

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

PHA Plans

Annual Plan Update for Fiscal Year 2001
A1086v02

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

**PHA Plan
Agency Identification**

PHA Name: Jefferson County Housing Authority

PHA Number: AL086

PHA Fiscal Year Beginning: 01/2001

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 (Terrace Manor, Warrior)
- 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 : Jefferson Co. Office Community Planning & Development
805 North 22nd Street, Birmingham, AL 35263

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

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

ANNUAL PLAN
PHA FISCAL YEAR 2001

[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 PHA's Mission is: To provide housing and related serviced to meet identified needs of eligible families.

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

B. Goals

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

The status of the Goals and Objectives are provided in attachment al86a02.

- PHA Goal – Administration/NonProfit Activities: Continue to develop the administrative and management capability to support employees and activities of the Authority and related entities.
Objectives:
 - Develop non-traditional revenue generators;
 - Establish and maintain a performance and team oriented work environment that encourages and rewards innovative and entrepreneurial thinking and action;
 - Establish and maintain an organization that provides affordable housing and related services that are responsive to the demands of the market and its customers;
 - Review and refine internal operations to insure compliance with regulatory demands and to maximize internal efficiency.

- PHA Goal – Community Services: Improve quality of life for resident families

and their surrounding communities.

Objectives:

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

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

Objectives:

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

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

Objectives:

- Implement measures in Quality Housing and Work Responsibility Act;
- Improve contracting and procurement process;
- Improve inventory process and procedure;
- Improve communication between satellite maintenance shops;
- Coordinate a risk management analysis for Authority operations;
- Provide appropriate professional development opportunities for all maintenance employees.

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

Objectives:

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

- PHA Goal – Section 8 Contract Administration: Fully develop and implement Section 8 Contract Administration function.

Objectives:

- Meet or exceed all workplan goals.
- Provide professional training and development for employees.
- Work to eliminate/reduce properties opting-out of Section 8 program.
- Establish positive working relationship with all property owners and managers.

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Jefferson County Housing Authority is a full-service public housing authority incorporated November 14, 1949. With over 2700 units owned or managed by the Authority and its legal instrumentality, the Jefferson County Assisted Housing Corporation, it is one of the largest housing authorities in the state of Alabama. The Authority is known across the state and nation as one of the most innovative and entrepreneurial organizations of its kind. A tremendous range of housing and related programs include traditional public housing, Section 8 Rental Assistance, Special Section 8 Programs such as Family Unification and Mainstreaming Non-Elderly Families with Disabilities, Shelter Plus Care Rental Assistance for homeless individuals and families with associated disabilities, homeownership, Fair Housing Counseling, Family Self-Sufficiency and housing for the elderly and disabled. During the past year, the Authority has expanded its projects and programs locally and state-wide through the Jefferson County Assisted Housing Corporation. The Assisted Housing Corporation was funded by Jefferson County's HOME Investment Partnership Program to develop 20 units of housing for the elderly and disabled. The Assisted Housing Corporation is the Participating Administrative Entity for the State of Alabama under HUD's Section 8 Mark-to-Market Program and is the Section 8 Contract Administrator for

the state. A new non-profit, the Community Housing Development Corporation of Alabama was formed and was selected by the Jefferson County Commission to be the lead developer for an 80 lot single-family subdivision in the tornado stricken western portion of Jefferson County. The Corporation is also administering a housing rehabilitation program in that area as well.⁷

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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| 16. Audit | N/A |
| 17. Asset Management | N/A |
| 18. Other Information | 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
- FY 2000 Capital Fund Program Annual Statement (attachment al086b02)

- 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(attachment al086c02)
- Public Housing Drug Elimination Program (PHDEP) Plan (attachment al086d02)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (attachment al086e02)
- Other (List below, providing each attachment name)
- Membership of Resident Advisory Board (attachment al086f02)
- Customer Service and Satisfaction Survey Follow-Up Plan (attachment al086g02)
- Resolution Recommending Appointment of Resident to Board of Commissioners (attachment al086h02)
- Implementation of Public Housing Resident Community Service Requirement (attachment al086i02)
- Implementation of Public Housing Pet Policy (attachment al086j02)

Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and | Annual Plan: Eligibility, Selection, and Admissions |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | Assignment Plan [TSAP] | Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | 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 |
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | 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 | Annual Plan: Demolition |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | disposition of public housing | 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 |
| X | 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 |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | 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 (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| | 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 | Affordability | Supply | Quality | Accessability | Size | Location |
|------------------------------|---------|---------------|--------|---------|---------------|------|----------|
| Income <= 30% of AMI | 4556 | 5 | 4 | 5 | 3 | 5 | 3 |
| Income >30% but <=50% of AMI | 2866 | 4 | 4 | 4 | 3 | 4 | 3 |
| Income >50% but <80% of AMI | 3611 | 3 | 3 | 3 | 3 | 3 | 2 |
| Elderly | 7667 | 4 | 4 | 3 | 4 | 3 | 2 |
| Families with Disabilities | 2832 | 4 | 5 | 3 | 5 | 3 | 3 |
| Race/Ethnicity White | 7773 | 3 | 2 | 2 | 3 | 2 | 2 |
| Race/Ethnicity Black | 8155 | 4 | 3 | 4 | 3 | 3 | 2 |
| Race/Ethnicity Hispanic | 126 | 4 | 3 | 4 | 3 | 3 | 2 |
| Race/Ethnicity Am. Indian | 58 | 4 | 3 | 4 | 3 | 3 | 2 |

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Birmingham Independent Living Center
Selected Profile for Jefferson County 1995, Center for Business and Economic Research, Univ. of Alabama

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

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

| Housing Needs of Families on the Waiting List | | | |
|---|---|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input type="checkbox"/> | Section 8 tenant-based assistance | | |
| <input type="checkbox"/> | Public Housing | | |
| <input checked="" type="checkbox"/> | Combined Section 8 and Public Housing | | |
| <input type="checkbox"/> | Public Housing Site-Based or sub-jurisdictional waiting list (optional) | | |
| If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 718 | | 236 |
| Extremely low income <=30% AMI | 716 | 99.7 | |
| Very low income (>30% but <=50% AMI) | 2 | .3 | |
| Low income (>50% but <80% AMI) | 0 | 0 | |
| Families with children | 469 | 65 | |
| Elderly families | 41 | 6 | |
| Families with Disabilities | 534 | 74 | |
| Race/ethnicity | 205 | 29 | |
| Race/ethnicity | 511 | 71 | |
| Race/ethnicity | 2 | .3 | |
| Race/ethnicity | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 241 | 34 | 36 |
| 2 BR | 251 | 36 | 84 |

| Housing Needs of Families on the Waiting List | | | |
|--|-----|----|----|
| 3 BR | 187 | 26 | 57 |
| 4 BR | 27 | 4 | 7 |
| 5 BR | | | |
| 5+ BR | | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: Section 8 is Closed How long has it been closed (# of months)? 24 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- 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: Work to preserve S/8 units with M2M and Contract Administration Programs. Assist residents of opt-out properties to find other units.

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: Use of incentives for designated public housing sites – Brookside.

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: Seek other financial resources for elderly development such as Jefferson County HOME funds, LIHTC, Federal Home Loan Bank.

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: Seek other financial resources such as HOME funds, Shelter Plus Care, LIHTC etc.

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: Affirmative Fair Housing Marketing Plan.

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

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

Strategy 1: Apply for Section 8 Welfare to Work Vouchers.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

| Financial Resources: Planned Sources and Uses | | |
|--|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2000 grants) | | |
| a) Public Housing Operating Fund | \$1,519,979 | |
| b) Public Housing Capital Fund | \$1,045,317 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$4,599,614 | |

| Financial Resources: Planned Sources and Uses | | |
|---|---------------------|--|
| Sources | Planned \$ | Planned Uses |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | \$128,365 | |
| g) Resident Opportunity and Self-Sufficiency Grants | \$252,502 | |
| h) Community Development Block Grant | \$1,575,000 | Housing Counseling Activities/Hsng. Dev. |
| i) HOME | \$1,482,000 | Hsng. Dev. |
| Other Federal Grants (list below) | | |
| Housing Counseling – HUD | \$14,803 | Housing Counseling |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | | |
| FY 2000 | \$821,654 | Operating Fund |
| | | |
| 4. Other income (list below) | | |
| Late Payments, Interest Income | \$27,830 | Operating Fund |
| | | |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| | | |
| Total resources | \$11,467,064 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (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: Approximately 30 days from application date.

