

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: TALLADEGA HOUSING AUTHORITY

PHA Number: AL105

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

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)

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)

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: (state mission here)

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.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) 90%
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

**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)]

The Annual Plan which is attached hereto was developed by the Talladega Housing Authority, hereinafter referred to as the THA in this document and accompanying Plan, in accordance with the Rules and Regulations promulgated by HUD.

The goals and objectives of the Talladega Housing Authority are contained in the Five-Year Plan and the ACOP Plan. These were written to comply with the HUD guidelines, rules, regulations and Federal Law. The basic goals and objectives are:

- 1-Increase the availability of decent, safe and affordable housing in Talladega, Alabama.
- 2-The THA will ensure equal opportunity in housing for all Americans.
- 3-The THA will promote self-sufficiency and asset development of families and individuals.
- 4-The THA will take steps to help improve community quality of life and economic vitality.

The THA does not plan to have any deviations from the Five-Year Plan. This Plan was written after consultation with necessary parties and entities as provided in the guidelines issued by HUD. All necessary accompanying documents are attached to the document, or are available upon request.

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 AL105A01
- FY 2000 Capital Fund Program Annual Statement AL105B01
- 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
- FY 2000 Capital Fund Program 5 Year Action Plan AL105C01
- Public Housing Drug Elimination Program (PHDEP) Plan AL105D01
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- 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
	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
	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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input 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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (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	6887	4	3	3	2	3	2
Income >30% but <=50% of AMI	4353	5	3	4	3	3	1
Income >50% but <80% of AMI	15,256	4	4	4	2	2	1
Elderly	557	5	4	4	4	1	3
Families with Disabilities	3906	4	3	2	4	1	2
Race/Ethnicity cauc.	16002						
Race/Ethnicity afr	10920						
Race/Ethnicity							
Race/Ethnicity							

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: 1998
- 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)

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 checked="" type="checkbox"/>	Public Housing		
<input 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	121	100	23%
Extremely low income <=30% AMI	59	53%	
Very low income (>30% but <=50% AMI)	46	32%	
Low income	14	14%	

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)			
Families with children	89	72%	
Elderly families	5	5%	
Families with Disabilities	18	15%	
Race/ethnicity cauc	10	7%	
Race/ethnicity afr	112	92%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR	36		
3 BR	57		
4 BR	26		
5 BR	3		
5+ BR			
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

The Talladega Housing Authority, to the maximum extent practicable, will house the current families on our waiting list within the next twelve (12) months. This will include disabled and elderly families. Our average turnover is one hundred (100) to one hundred twenty five (125) families each year.

(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
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- 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
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- 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: (list below)

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
- Other: (list below)

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

(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	913,238.00	P.H. operation
b) Public Housing Capital Fund	750,000.00	Capital Improvement
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	148,000.00	Public Housing Safety/ Security
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	711,420.00	P.H. Operations
4. Other income (list below)		
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	2,522,658.00	

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) At the time application is made for assistance.

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)

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)

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?

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
- Other preference(s) (list below)

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)
- 1 Victims of domestic violence
- 2 Substandard housing
- Homelessness
- 3 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
- Other preference(s) (list below)

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)

- 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:

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 (list below)
- 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 (describe below)

(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:

(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)

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)

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:

See Page 38 Admissions and Occupancy Policy

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:

Flat Rents Based on Survey of Market Will Apply To All Units

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)

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)

- 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)

- 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 903.79 (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:
The Board of Commissioners is the policy making body of the Talladega Housing Authority and hires the Secretary of the Authority who is the Executive Director.

The Executive Director is responsible for administering the policies of the board that are adopted from HUD rules and regulations and to hire the employees who assist in providing services to low income families in Talladega.

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	497	23%
Section 8 Vouchers	N/A	
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	497	
Other Federal	N/A	

Programs(list individually)		

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: (list below)
Attachment AL105F01

(2) Section 8 Management: (list below)

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:

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:

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 903.79 (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) AL105B01

-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 AL105C01

-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

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.)

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 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) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> 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

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) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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)]

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:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input 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 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:	(DD/MM/YYYY)
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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.)

2. Program Description:

a. Size of Program

- 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

- 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 (l)]

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 has 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? 30/07/99

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)

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.)

- 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

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)

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)

AL105-1 AL105-2 AL105-3

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)

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

AL105-1 AL105-2 A1105-3

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)

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: ____)

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. yes

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: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?_____
- 5. Yes No: 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)]

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: 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 at Attachment (File name)
 - Provided below:
All sections of the Plan were discussed with the Resident Advisory Board and they were asked to comment.
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.)

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)

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)

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: (provide name here) State of 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)
The Talladega Housing Authority will continue to provide 497 units of low-income housing
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
Fair Housing Programs, Lead-based Paint Education Programs

D. Other Information Required by HUD

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

Attachments

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

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: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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)	
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

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)

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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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.

 - B.** 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 skipping families on the waiting list to accomplish these goals.

**PHA Plan
Table Library**

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

Annual Statement

Capital Fund Program (CFP)

Part I: Summary

Capital Fund Grant Number

FFY of Grant Approval: **01 / 2000**

 Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	- 0 -
2	1406 Operations	- 0 -
3	1408 Management Improvements	- 0 -
4	1410 Administration	34,500
5	1411 Audit	- 0 -
6	1415 Liquidated Damages	- 0 -
7	1430 Fees and Costs	40,000
8	1440 Site Acquisition	- 0 -
9	1450 Site Improvement	- 0 -
10	1460 Dwelling Structures	665,954
11	1465.1 Dwelling Equipment-Nonexpendable	- 0 -
12	1470 Nondwelling Structures	- 0 -
13	1475 Nondwelling Equipment	- 0 -
14	1485 Demolition	- 0 -
15	1490 Replacement Reserve	- 0 -
16	1492 Moving to Work Demonstration	- 0 -
17	1495.1 Relocation Costs	10,000
18	1498 Mod Used for Development	- 0 -
19	1502 Contingency	- 0 -
20	Amount of Annual Grant (Sum of lines 2-19)	750,454
21	Amount of line 20 Related to LBP Activities	- 0 -
22	Amount of line 20 Related to Section 504 Compliance	- 0 -
23	Amount of line 20 Related to Security	- 0 -
24	Amount of line 20 Related to Energy Conservation Measures	100,000

