I and Part II crimes; vehicles abandoned/towed/stolen; drug paraphernalia confiscated/found; arrests/citations of both residents and outsiders; property recovered/stolen; broken lights/sidewalks; graffiti; conflict resolution; and weapons violations/seized. Activity forms will be reviewed by the Public Housing Coordinator and discussed in weekly contacts with officers.

Drug Abuse Prevention: Children and Youths’ increased knowledge of abuse/neglect prevention, SA prevention and life skills will be monitored and evaluated by staff and subcontractors through observation, tests, interviews, and other educationally valid methods. The attainment of the goal of providing parents with training in specific parenting and family strengthening skills will be monitored and evaluated through attendance sheets, interviews or evaluation sheets requesting parent comments, and written pre and post test instruments.

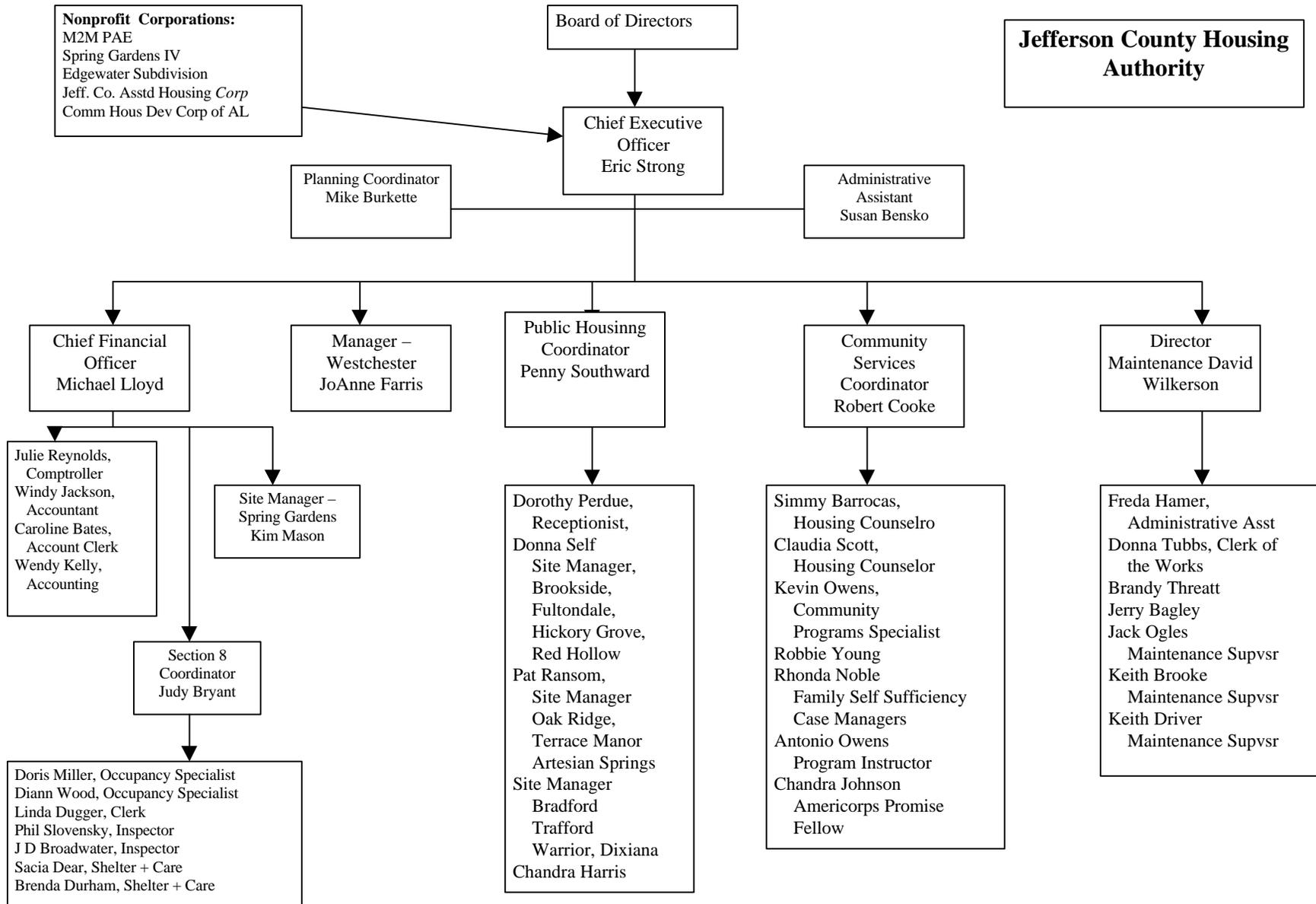
The Housing Authority plans to serve forty households through programs and activities offered within the FSS Community Service Center. The Authority also plans to Involve two community agencies in providing services at the FSS Community Service Center. These activities will be monitored and