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
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) Elderly preference over single

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 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)
Elderly preference over single.

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) Will offer incentives to higher income applicants who select lower income projects. Incentives may include the choice of a larger bedroom size or other concession such as basic cable.

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

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

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

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

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

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) Responsibility of landlord (such as previous rental histories).

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): None.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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:

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:

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 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|--------------------------|
| Public Housing | 620 | 136 |
| Section 8 Vouchers | 158 | 16 |
| Section 8 Certificates | 740 | 71 |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | Mnstrm – 175 Fam.Unif – 100 New Const. - 100 | 13 |
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |
| Other Federal Programs(list individually) | Shelter Plus Care 450 | 216 |
| | | |
| | | |

C. Management and Maintenance Policies

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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)

-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)

-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: <u>(DD/MM/YY)</u> | |
| 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

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: Scattered Sites |
| 1b. Development (project) number: AL09-PO86-019/020 |
| 2. Federal Program authority: <ul style="list-style-type: none"> <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) |

| |
|--|
| <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: 11/5/96 amended 3/26/98 |
| 5. Number of units affected: 60 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" 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? DD/MM/YY

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.)

| Services and Programs | | | | |
|--|-------------------------|---|---|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| <i>Youth Programs, including PHDEP</i> | 410 | <i>On site & PHA Main Offices</i> | <i>On sites & PHA Main Offices</i> | <i>Public housing, some Section 8</i> |
| Family Support Services (Family Self-Sufficiency and Drug Elim.) | 102 plus family members | Self selection & outreach | Fultondale Community Center and On-Site | Both |
| Economic & Educational Referrals (FSS) | 408 | Self selection & outreach | Fultondale Community Center and On-Site | Both |
| Housing Counseling | 71 clients plus | Self selection, referral, outreach | PHA Main Office | Both |
| First-Time Homebuyer | 60 program slots | Application process, first come, first served with outreach | PHA Main Office | Both |
| Service Coordination for Elderly | 610 plus | Self selection, referral, outreach | Spring Gardens, PHA Sites, Eldergarden | PHA, Section 8, Private sector |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|---|---|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | 47 | 42 as of 31/08/00 |

| | | |
|-----------|----|-------------------|
| Section 8 | 48 | 40 as of 31/08/00 |
|-----------|----|-------------------|

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

C. Welfare Benefit Reductions

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

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

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

The Authority has adopted a Community Service Policy pursuant to the requirements of Title 24 of CFR 960.00. That policy is provided in the Supporting Documentation to this Annual Update.

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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

All developments participate in crime and drug prevention activities.

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Law enforcement patrols above baseline services.
Management practices such as criminal history screening and One-Strike.
Opened police sub-station in Brookside community.

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

All developments participate. Brookside.

C. Coordination between PHA and the police

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

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

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

All developments participate. Increased participation with Brookside police dept. with opening of sub-station used by them and Sheriff's dept.

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: ____)
See template.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)] The Authority has adopted a Pet Policy in accordance with this section of the law and it is included as part of the Supporting Documentation.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: 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:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

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)
 Authority Board has passed Resolution asking appointing authority
 To appoint resident to fill next vacancy. See Attachment al086h02

C. Statement of Consistency with the Consolidated Plan

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

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

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 AL09P086710 FFY of Grant Approval: (09212000)

x Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | |
| 3 | 1408 Management Improvements | 25000 |
| 4 | 1410 Administration | 60000 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | 45000 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | 70000 |
| 10 | 1460 Dwelling Structures | 829317 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | 16000 |
| 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) | 1045317 |
| 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 | | | | |

JEFFERSON COUNTY HOUSING AUTHORITY
2001 ANNUAL UPDATE
GOALS AND OBJECTIVES
Attachment a1086a02

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

Objectives:

- Develop non-traditional revenue generators;
- Establish and maintain a performance and team oriented work environment that encourages and rewards innovative and entrepreneurial thinking and action;
- Establish and maintain an organization that provides affordable housing and related services that are responsive to the demands of the market and its customers;
- Review and refine internal operations to insure compliance with regulatory demands and to maximize internal efficiency.