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
AL-105-002 Knoxville Homes	1. Install new interior doors, frames, and hardware.	1460	19,440
	2. Install new prime doors and hardware.	1460	18,700
	3. Install new prime window units.	1460	30,360
	4. Install new screen storm doors.	1460	8,800
	5. Install new security screens.	1460	26,496
	6. Install new kitchen cabinets and counter tops.	1460	41,300
	7. Install new plastic laminate wall bd.	1460	5,410
	8. Demo existing plaster walls and construct new 2 x 4 walls.	1460	155,458
	9. Demo existing gyp. bd. and install new 5/8" gyp. bd.	1460	8,285
	10. Install new VCT, Wd. base, 1/4" rd.	1460	6,250
	11. Install new electrical fixtures.	1460	9,464
	12. Install new Plumbing fixtures.	1460	15,950
	13. Install new coated wire shelving.	1460	3,300
	14. Install new ceramic tile wainscot, floor, and tub surround.	1460	23,056
	15. Install new range hood & stainless steel splash.	1460	2,640
	16. Install new bath accessories.	1460	7,150
	17. Provide new interior paint finishes.	1460	13,200
	18. Install new dryer vent kits.	1460	1,100
	19. Install new clothes line assemblies.	1460	6,600
	20. Install new waste bin enclosures.	1460	5,500
	21. Install new exterior wall hydrants.	1460	1,980
	22. Demolition existing electrical at interiors and install new electrical.	1460	100,000
	23. Install new HVAC supply and return air grills.	1460	2,750
	24. Construct new stoops & canopies.	1460	60,665
	25. Relocation costs.	1495.1	17,600
PHA-Wide	1. Fees and Cost	1430	40,000
	3. Clerk of the Works salary & benefits	1410	34,500

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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

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)
PHA WIDE AL105-001 Curry Court Apts. AL105-002 Knoxville Homes AL105-003 Westgate Apts. AL105-003 Curry Court Elderly	09/30/2001	09/30/2002

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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		
AL105-002	Knoxville Homes Apartments				
Description of Needed Physical Improvement or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
	1. New int. doors & frames.	1460		←	2001
	2. New prime doors	1460		\$ 33,634 per Unit X 20 dwelling units in year	
	3. New prime window units.	1460			
	4. New screen storm doors.	1460			
	5. New security screens.	1460			2002
	6. kitchen renovations	1460		←	
	7. Bathroom renovations	1460		\$ 33,634 per Unit X 20 dwelling units in year	
	8. New electrical complete	1460			
	9. New elec. Fixtures & devices.	1460			2003
	10. New floor coverings	1460		←	
	11. New interior finishes	1460		\$ 33,634 per Unit X 20 dwelling units in year	
	12. New porch canopies front and rear.	1460			
	13. New clothesline assemblies.	1460			2004
	14. New standing & running trim.	1460		←	
	15. New closet shelving.	1460		\$ 33,634 per Unit X 20 dwelling units in year	
	16. Helical pier system at 30 dwelling units.	1460			
Total estimated cost over next 5 years					\$2,690,720

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**Component 7
Capital Fund Program Annual Statement
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Annual Statement

Capital Fund Program (CFP)

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FFY of Grant Approval: (MM/YYYY)

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1	Total Non-CGP Funds	
2	1406 Operations	
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4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
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11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
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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

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)

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 years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One to 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		
AL-105-001,002 003A & 003B	PHA-WIDE				
Description of Needed Physical Improvement or Management Improvements				Estimated Cost	Planned Start Date (HA Fiscal Year)
PHA-WIDE	Fees & Costs	1430		40,000	2001,2002,2003,2004
	Administration Costs	1410		34,500	2001,2002,2003,2004
	Relocation Costs	1495		10,000	2001,2002,2003,2004
Total estimated cost over next 5 years					\$338,000

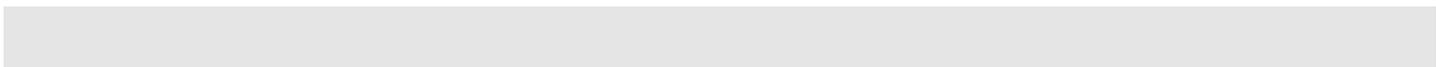
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151 Curry Court
Talladega, Alabama 35160
Telephone (256) 362-5010 Ext
10
FAX (256) 362-5744

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Talladega Housing Authority

Public Housing Drug Elimination Plan for Fiscal Year 2000





Talladega Housing Authority Drug Elimination Plan

Our opportunity to eliminate drug related criminal activity in and around public housing in Talladega, AL

Targeted Developments and Unit Counts

- Curry Court (Elderly) 100 Units
- Curry Court (Main) 150 Units
- Knoxville Homes 98 Units
- Westgate 149 Units

DRUG ELIMINATION PLAN

Talladega Housing Authority after consultation with residents, law enforcement, and community leaders has developed a plan to address the crime conducive conditions prevalent in local public housing. Through hard work, and sometimes trial and error, through a process of review and revision, the plan has taken shape until it covers as many needs as possible given local resources and programs in place.

Using a combination of good law enforcement practice, and leverage programming for residents, the plan as proposed herein provides a well-rounded approach to a complex problem that prioritizes objectives and targets the funding of program activities. The plan meets the needs of prevention through provision of opportunities for residents in the form of activities for youth as an alternative to drug usage and criminal activities as well as training and assistance for adults to gain the skills and support they need to move from welfare to work. Further to combat crime and take back the streets, the plan includes enforcement to provide a safe environment for those who have few, if any, other choices for decent, safe, and sanitary housing. Finally though provision of treatment would be preferable, the lack of funding for expensive treatment have forced the shapers of the plan to forge a partnership for referral of those seeking treatment to get the help they ask for through other identified resources. This multileveled approach to the problem identified has proven effective through the seven years that the PHDEP has been in existence at the Talladega Housing Authority.