evaluated through sign in sheets, participant comments, and documentation of services provided at the FSS Community Center by cooperating agencies.

Attendance sheets, participant comment forms, and staff evaluations will document the involvement of eleven adolescents in the College Connection Program.

meeting notes, program proposals, and program enhancements will document the Housing Authority's work with the Boy Scouts, Girls Inc., schools, residents, and other community groups in developing services.

The Housing Authority will document **Intervention/Referral and Substance Abuse and Dependency Treatment** through sign-in sheets maintained at employee and resident training sessions and by maintaining records of any referrals for specific physical, mental, emotional, economic or other problems. The Authority's PHMAP and PHAS scores and the associated supporting documents will provide support for accomplishments in **Management Practices**. Incident reports and crime statistics will also provide the Housing Authority staff with the ability to monitor and evaluate program activities.



PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (08-1999)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$22,500
4	1410 Administration	\$55,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$32,000
8	1440 Site Acquisition	
9	1450 Site Improvement	\$165,185
10	1460 Dwelling Structures	\$319,426
11	1465.1 Dwelling Equipment-Nonexpendable	\$167,534
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$25,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$786,645
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Training Employees	1408	\$12,500
PHA Wide	Computer Equipment	1408	\$10,000
PHA Wide	Salaries and Benefits CGP	1410	\$55,000
PHA Wide	Professional Services	1430	\$32,000

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
86-12 Dixi Manor	Waste Water Treatment Plant	1450	\$165,185
86-16	Front and back screens	1460	\$36,000
	V.C.T. and base	1460	\$206,825
	Return air grills	1460	\$12,000
	Range hoods	1465.1	\$8,000
	Appliances	1465.1	\$64,000
	Louvered doors	1460	\$16,000
	Lavatory faucets and supply lines	1460	\$8,000
	Playground equipment	1465.1	\$25,000
86-12 Bradford	Roofing	1460	\$45,501
	Install some appliances	1465.1	\$10,400
	Install some handrails (2)	1460	\$1,300
	Interior door hardware	1460	\$7,800
	Playground equipment	1465.1	\$16,134
86-10	Playground equipment	1465.1	\$30,000
PHA Wide	Replacement Vehicles	1475	\$25,000

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
86-12	6-00	12-00
86-16	6-2000	12-00
86-12	6-00	12-00
86-10	6-00	12-00
Management	6-00	12-00
Improvements		
Administration	6-00	12-00
Fees and Costs	6-00	12-00
Non-Dwelling	6-00	12-00
Equip.		