Status: The Authority has continued to expand staff, automate operations and provide appropriate training and professional training for employees. Over 200 Section 8 units being added to the inventory through transfers, opt-outs and prepayments. The Assisted Housing Corporation has 22 new units for the elderly and disabled out for bid. The Community Housing Development Corporation of Alabama is the lead developer in an 84 lot affordable housing subdivision. Both these organizations are generating hundreds of thousands of dollars in revenue. Consultants have been hired to provide supervisory training, customer service training and team-building experiences. Consultants are also reviewing the organizational structure, job descriptions, performance evaluations and wages. Personnel policies are also being reviewed and updated.

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

Objectives:

- Insure programs are consistent, adequate and reach all apartment complexes and tenants;
- Involve residents, property managers, Section 8 staff, and maintenance in the planning process;
- Increase internal connections between community service programs to recognize and utilize the continuous range of services available to residents and clients;

- Provide professional development opportunities for staff and training for residents in community development information and techniques;
- Insure consistent program implementation to include operations manuals, blue books of procedures, shared databases.

Status: This department is now fully staffed with the hiring of a Community Services Coordinator. The Elderly Services Coordinator positions for public housing and Spring Gardens have been renewed so those services will continue. A ROSS grant in the amount of approximately \$150,000 has been received and will be used to provide training for resident council leaders. The Authority was selected by the Jefferson County Commission to develop a multi-purpose senior citizens center on Southside that will also include daycare. Community Services staff are providing more assistance to the Section 8 Department with its specialized programs – Mainstreaming the Non-Elderly with Disabilities and the Family Unification Program. The Community Services staff is in the process of evaluating programs and making recommendations for next year. Community Services and Public Housing staff worked to develop Community Service Policy and is working on various processes for implementation including contacting local non-profits as potential sites for volunteers.

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

Objectives:

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

Status: This department is fully staffed for the first time in a year. A significant amount of training has been provided to staff this year. Job descriptions have been refined and duties realigned to insure internal controls and confidentiality. The Annual Audit was completed without any finding. New MIS staff is providing training on computer hardware and software and implementing new procedures related to security and virus protection.

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

Objectives:

- Implement measures in Quality Housing and Work Responsibility Act;
- Improve contracting and procurement process;
- Improve inventory process and procedure;
- Improve communication between satellite maintenance shops;
- Coordinate a risk management analysis for Authority operations;
- Provide appropriate professional development opportunities for all maintenance employees.

Status: The Maintenance Department is currently implementing measures found in the QHWRA. The physical assessment of properties within the inventory of JCHA has currently undergone three inspection within the past year utilizing PHAS standards. Purchasing continues to utilize the collective purchasing power of an intergovernmental purchasing association and has streamlined procedures using purchasing cards.

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

Objectives:

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

Status: Shelter Plus Care Department fully staffed with new department head. Shelter Plus Care Administrative Plan in process and should be complete for implementation in January 2001. Section 8 Administrative Plan updated to conform with new regulations. RFPs for Inspectors, Rent Reasonable Study in process. One new Section 8 Occupancy Specialist Position has been approved by the Board and another is in process. QHWRA policies for

Public Housing have been developed. The Resident Advisory Board is meeting regularly and providing input on various management and maintenance issues. Requests for funds for daycare and transportation are being made to Jefferson County's Community Development Block Grant funds.

PHA Goal – Section 8 Contract Administration: Fully develop and implement Section 8 Contract Administration function.

Objectives:

- Meet or exceed all workplan goals.
- Provide professional training and development for employees.
- Work to eliminate/reduce properties opting-out of Section 8 program.
- Establish positive working relationship with all property owners and managers.

Status: The CA department is 90% staffed and fully operational. Employees have received training and are undertaking the appropriate tasks spelled out in the ACC with HUD. The department has met all workplan goals and received all incentive payments.