PREVENTION

The problems that exist with drugs and criminal activity have many causes. Many of these causes stem from poverty and a lack of opportunity. These causes include lack of positive role models and strong families, lack of fellowship and a sense of belonging, and the lure of “easy” money through criminal activities. Measures taken to address these needs must provide alternative activities to criminal behavior and affiliations. Positive role models must be provided and opportunities increased for education and betterment so that legitimate ways of making money, i.e. finding and keeping a job, are possible. Alternative behaviors should be taught that could increase self-esteem and coping skills. The activities propose herein provide for these needs through linkages and partnerships that use

all available resources. Funding for programming is provided by outside agencies and a portion provided by the housing authority from other than PHDEP funds. These activities include, but are not limited to:

- 1. Boy Scout Program.** Troop activities sponsored by the Choccolocco Council of Boy Scouts of America in public housing communities and designed to provide alternative activities to crime and positive role models for resident youth.
- 2. Girl Scout Program.** Troop activities sponsored by the Cottaquilla Council of Girl Scouts designed to provide alternative activities to crime and positive role models for resident youth.
- 3. Talladega City School System/Talladega City Police Department.** The DARE Program is funded and operated by the school system and supported by the police department. The program includes DARE classes for school children in kindergarten through fifth grades. Drug abuse counseling is offered to young people in grades six through twelve. Another special program is JUST SAY NO TO DRUGS SUMMER DARE PROGRAM. This is a weeklong event the first week following the end of the school year. Several hundred children participate with many from public housing.
- 4. Talladega College (a) After-School Tutoring Program** which uses college students and staff who work specifically with housing authority youth daily after school. This is a one-on-one experience with the focus on skill building by positive role models as an alternative to the senseless self-destruction through drug abuse. **(b) Project Reach Out.** A federally funded community outreach program for the prevention of family violence among African American families. The program is geared toward working in the schools and public housing. This program teaches youth and adults the skills they need to prevent violence, resist crime and develop stronger families.
- 5. Boys and Girls Club of America.** Although physically located at the relatively new Curry Court Commissioner's Park, this club operates a program targeted to all youth residing in public housing in Talladega. They are housed in a new activities/gymnasium center which is state of the art and well stocked for meaningful activities for youth.
- 6. Talladega City Mayor's Office.** The Mayor's office provides support for the summer feeding program funded by the State Department of Public Health. This program provides a nutritious breakfast and lunch at all three public housing communities for approximately 250-275 participants. An added benefit comes from the fact that children are seen outside the home by observers who can note whether or not the children are abused or neglected.
- 7. Talladega County Department of Human Resources (DHR).** Referral Services and JOBS Program are provided through a partnership with the Talladega County Department of Human Resources. Assistance and referrals for drug rehabilitation is also available through this partnership. Adult education classes are provided for residents to obtain GED and other skills at community centers in the three public housing sites on a regular and ongoing basis. Computer skills are taught at the computer center in Curry Court.
- 8. Miscellaneous Assistance.** A local hospital provides health screenings to residents at no cost in the community centers and includes blood pressure checks, blood sugar checks, and cholesterol level tests. Information related to specific health threats, including drug usage is available for residents who participate. Child care is also provided at a housing authority facility built near the new gymnasium/ activity center in Curry Court. Child care is provided by a private non-profit company and is available at reduced cost to housing authority residents as part of the support system to provide opportunities to move from welfare to work.

Further programming and resources are constantly being sought and will be added upon review and approval by the Drug Elimination Review Committee and housing authority officials.

ENFORCEMENT

The Talladega Housing Authority proposes to continue to further eliminate the drug and drug related crime problems afflicting residents by improving security within the housing authority communities by addressing the covert operations of drug criminals who are now operating out of public housing apartments. This approach will further reduce drug related crime within the public housing areas and establish the required ground work for addressing the underlying causes of the current drug problem.

Funds requested under this proposal will be allocated to provide enforcement activities to complement the prevention/treatment activities described above. These activities are considered the most essential program component as they address the imminent threat to the welfare and safety of residents. Funding will be used to pay officers' salaries, purchase equipment and supplies, provide for travel and training, purchase an additional investigative vehicle plus provide for the operation and maintenance of the vehicles, provide for the operation and maintenance of other law enforcement equipment to include computers, and fund the survey requirement under the new PHDEP NOFA. A description of expenditures is included under the budget portion.

Using a model provided by HUD (as described in *TOGETHER WE CAN MEET THE CHALLENGE: Law Enforcement Strategies and Practices to Eliminate Drugs in Public Housing*: March 1994, a joint publication by HUD and the IACP. HUD Publication # HUD-1453-PDR), the plan proposed for enforcement includes police activities and policies and procedures on the part of the housing authority that are designed to create a hostile environment for criminal activity.

An overview of the proposed program is very similar to that funded under previous PHDEP grants implemented by the Talladega Housing Authority. This program is designed to create an environment that is hostile to criminals. The proposed program follows the steps listed in the HUD publication referenced above. While many of these activities have been ongoing through the seven years that the program has been in place, this guide has provided a cohesive strategy that defines and clarifies the role of various activities that have been implemented and provide a basis for evaluation and further refinement. Activities include the following recommended steps to "disrupt the drug market":

- Employ contemporary planning techniques to identify problem areas.
- Ensure a continued police presence in open-air drug markets.
- Maintain an aggressive response.
- Establish surveillance of high drug-trafficking areas.
- Conduct furtive stops.

These steps, coupled with ongoing policies and procedures such as resident identification, zero tolerance, eviction proceedings, one strike, trespass enforcement, etc., will provide an overall level of enforcement that will continue to increase the safety of residents (as demonstrated by crime statistics) through creating an atmosphere where crime cannot flourish and reduce the prevalence of crime and drug activity in Talladega Housing Authority sites.

Composition of the Enforcement Team

The approach will include the continued employment of the full-time law enforcement coordinator as chief investigator and the provision of off-duty police officers to serve as investigators and to patrol housing authority communities on foot and by bicycle. Because the law enforcement coordinator is a full time THA employee, his salary and benefits have been budgeted for under the employment of investigators. Although investigation is part of this individual's responsibilities, this position encompasses a great deal more. Likewise, since police officers are contracted individually, they serve the function of investigators. Their salary expense as contracted employees is also included within this request.

With respect to meeting the requirements of section IV D(8) and E of DHUD Federal Register Notice dated May 12, 1999 WITHDRAWING AND REISSUING FY 1999 NOTICE OF FUNDING AVAILABILITY FOR THE PUBLIC HOUSING ELIMINATION PROGRAM, all program participants funded under the PHDEP are employed to investigate drug-related crime and to perform law enforcement functions. All investigators meet the relevant requirements for licensing, certification, training, bonding, and other stipulations. A policy manual to coordinate activities with local, state and Federal law enforcement agencies has been developed in conjunction with past PHDEP activities and is currently updated and on file. The incumbent law enforcement coordinator (LEC) is a very experienced individual with advanced degrees in both public administration and law. The LEC's background and knowledge of existing programs have and will continue to be invaluable in development of this manual. The collection of information used by investigators under PHDEP funded activities will be made only on housing authority approved forms, compiled and analyzed regularly by the LEC.

Since additional law enforcement investigators are not hired directly, in order to meet requirements for licensure and certification, the housing authority contracts with individual police officers. These officers are full-time employees of the Talladega municipal police department. The individual officer's sign a contract directly with the Talladega Housing Authority and are allowed to earn additional money to supplement their salaries under the program. This arrangement has proven highly effective and has attracted a wide variety of different ranks (including a large number of officers) with a variety of specializations.