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086016	Oak Ridge	2	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New Roofing			\$52,250	January, 2000
Replace Ceramic Tile – Baths			\$172,425	
Install Return Air Grills			\$6,636	
Install Security Screens			\$33,600	
Install Wood Base			\$70,980	
Range Hoods and Splash			\$5,460	
New Kitchen Counter Tops			\$12,600	
New Lowered Doors			\$6,636	
Install New Interior Storm Sash			\$1,680	
Install New Water heaters			\$9,450	
Remove Graffiti on Brick			\$1,000	
Total estimated cost over next 5 years				

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086016	Oak Ridge	2	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install new concrete drain flume			\$10,000	January, 2000
Top soil hydro seed bank			\$8,000	
Repair (1) hand rail			\$200	
Install new front and rear screen doors			\$18,900	
Perform tree work – remove stump			\$200	
Install new address plates			\$2,000	
Install Playground equipment			\$30,000	
Total estimated cost over next 5 years			\$683,134	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables					
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
AL09P086014	Red Hollow	0	0%		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
Install new dead bolts			\$6,000	January, 2000	
Install new a/c coil			\$102,825		
Install new roofing			\$33,000		
Paint exterior handrails			\$200		
New return air grills			\$4,108		
Install new water service lines			\$6,500		
Repair/Replace soffit			\$4,100		
Install security screens			\$20,800		
Install range hoods			\$2,600		
New water heaters			\$5,850		
Playground equipment			\$30,000		
Total estimated cost over next 5 years			\$215,983		

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086012	Dixi Manor	2	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
New roofing			\$152,625	January, 2001
Paint electrical panels (exterior)			\$2,200	
Paint porch columns			\$2,200	
Install new range hoods			\$4,400	
Install new interior door hardware			\$13,200	
Install new wood base			\$8,800	
Install new interior doors			\$28,600	
Install new toilet accessories			\$8,800	
Install ceramic tile (12)			\$9,000	
Install new prime windows			\$80,134	
Total estimated cost over next 5 years				

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086012	Dixi Manor	2	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Address erosion problems Re-asphalt existing parking on hill Playground equipment			\$10,000 \$20,000 \$30,000	January, 2001
Total estimated cost over next 5 years			\$701,384	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086012	Faucett Homes	3	9%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscape eroded areas			\$2,500	January, 2001
New roofing			\$44,000	
Repair and clean soffit			\$3,200	
Install new sewer laterals			\$11,400	
New playground equipment			\$15,000	
Paint porch columns			\$1,700	
Install new interior door hardware			\$13,000	
Perform cycle painting			\$39,000	
Install security screens			\$50,000	
Install new therma pane windows			\$151,625	
Total estimated cost over next 5 years			\$331,425	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086016	Terrace Manor I	1	1%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Security screens			\$55,511	January, 2002
Security screen doors			\$30,000	
Cycle painting			\$80,000	
Playground equipment			\$20,000	
Replace sewage pump and lift station			\$5,000	
Replace V.C.T. at office and community and paint			\$12,000	
Replace water heaters			\$16,000	
Install HVAC units			\$200,000	
Total estimated cost over next 5 years			\$418,511	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086021	Terrace Manor II	0	0%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Cycle Paint			\$85,134	January, 2002
Landscaping			\$25,000	
Bi-Fold doors @ laundry room			\$14,000	
Restain wood steps			\$10,000	
Security screens			\$55,000	
Playground equipment			\$12,000	
Total estimated cost over next 5 years			\$201,134	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086003	Brookside Village	20	24%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Playground equipment			\$30,000	January, 2002
Total estimated cost over next 5 years			\$30,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086016	Hickory Grove	2	5%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Install new roofs			\$69,000	January, 2003
Install new security screens			\$36,000	
Interior painting			\$76,134	
New V.C.T. and base			\$103,400	
Security screen doors			\$31,500	
Landscaping			\$15,000	
New water heaters			\$7,111	
Total estimated cost over next 5 years			\$338,145	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
AL09P086012	Northeast Jefferson Villa (Bradford)	1	4%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
New security windows		\$155,000	January, 2003
New security screens		\$62,000	
Cycle paint		\$69,500	
Total estimated cost over next 5 years		\$286,500	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
AL09P086014	Red Hollow	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Landscaping			\$15,000	January, 2003
Cycle paint			\$45,000	
Total estimated cost over next 5 years			\$60,000	