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table
Attachment al086b02

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--|---|----------------------------------|----------------------------|
| AL09PO86-014 Red Hollow | Install New Roofing | 1460 | \$ 33,000 |
| | Install New Water Service Lines | 1460 | 6,500 |
| | Install Water Heaters | 1465.1 | 5,850 |
| | Install New Cores at Deadbolts | 1460 | 6,000 |
| | Cycle Painting | 1460 | 31,200 |
| | Playground Equipment | 1465.1 | 26,000 |
| | Sub-Total | | \$ 108,550 |

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table
Attachment al086b02

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--|---|----------------------------------|----------------------------|
| AL09PO86016 Oak Ridge | Install New Roofing | 1460 | \$ 52,250 |
| | Install Range Hoods and Base | 1465.1 | 5,400 |
| | Install New Water Heaters | 1465.1 | 9,450 |
| | Install New Concrete Flume Drain | 1460 | 10,000 |
| | Topsoil and Hydro-Seed Bank Area | 1460 | 8,000 |
| | Install Front and Rear Storm Doors | 1460 | 18,900 |
| | Cycle Painting | 1460 | 60,000 |
| | Playground Equipment | 1465.1 | 25,000 |
| | Sub-Total | | 189,000 |

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table
Attachment al086b02

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--|---|----------------------------------|----------------------------|
| AL09PO86012 Trafford | Install New Roofing and Repair Soffitt Sub-Total | 1460 | \$ 74,188 74,188 |

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table
Attachment al086b02

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--|---|----------------------------------|----------------------------|
| AL09PO8602 Fultondale Village | Install New Roofing Sub-Total | 1460 | \$ 90,000 90,000 |

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table
Attachment al086b02

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost | |
|--|---|----------------------------------|----------------------------|-----------|
| PHA Wide | Salaries and Benefits | 1410 | \$ 60,000 | |
| | Professional Services | 1430 | 45,000 | |
| | Trailers (2) | 1475 | 6,000 | |
| | Safety Incentive Program | 1408 | 3,000 | |
| | Maint. Training | 1408 | 6,000 | |
| | Sidewalks | 1450 | 7,500 | |
| | Topsoil | 1450 | 8,000 | |
| | Equip. Rental | 1475 | 3,000 | |
| | Tools | 1475 | 5,000 | |
| | Maint. Site House Systems | 1460 | 50,000 | |
| | Staff Training – Computers | 1408 | 22,500 | |
| | Addition to Admin. Building | 1470 | 367,579 | |
| | | Sub-Total | | 583,579 |
| | | Grand Total | | 1,045,317 |

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

Attachment al086c02

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 | |
| AL09PO86012 | Dixi Manor | 2 | 5% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| New Roofing | | | \$152,625 | January, 2001 |
| Paint Electrical Panels(exterior) | | | 2,200 | |
| Paint Porch Columns | | | 2,200 | |
| Install New Range Hoods | | | 4,400 | |
| Install New Interior Door Hardware | | | 13,200 | |
| Install New Wood Base | | | 8,800 | |
| Install New Interior Doors | | | 9,000 | |
| Install New Toilet Accessories | | | 80,134 | |
| Install Ceramic Tile (12 units) | | | | |
| Install New Windows | | | | |
| | | | \$309,959 | |

| | | |
|---|--|--|
| Total estimated cost over next 5 years | | |
|---|--|--|

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

Attachment al086c02

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 | |
| AL09PO86012 | Faucett Homes | 3 | 9% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Landscape Eroded Areas | | | \$ 2,500 | January, 2001 |
| New Roofing | | | 44,000 | |
| Repair and Clean Soffitt | | | 3,200 | |
| Install New Sewer Laterals | | | 11,400 | |
| New Playground Equipment | | | 15,000 | |
| Paint Porch Columns | | | 1,700 | |
| Install New Interior Door Hardware | | | 13,000 | |
| Perform Cycle Painting | | | 39,000 | |
| Install Security Screens | | | 50,000 | |
| Install New Thermo-Pane Windows | | | 151,625 | |
| | | | \$331,425 | |

| | | |
|---|--|--|
| Total estimated cost over next 5 years | | |
|---|--|--|

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

Attachment al086c02

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 | |
| AL09PO86012f | Dixi-Manor | 2 | 5% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Address Erosion Problems | | | \$10,000 | January, 2001 |
| Re-asphalt Existing Parking on Hill | | | \$20,000 | |
| Playground Equipment | | | \$30,000 | |
| | | | \$60,000 | |
| Total estimated cost over next 5 years | | | \$701,384 | |