As for the full time LEC, he has been given full police powers by the City Council of Talladega. This enabling legislation passed in May, 1996 allowed the LEC to obtain Alabama Peace Officer Standards and Training Certification in October, 1996.

Overall, the team described above which makes-up the housing authority detail is as diverse as the people and the crimes that are investigated by this unit. Moreover, the level of services while they are on-duty is also greater and of a higher quality. This arrangement is mutually beneficial. For officers, the supplement to their salaries is welcome. For the housing authority, it provides officers who know residents and problems. This phenomenon occurs due to the familiarity that the individual officers gain while on housing authority patrol and their increased level of involvement in the problems that are unique to public housing. As a result, there are positive impacts on both law enforcement personnel and crime. There are added benefits of using off duty city police department officers in a part time capacity, instead of full time investigators. These benefits include more frequent patrols while on duty, and increased familiarity with both residents and their problems.

Activities to be performed include:

Use of random road blocks and checkpoints where both housing authority identification cards and drivers licenses are checked. This tactic has been enormously successful. Outstanding warrants are often found. Guns have been seized, and drugs have been discovered through use of these tactics. Additionally, those individuals who have committed crimes or other acts which constitute a threat to the health, safety, or general welfare of public housing residents are identified by either the police officers or public housing staff and subsequently issued no trespass notices to preclude their access to public housing. These checks also allow for identification of targeted individuals and those others without legitimate business on public housing property. This tactic also enhances enforcement of the City wide curfew (persons under the age of 17 years must be off the streets by 11:00 pm Sunday – Thursday and midnight Friday and Saturday).

For those that are placed on the "No Trespass List", there is an appeal procedure which screens applicants for removal. The appeal panel consists of a police officer, a housing authority staff member, and a resident of public housing. The Board meets monthly to consider all written requests for removal from the list.

Law enforcement by physical design has been used effectively and will continue to be used as other problem areas are identified. One example includes cutting tree branches at a common area in Westgate. Trees in the park area which have low growing branches are cut and maintained. At night, this area used to be a popular "hang-out" for drug deals and drug use. People would congregate around the base of the trees and hide in the shadows of the branches or climb the low lying limbs when officials approached to avoid

detection. The LEC working with the maintenance personnel cut the branches so that no branch was lower than twenty feet from the ground. The trees remained healthy and provided landscaping and shade but no longer acted as a physical barrier to effective law enforcement.

The NICKEL AND DIME Tactic has proven to be highly effective as well. This tactic involves focus enforcement of misdemeanors or lesser offenses. The investigators aggressively pursue misdemeanor convictions on an ongoing basis to create a hostile environment for crime and criminals. For example, one such case resulted in significant jail time for a known drug dealer and gang leader. Through aggressive pursuit of misdemeanor convictions including carrying weapons without a permit, driving while revoked or suspended, criminal trespass, misdemeanor possession of marijuana, and other related offenses, this criminal was fined an aggregate in excess of \$7,000.00 and resulted in extensive local jail time to include time to serve off the value of the fine.

Operation of a police substation within all three communities. An office is made available during other than normal work hours when police officers and investigators may meet with residents to discuss matters of mutual interest. This office will be properly equipped and supplied along with access to a telephone.

The LEC will also develop a community newsletter periodically to keep residents informed as to the status of crime prevention and problem-oriented policing. These letters will establish contact and alert residents to the fact that the housing authority is serious about getting rid of crime. Likewise, an anonymous tip line will be established to gather information from residents on crime problems in and around our public housing communities.

Ongoing programs to assist law enforcement efforts include: (1) resident identification cards, (2) resident vehicle decals, (3) hiring of part time off-duty police officers to perform additional patrols, (4) background screens for all public housing applicants, (5) close coordination with local police, prosecutors, and courts, (6) investigation of resident complaints, (7) lighting surveys, (8) initiation of criminal complaints with the housing authority as the victim when warranted by police reports provided by residents [i.e., trespass and criminal mischief], (9) obtaining warrants based upon the complaints from #8, and (10) evicting residents who choose not to obey the rules, regulations, and laws.

BUDGET FISCAL YEAR 2000

Budget Line Item # 9130 Employment of Investigators	\$ 109,340
Training & Travel	7,450
Computers & Software	4,975
Telephone (Office/Mobile/Tip Line)	2,240
Office Supplies & Equipment	2,500
Law Enforcement Equip	4,835
Radio Purchase, Operation & Maintenance	2,750
Surveillance Operation & Maintenance	4,750
Surveillance Equipment	3,000
Bicycle Operation & Repair	1,340

Survey Expenses	7,500
Police Vehicle	20,000
Emergency Equipment – Two Vehicles	10,000
Vehicle Operation & Maintenance	8,500
Contractual (Police Salaries)	29,500
Total	\$109,340

TIMETABLE

Investigative Activity Start Date Jan 01, 2000

End Date Dec 31, 2000

Milestones:

1. Achieve a 3 percent reduction in drug offenses for each reporting period (Jan-Jun and Jul-Dec).
2. Initiate eviction action in 100 percent of the identified drug offense cases involving residents or guests during the reporting period.
3. Conduct semi-annual review of trespass list to ensure accuracy between housing authority files and City police records. Conduct monthly trespass review panel to consider all applications for removal. Validate list to ensure each name is on for just cause.
4. Conduct 100 percent ongoing review of housing authority police calls for service to follow up on misdemeanors committed by individuals prohibited from trespassing on housing authority property.

PARTNERSHIPS

City of Talladega

Summer Feed Program – is provided through the Mayor’s office at the City and funded by the State Department of Public Health. This program provides a nutritious breakfast and lunch at all three housing authority sites for approximately 200-275 youth.

Just Say No to Drugs Summer DARE Program – is a week long event the first week following the end of the school year and is sponsored by the Police Department through local contributions (local businesses, etc.). Several hundred children participate with approximately 200 from public housing. This program is conducted at an expense of about \$4,500.00 for food, materials, supplies and transportation funded by the City school system. The City of Talladega also supports the program by donating the use of recreational and meeting facilities.

Talladega School Board of Education

DARE – This program is operated the Talladega City School System and the Talladega Police Department. The City school system funds the DARE program and DARE officer, who is responsible for program implementation. The program includes DARE classes for school children in kindergarten

through fifth grades. Drug abuse counseling is also offered to young people in grades six through twelve. This counseling program currently includes approximately 50 youth, many of whom are from public housing.