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

Attachment al086c02

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 | |
| AL09PO86016 | Terrace Manor I | 1 | 1% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Security Screens | | | \$ 55,511 | January, 2002 |
| Security Screen Doors | | | 30,000 | |
| Cycle Painting | | | 80,000 | |
| Playground Equipment | | | 20,000 | |
| Replace Sewage Pump and Lift Station | | | 5,000 | |
| Replace VCT at Office/Community Room and Paints | | | 12,000 | |
| Replace Water Heaters | | | 16,000 | |
| Install HVAC Units | | | 200,000 | |
| | | | \$418,511 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO86021 | Terrace Manor II | 0 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Cycle Paint | | | \$85,134 | January 2002 |
| Landscaping | | | 25,000 | |
| Bi-Fold Doors @ Laundry Room | | | 14,000 | |
| Restain Wood Steps | | | 10,000 | |
| Security Screens | | | 55,000 | |
| Playground Equipment | | | 12,000 | |
| | | | \$201,134 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO86003 | Brookside Village | 20 | 24% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Playground Equipment | | | \$30,000 | January, 2002 |
| | | | \$30,000 | |
| Total estimated cost over next 5 years | | | \$649,645 | |

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

Attachment al086c02

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 | |
| AL09PO86014 | Red Hollow | 0 | 0 | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Landscaping Cycle Paint | | | \$ 15,000 45,000 | January, 2003 |
| | | | \$ 60,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO86012 | NE Jefferson Villa (Bradford) | 1 | 4% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| New Security Windows | | | \$155,000 | |
| New Security Screens | | | \$ 62,000 | |
| Cycle Paint | | | 69,500 | |
| | | | \$286,500 | |
| Total estimated cost over next 5 years | | | \$684,645 | |

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

Attachment al086c02

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 | |
| AL09PO8602 | Fultondale Village | 3 | 5% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Cycle Paint | | | \$ 78,000 | January, 2004 |
| Additional Off-Street Parking | | | 40,000 | |
| Replace Bathtub & Surrounds | | | 120,000 | |
| Replace Bus Stop & Mail Box Covers | | | 5,000 | |
| | | | \$243,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO8616 | Terrace Manor | 1 | 1% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Cycle Paint | | | \$120,000 | January, 2004 |
| Repair Water Damaged Roofs | | | 70,000 | |
| Erosion Control | | | 80,000 | |
| Reengineer & Repair Leaking Gable Vents | | | 130,000 | |
| Replace VCT and Base | | | 210,000 | |
| | | | \$610,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO86019 | Scattered Sites | 0 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Plumbing/HVAC/Electrical | | | \$ 40,000 | January, 2004 |
| Total estimated cost over next 5 years | | | \$983,000 | |

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

Attachment al086c02

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 | |
| AL09PO8616 | Terrace Manor | 1 | 1% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Replace All Appliances | | | \$ 64,000 | January, 2005 |
| | | | \$ 64,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO8616 | Oak Ridge | 0 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Replace All Applicances | | | \$ 32,000 | January, 2005 |
| | | | \$32,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO8603 | Brookside Village | 20 | 24% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Replace All Applicances | | | \$ 32,000 | January, 2005 |
| | | | \$ 32,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO8602 | Fultondale Village | 3 | 5% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Replace All Applicances | | | \$ 48,000 | January, 2005 |
| | | | \$ 48,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL09PO8612 | NE Jefferson Villa (Bradford) | 1 | 4% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Pave & Stripe Parking Area | | | \$ 40,000 | January, 2005 |
| Install HVAC | | | \$104,000 | |
| | | | \$144,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| AL09PO8612 | Trafford | 0 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| | | | | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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) |
| Pave & Stripe Parking Area Install HVAC | | | \$ 60,000 \$168,000 | January, 2005 |
| | | | \$228,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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 | |
| AL090PO8612 | Dixi-Manor | 2 | 5% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Pave & Stripe Parking Area Install HVAC | | | \$ 60,000 176,000 | January, 2005 |
| | | | \$ 236,000 | |
| Total estimated cost over next 5 years | | | | |

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

Attachment al086c02

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| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| AL09PO86020 | Scattered Sites | 0 | 0% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Site Houses Plumbing/HVAC/Electrical | | | \$ 50,000 | January, 2005 |
| | | | \$ 50,000 | |
| Total estimated cost over next 5 years | | | \$867,600 | |