Truancy Enforcement – a joint arrangement between the school truancy officer and the housing authority investigators. Public housing investigators will verify the school status of any school age youth they observe loitering in public housing during school hours. If they do not have a bonifide reason for being absent from school, they are escorted to the appropriate school and put in the custody of the principal.

Talladega County Department of Human Resources

Referral services and JOBS program is provided through a partnership with the Talladega County Department of Human Resources. The Department of Human Resources provides training and resource referral to public housing residents. Assistance and referrals for drug rehabilitation programs are also available through this partnership arrangement.

Talladega College

After School Tutoring – This is a unique program which uses Talladega College staff and students and works specifically with housing authority youth through the resident councils at our community centers. There are approximately 70 kids enrolled in this program. They attend study sessions in the afternoon right after school for a couple of hours in a one-on-one experience where the focus is on productive use of one's mind rather than the senseless destruction of oneself through drug use and abuse.

Project Reach-Out – a federally funded community outreach program for the prevention of family violence, alcohol and drug abuse among African American families. The program is administered nationwide through affiliation with 13 historically black colleges and universities (of which Talladega College is a member). The program is geared toward working in the schools and public housing and has been expanded in the past year. Most of the participants are from public housing in Talladega.

Other Supporting Programs

Adult Education Classes – These classes are provided for GED and other skills at the various community centers at the three sites on a regular and ongoing basis (as needed and based upon local interest). Computer skills are taught at the computer center at the Curry Court Community Center. One previous participant was hired by the housing authority as a records clerk and worked part time in two of the community officers: Knoxville Homes and Westgate.

Health Screenings – provided by the local hospital to residents at no cost in the community centers and includes blood pressure checks, blood sugar checks, and cholesterol level tests. Information related to specific health threats, including drug usage is available for residents who participate.

Boys & Girls Club

The Boys and Girls Club of America operates a unit that used to be located at the small community center in Knoxville Homes but has since moved to a central facility in the Activities Center (new gymnasium) at Commissioner's Park in Curry Court. Activities include organized sports such as basketball, softball, racquetball, etc. Other activities are coordinated with the City recreational department and privately owned facilities in the City and provided at no cost or a reduced cost include swimming, roller skating, and bowling. Computers and training are also available for participants. Programming is available year round. During the school year, after school programs and Saturdays are available. During the summer, all day programs for more than 60 housing authority youth are provided.

Boy Scouts of America

The Boy Scout Program involves troop activities for approximately 60 boys, ages 11 to 18 years, within Curry Court and Westgate public housing communities. A staff member at Talladega College (a local, predominantly black college and one of the nation's historically black colleges) and several social work majors act voluntarily as troop leaders. The Choccolocco Council of Boy Scouts of America is the sponsor and provides a professional scout to coordinate the public housing troop.

Girl Scouts of America

The Girl Scout Program involves troop activities for some 90 girls within the housing authority communities. The girls are supported by a professional staff member and three public housing resident adult volunteers. The Cottaquilla Council of Girl Scouts provides the salary for the professional staffer, as well as support staff salaries and approximately \$1,000.00 for supplies and materials for girl scout meetings. At the end of the Summer, eight girls are sent to the girl scout summer camp at a cost of \$1,200.00. Summer camp participants are selected based on competition and merit to secure a slot among the eight.

Child Care Facility

Child care is provided at a new housing authority facility built near the new activities/gymnasium center in Commissioner's Park area of Curry Court. Child care is provided by a private company and is available at reduced cost to housing authority residents as part of the support system to provide opportunities to move from welfare to work.

PROPOSED PROGRAM ACTIVITY SUMMARY

The public housing drug elimination program is a long term plan to rid public housing within Talladega City of drug related crime by a comprehensive approach to the drug crime problem. Our initial focus is enforcement while developing community resources and capabilities to properly address and resolve the underlying causes of drug related crime in and around public housing. We need credibility in our program to capture resident attention and appropriately reward acceptable behavior. We also need to focus on alternatives for youth and diversion programs that work then develop a locally supportable structure and institution to ensure program continuation.

MAINTENANCE OPERATION PROCEDURES AND SCHEDULED PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF TALLADEGA

The departmental objective is to ensure that physical facilities and systems both dwelling and non-dwelling unit systems and site systems of the Housing Authority of the City of Talladega, Alabama are safe, sanitary and in good operating condition. The department is structured to achieve these objectives through 5 different maintenance programs. 1.) Preventive Maintenance which includes routine inspections on all Dwelling units, Office Facilities, Public use facilities, Development sites and systems. 2.) An effective workorder system that provides fast tracking and a detailed record of all properties. 3.) An efficient procurement system that includes competitive pricing to ensure the best possible price on materials. 4.) An accurate inventory system that locates and tracks the supplies on hand to complete each daily task. 5.) An active Safety Program to protect maintenance employee's from any occupational injury/disease that could result from daily operations. The practice of monitoring these systems helps the department respond more efficient and ensures that each resident gets the professional service they deserve.

1. Preventive Maintenance Program

All properties, systems, vehicles and equipment, dwelling units, office facilities and public use facilities are inspected a minimum of once a year, depending on the individual system requirements. All units and properties are treated for pests and rodents a minimum of four times per year. This in conjunction with HVAC systems services, requires departmental personnel to check each property for hazardous, unsafe and sanitary conditions a minimum of nine times per year. Each property has 1 HQS inspection per year, at which time, all roofs, structural and non structural systems are inspected, and any deficiencies corrected immediately. A list of items that are inspected is attached at the end of section one. Records are kept for each inspection at the maintenance facility for future scheduling and reference. The practice of thorough inspections and services ensures an effective preventive program.

a. Housing Quality Inspections

HQS inspections are a thorough inspection performed on all properties once per year. The inspection form used provides a thorough checklist for all items inspected. The inspector is required to check ceilings, attic structures, structural items and interior/exterior items. Any item that is not in compliance is listed on the computer under the HQS workorders and brought to standards before the closing of each month. Some items require the resident to bring to standards and rechecked at the time other HQS workorders are being completed. Should the items not be addressed by the resident, they are completed by the department and charged to the resident. Each resident is informed if they passed, failed, or recieved an incomplete from the inspection. Systems inspections uses a simple checklist for all grounds and utility inspections. The department has recently submitted and recieved approval on a simplified inspection form as attached at the end of this package.

b. **Pre-Move In Inspections**

Pre-move in inspections are performed each time a crew turns in a vacancy workorder as complete. The inspections are performed by Maintenance Administration personnel. This inspection is designed to ensure that the apartment is in new condition before unit is turned over to Occupancy. Any defective items are immediately addressed by the maintenance Unit Prep/Paint and clean up crew before the unit is submitted for rentability.

c. **Move-In Inspections**

Move-In inspections are performed with the resident by a Maintenance Administration employee. At this time department personnel go over everything with the resident. Smoke Alarms and all valves are shown including the procedure for shutting the valve off in case of an emergency situation. Yards and trash bins are shown to the resident and thoroughly checked for any deficiencies. This inspection ensures that the unit is in the best possible condition at time of occupancy. Any deficiencies are noted on the inspection and promptly addressed.

d. **Move-Out Inspections**

Move-out inspections are performed when any resident of the Housing Authority of the City of Talladega, Alabama has turned in an Intent to Vacate, or when residents lease has been terminated and the vacate day has arrived. The Move-out inspection is performed by Maintenance Administration personnel, or appointed personnel. The inspector is responsible for noting and informing the resident of any deficiency/damaged related charges.

e. **Special Scheduled Inspections**

Special scheduled inspections are performed when any THA staff member enters a unit/facility for any reason, and determines that the physical condition of the unit/facility is not safe or sanitary. The intent of this type inspection is to intercept any possible HQS violation/deficiency or lease/house rule, and if any violation has occurred to correct the deficiencies in a timely fashion. Special Inspections are performed with the HQS form with Special Inspection typed across the heading.

f. **Systems Inspections**

Systems inspections are performed once per year on all systems for the Housing Authority. This inspection is performed by Maintenance Administration personnel or the Grounds/Site crew chief. Any deficiencies are promptly corrected. This form has a separate checklist. Systems are defined in the individual categories.

UNIT/FACILITY/SITE ITEMS TO BE INSPECTED AT EACH INSPECTION

Unit/Facility Interiors

1. Substrates (Block, Plaster, Sheetrock, Attic truss & Joist systems,)
2. Finishes (Paint, VCT, Formica, Ceramic tile, Ceilings, Cabinets, Caulking, Grout, Baseboards, etc.)
3. Carpentry (Doors, Windows, Hardware, Frames, Sills, Latches, Strikes, Screens, Panels, Thresholds, Shelves, Closet rods, Curtain rods etc.)
4. Electrical (Smoke Alarms, receptacles, switches, electric panels, light fixtures, emergency call stations, etc.)
5. Plumbing (Kitchen & Bath sinks, Drains, Faucets, Water heater, Tubs, Valves, Supply lines, Piping in attic if applicable)
6. Appliances (Range, Refrigerators, Exhaust fans, Rangehoods, etc.)
7. Mechanical (HVAC systems, Thermostats, Attic duct, Exhaust vent work, Combustible air vents, Washers and Dryers at Washateria)
8. General Overall condition of the unit/facility should be noted on the inspection form. Workorders are processed immediately after completion of inspection.

Unit/Facility Exteriors

1. Substrates (Roofs, Block, Brick, Trash bin walls, Flashing and siding, Concrete Sidewalks, Steps, Structural points, etc.)
2. Finishes (Storm windows, Panels, Screen door, Prime door, Window hardware)
3. Electrical (Light fixtures, Emergency call systems)
4. Plumbing (Hose bibs, Sewer cleanouts, Gas and water meters and piping, Valve boxes)
5. Mechanical (Roof jacks, Dryer vents, Rain divertors, Gutter and Downspout,)
6. General Appearance of trash bins, yard area, porch stoops, shrubs, walks, clotheslines

should be noted on the inspection form.

2. **Preventive Systems**

The preventive systems list all systems to be serviced and inspected as defined in this section. Each individual system is inspected a minimum of one time each year. Some systems require additional attention to maintain proper performance. The inspection of each system is defined in the individual category.

a. **Pest Control System**

The department uses an Integrated pest control program to ensure all properties are serviced and checked for infestation and rodent control four times annually. This includes outside services and treating manholes and storm and sanitary sewers. Ant treatments are scheduled as needed. The department requires contractor to treat and inspect 1/3 of each property per visit and be on site once per week. In addition to routine scheduled treatments, the contractors are required to treat all service calls and vacancy apartments at each visit. Bids are sent annually for pest control services unless waived by the Executive Director depending on the quality of the contractors. Pest Control program bid packages are available upon request.

b. **Grounds/Site Systems**

Grounds and sites are inspected thoroughly once per year, and are maintained weekly by the grounds crew. Property and fence lines are serviced, inspected, sprayed semi-annually. All properties are cleaned and picked up weekly. Garbage service is performed on Tuesday, (or the next working day following a holiday.) Garbage service consist of gathering all trash from each development and taking the to dump. Common areas are mowed at least once per month, usually once every three weeks. Tree and shrubbery along all common areas are inspected annually, sidewalks, roadways and parking lots are maintained by the City of Talladega.

c. **Mechanical Systems**

Mechanical systems for each property are inspected thoroughly once per year, during the HQS inspection. Mechanical systems consist of heating, A/C units, exhaust and ventilation systems. HVAC filters are changed four times per year. The department uses this service to check for dangerous/unsanitary conditions while completing work task, HVAC system also get vacuumed once per year. Proper maintenance keeps units operating efficiently and repair cost down.

d. **Utility Systems**

All water valves are operated annually to ensure proper operation. At this time all master

meters, backflow preventers, reducing valves, utility pits, and water valve boxes are inspected and cleaned of any trash or debris.

d. cont.

All gas valves are operated annually to ensure proper operation. All valve boxes are inspected and cleaned of any debris. All valves are turned 1/4 turn to ensure that they will operate without disturbing any services. All records of gas system services are kept in the Alabama Public Service Commission File for its annual review. All systems are polyethylene piping and do not require cathodic protection inspections. All underground gas piping is checked for leaks by an independent contractor every 5 years. All master meters are checked and serviced by Alagasco annually. A copy of each service is located in the Public Service Commission file. All gas lines are checked annually, except for underground gas piping.

Sanitary sewage systems are flushed annually and serviced as needed. All manholes are treated with granulated sewer aid to ensure proper performance. The Water and Sewer Board of Talladega checks all sanitary systems for leaks once every two years by means of colored smoke. All cleanout covers and lids are inspected and repaired annually.

Storm Sewer systems are inspected annually and are treated for rodents by the pest control contractor semi-annually. All headwalls and manholes inlets are cleaned from any trash and debris and any deterioration corrected immediately.

Fire Hydrants are tested and inspected annually by the Talladega Fire Department. Any deficiencies are recorded and addressed immediately.

e. **Electrical Systems**

Electrical systems are inspected thoroughly at the time of HQS Inspections, however they require additional attention to maintain. Smoke alarms have nine scheduled checks per year but is checked with every workorder or service to each unit. All exterior lighting is checked semi-annually and are serviced as needed. Resident Council Presidents routinely report any lighting deficiencies. This is not a requirement but is helpful to maintenance department personnel.

f. **Structural Systems**

Structural systems are inspected thoroughly at time of HQS Inspections.

g. **Vehicle and Equipment Service System**

All fluid levels of all vehicles and equipment is checked before each usage and require

frequent services to properly maintain. Employees are required to check and test each system of the vehicle monthly. This check includes fuel system filters, battery system, wipers, brakes, back up lights, tire pressure, headlights, taillights, tire wear, turn signals, and air filters.

g. cont.

Vehicles require oil changes every 4000 miles. Scooters and lawn equipment have oil changes every 300 hours.

All small 2 cycle engine equipment shall be checked before and after each use and maintained as necessary.

Vehicles are required to be washed bi-weekly and waxed as needed. Each employee is required to check the vehicles before each use.

3. Workorder Systems

The workorder system keeps track and records all work accomplished. The department uses a semi-zone maintenance approach to ensure that Emergency, Routine and Preventive work items are responded to immediately while completing preventive tasks as quickly as possible. Monthly and Weekly reports are processed and reviewed by the Maintenance Superintendent. The reports calculate the response time and completion time for each task. The records are used to review the performance of the department. (See the classifications below for estimated standards and examples.)

a. Emergency

Emergency Workorders are usually called in by the resident, but can be reported by anyone. The estimated time standard is " IMMEDIATELY"

- * Gas Leak
- * Any item that poses a threat to resident or unit

Note: Residents are informed of emergency procedures at time of occupancy, and reminded once annually. Emergency procedures are posted at every Office and Maintenance facility for the residents review. Residents are given four emergency beeper numbers and the Maintenance Superintendents home phone number . All records of emergency procedures are kept in the Alabama Public Service Commission file and are audited and checked annually.

b. Urgent

Urgent workorders are usually phoned in by the residents, but can be reported by anyone. These workorders require immediate response, but pose no threat to the resident.

- * Bursted water heater

- * Stopped up sewage
- * Bursted water line
- * Stopped up pr broken commode
- * Prime and storm windows are broken

c. **Preventive**

Preventive workorders are processed by the department and usually consist of any work item from a system inspection, or routine services. (See individual systems for w/o cycles) The estimated time standard is within ten days, however, crews are usually assigned within 2-3 working days.

- * Change HVAC Filters
- * Treat Fence line for foliage
- * Mow all common areas
- * Weedeat common areas

d. **Routine**

Routine workorders are phoned in by the resident and consist of various different work items. Estimated time standards are within 2 days but are usually completed the same day.

- * Bursted storm window
- * Screen door hardware
- * Light bulb replacement
- * Towel bar* Soap Dish* Paper holder

e. **Housing Quality Standards**

HQS workorders are processed by the department. The workorders are processed from any deficiency found during the inspection. Estimated time standards are within 20 days or before the closing of the month. All workorders are completed by the end of every month.

- * Repair/replace door handle
- * Clean Appliances
- * Repair window screen
- * Any deficiency in HQS Inspection

f. **Vacancy**

Vacancy workorders are generated by Occupancy, the workorders are put on the computer at the time of a move-out inspection and are taken off at time maintenance turns unit in for rentability. This allows maintenance to track the average days it takes to turn a

unit over. Estimated time standard ranges from 3-5 days per unit depending on the condition of unit at time of move-out.

- * Prep/Paint/Finish unit
- * Repair window screens
- * Anything it takes to complete the unit is recorded on order.

g. **Other**

Other workorders are generated by the department and consist of various cylindrical work items. These workorders are always completed the same day.

- * Clean Washateria (Weekly)
- * Remove garbage from all properties (weekly)
- * Mow common areas (3-4 weeks)

h. **Workorder Control and Reports**

Outstanding Workorders- Outstanding workorder reports are printed and reviewed weekly. This report keeps track of all incomplete work, and is filed weekly.

Workorder Control Log- Workorder control log list all work accomplished for the time period and the employee number of the employee that responded. This report is reviewed monthly and filed.

Workorder Summary- Workorder summaries list all workorders by individual classifications, list any charges, time responded, and time phoned in. The report is reviewed and filed monthly.

Completed Workorders- Completed workorders list all workorders completed, by which employee and response time. This report is reviewed monthly.

4. **Procurement Program**

All materials are sent to vendors for bid every year. Some materials are bought factory direct to ensure systems are maintained with original parts. For purchasing and procurement procedures please see Procurement and Disposition Policy .

5. **Inventory**

Physical assets and maintenance inventory makes up the inventory system. The system generates a tracking method on all inventory, while providing critical information for reordering methods.

a. **Physical Assets**

List all appliances, office equipment, maintenance equipment, and equipment needed in daily operations. This record only needs updating when assets are moved or disposed of.

(Please see procurement and disposition policy for proper operations.)

b. **Maintenance Inventory**

Consist of material needed for daily routine operations. The system is combined with the workorder system to track material used. Maintenance personnel list inventory number of items used on all workorders. When the workorder is taken off the computer, the supplies are deducted from the proper location. The inventory is set up in each maintenance facility. When an order comes from that development it is automatically withdrawn from the inventory. Inventory records are updated from the receipt of each Purchase order and are transferred to each development when a requisition is processed. The maintenance employee at each site is responsible for maintaining development inventory, even though it is automatically calculated by the computer. This requires a yearly physical count of all materials to ensure accuracy.

6. **Safety Program**

The safety program is designed to keep all employees free from occupational injury/disease by informing the employees of the requirements and keeping safety materials available upon request.

The employee is responsible for wearing the proper garments. Each employee is required to provide and wear steel toe boots/shoes as defined in the personnel policy. The system is structured by three means of information. 1.) Safety meetings 2). Material safety data sheets 3.) Equipment safety data sheets.

a. **Safety Meetings**

Safety meetings are held semi-annually to inform employees of the safety requirements and discuss any new ideas to make the department a safer place to work.

Employees are encouraged to present any ideas concerning safety. Employees have the opportunity to exchange any damaged/worn safety material at this time.

b. **Material Safety Data Sheets**

MSDS sheets are posted publically at each maintenance facility for each employee to review. These sheets contain information on every chemical used by the department.

The sheets are updated every time the department purchases a new chemical and are updated before the chemical is distributed. Employees are required to read the sheets before using any new chemical.

c. **Equipment Safety Data Sheets**

Equipment safety sheets are posted at every maintenance facility. The sheets specify each safety garment to use with each machine and tool. The sheets are updated at each purchase of new equipment and tools. Employees are required to read the safety sheets before using any new tools or equipment.

d. **Safety Materials**

Each employee receives safety material upon coming on board the department. Some items are requested on an as needed basis.

- * Rainsuit
- * Rubber boots
- * Back support belts
- * Knee pads
- * Safety glasses* goggles* welding helmet
- * Hard hats
- * Ear plugs*covers
- * Gloves*leather*rubber*cloth*latex
- * Respirator*dust mask

7. **Training**

Employee's are encouraged to further their education as described in the personnel policy. Maintenance Administration personnel discuss training programs with each employee prior to fiscal year budget planning. The Maintenance Superintendent schedules training programs when seminars/programs are in the area. Proper training ensures quality service.

8. **Capital Improvements**

Capital Improvements are carried out through the Modernization Department. Physical needs assessments are produced, improvements are scheduled in Comprehensive Grant Programs or scheduled by means of the Operation Budget. All Improvement files are kept by the Modernization Clerk. See Modernization files for any information regarding future improvements.

9. **Energy Conservation Activities**

The department takes every precaution to ensure units are kept efficient as possible. All units have just received a thorough inspection from an independent energy auditor. All requirements have been met or scheduled to be met in an upcoming modernization plan for June 1, 1998. All utility meters and systems

have been completely renovated or are scheduled for renovation before the end of 1998. All apartments have the proper insulation value, storm windows, lighting requirements. A copy of the audit is in the modernization files and is available upon request.

10. **Approved Budget**

See Operating Budget located at the Central Office Facility.

11. **Maintenance Personnel Tasks and Assignments**

The listed descriptions are a summary of each job. The actual job descriptions are in the personnel policy. Maintenance employees are scheduled to meet the demands of the departmental workload. Employees occasionally have to perform all job task upon absences.

Stan Curry Superintendent Major utility work involving gas, water and sewer repairs and problems. Work involving backhoe and heavy equipment. Assist in all inspections relating to the department. Picks up materials as needed. Repairs damaged locks and keys. Routinely assist grounds crew with job task. Checks maintenance personnel work quality and job standards. Keeps track of areas of maintenance.
Keeps records on all maintenance personnel including records of disciplinary actions. Plans daily work assignments
Makes recommendations to the Executive Director regarding maintenance practices and policies. Works with Executive Director in planning maintenance budgets.

Kyle Mann Asst. Supt. Fills in for Superintendent upon his absence. Assist in all inspections performed by the department. Performs procurement for the department. Safety Officer for the department. Assist in all areas of maintenance, performs work concerning every stage of the department. Performs gas system procedures annually and keeps records for public service commission. Assist in key and lock repairs. Works where needed to provide fast efficient service for the department.

Randy Suttle Mech-A Performs emergency, routine, preventive workorders for the Westgate site. Assist in vacancy orders in the development between " on-demand" work items. Responsible for the appearance and the timely completion of all work orders for

the Westgate site. Assist in inspections for the site.
Receives workorders daily by means of fax machine.
Responsible for inventory at the Westgate site. Fills out
requisitions for materials.

Randy Morris Mech-B Performs emergency, routine, preventive and assist in
vacancy workorders for the Knoxville Homes site.

Responsible for distributing yard notices to ensure the site
keeps an acceptable curb appeal. Assist in site inspections.

Responsible for the site inventory, fills requisitions, ensures
that all items used from the site are listed on the workorders

Lane Taylor Mech-B Performs cleaning and work items on all appliances. Responsible
for appliance movement records to ensure that the appliances are
kept in the proper unit locations. Assist in weekly garbage services.

Performs the driving on the garbage truck as he has CDL license
which is required for the vehicle. Assist in other work task
as needed. Keeps Washateria cleaned and filled with proper
supplies weekly.

Wayne Mizzell Mech-B Performs all troubleshooting and work on all A/C systems.

Performs emergency, routine and preventive items for Curry
Court site. Assist in vacancy workorders between " on-demand"
work items. Performs other duties as needed.

Byron Garrett Mech-B Performs unit prep/paint/finish work on vacancy orders. Able
to perform all maintenance tasks. Assist in other duties as
needed. Responsible for the completion and turn in of vacancy orders
in a timely fashion.

Albert Hall Mech-B Performs unit prep/paint/finish work on vacancy orders.
Assist in other duties as needed. Able to perform all maintenance
task. Responsible for the completion and turn in of vacancy
orders in a timely fashion.

Nakia Swain Mech-B Performs grounds/site maintenance and inspections. Assist in
other duties as needed. Responsible for keeping all grounds picked
up and free of trash. Performs all ground duties, treats fenceline,
mow all common areas. Assist in garbage service weekly. Able
to operate heavy equipment and tractors. Uses weed eaters, etc.

Ricky Green Mech-B Performs unit prep/paint/finish work on vacancy workorders.
Able to perform all maintenance task. Assist in other duties as
needed. Responsible for completing and turning in vacancy orders

in a timely fashion.

Mark Sarro Mod clerk Assist in maintenance clerical duties, as well as modernization duties. Modernization has completed most of the major construction, this allows Mark to maintain workorders/inventory without interrupting any modernization progress.

12. **Maintenance Vehicle Assignments**

Black Ford Ranger Superintendent truck used for material pick-up and related duties of the Superintendent.

White Chevy Van Asst. Superintendent van used for material pick-up and related duties of the Asst. Superintendent.

Workorder Van Used by Wayne Mizzell to maintain all A/C units and complete workorders for Curry Court.

Red GMC Used by Nakia Swain to maintain all grounds/site at each development.

Chevy Van Used by Randy Morris and Ricky Green to complete unit prep/paint/finish workorders. Also used to maintain requisitions for the Knoxville Homes site.

Blue Chevy W/T Used by Byron Garrett and Albert Hall for unit prep/paint/finish workorders. Also used to maintain inventory at Westgate.

Blue Chevy Appliance truck used by Lane Taylor to deliver and pick-up appliances from all sites. Also used to pick up some materials and pipe.

Garbage Truck Drove by Lane Taylor to perform weekly garbage service at all sites.

Dump Truck Used by grounds/site crew for large garbage items, such as washers, dryers etc.

Yellow Scooters Used by development maintenance personnel.

Flail/755 J.D/kubota Used by ground maintenance to cut common areas.

Small Lawn tractors Used by unit prep/paint/finish crews, as well as, development maintenance.

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.
 - B.** 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 skipping families on the waiting list to accomplish these goals.