Public Housing Drug Elimination Program Plan Attachment al086d02

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$ 128,365.00
- B. Eligibility type (Indicate with an “x”) N1 X N2 _____ R _____
- C. FFY in which funding is requested 2001
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long
 The Jefferson County Housing Authority PHDEP Plan includes a comprehensive set of initiatives designed to serve the communities, particularly its youthful residents, with drug elimination and prevention activities. These include 1) the implementation of law enforcement patrol over and above baseline activity to improve community safety, 2) drug prevention activities for children through recreation, tutoring and values training, and 3) management practices and staff training.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

| PHDEP Target Areas (Name of development(s) or site) | Total # of Units within the PHDEP Target Area(s) | Total Population to be Served within the PHDEP Target Area(s) |
|--|--|--|
| Bradford | 26 | 57 |
| Brookside Village | 82 | 141 |
| Dixi Manor | 44 | 118 |
| Fultondale | 60 | 155 |
| Hickory Grove | 38 | 83 |
| Oak Ridge | 42 | 99 |
| Red Hollow | 26 | 77 |
| Terrace Manor | 130 | 170 |
| Trafford | 34 | 52 |
| Warrior | 78 | 78 |

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months _____

12 Months _____

18 Months _____

24 Months X _____

Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

| Fiscal Year of Funding | PHDEP Funding Received | Grant # | Fund Balance as of Date of this Submission | Grant Extensions or Waivers | Anticipated Completion Date |
|------------------------|------------------------|----------------|--|-----------------------------|-----------------------------|
| FY 1995 | \$250,000 | AL09DEP0860195 | 0 | None | 03/30/98 |
| FY 1996 | \$250,000 | AL09DEP0860196 | 0 | None | 12/31/98 |
| FY 1997 | \$153,000 | AL09DEP0860197 | 0 | None | 09/20/99 |
| FY1998 | \$168,000 | AL09DEP0860198 | \$19,837 | None | 12/31/00 |
| FY 1999 | \$123,167 | AL09DEP0860199 | \$79,418 | None | 01/31/02 |

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Jefferson County Housing Authority will serve all of its developments under the PHDEP plan. Planned activities under the PHDEP plan include law enforcement patrol to improve community safety, drug prevention activities, and focused management practices. The role of the plan partners includes involvement with the Jefferson County Sheriff's Department to engage off-duty officers for community patrol. These officers have been highly effective in curtailing non-resident trespassing, suspicious congregating and drug activity. The drug prevention component of the Authority's plan involves many community partners to meet the comprehensive needs of children and their families. These include the Boys and Girls Clubs, Inc., Samford University, Christian Women Job Corps, the Exchange Club Center, the Greater Birmingham Ministries, the Central Alabama Task Force for Self-Sufficiency and many more. The Authority also demonstrates its commitment to the eradication of drug-related crime in and around its housing sites through management practices and staff and resident training. The policies adopted by the Board of Commissioners demonstrate the Board's support for these efforts. All activities are monitored on an ongoing basis and feedback is used to modify service delivery and enhance program effectiveness.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

| FY ____ PHDEP Budget Summary | |
|---|---------------|
| Budget Line Item | Total Funding |
| 9110 - Reimbursement of Law Enforcement | \$32,205.00 |
| 9120 - Security Personnel | |
| 9130 - Employment of Investigators | |
| 9140 - Voluntary Tenant Patrol | |
| 9150 - Physical Improvements | |
| 9160 - Drug Prevention | \$92,160.00 |
| 9170 - Drug Intervention | |
| 9180 - Drug Treatment | |
| 9190 - Other Program Costs | \$4,000.00 |
| | |

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

| | | | | | | | |
|---|----------------------------|---|-------------------|-------------------------------|---|--------------------------------------|--|
| 9110 - Reimbursement of Law Enforcement | | | | | Total PHDEP Funding: \$32,205.00 | | |
| Goal(s) | | Improve community safety. | | | | | |
| Objectives | | Reduce drug -related crime within public housing communities. | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/Source) | Performance Indicators |
| 1. Fund additional hours of law enforcement patrol. | | | 10/00 | 09/02 | \$32,205 | | Frequency of incidents reported in Housing Authority complexes will be less than or equal to Part 1 crimes in the surrounding municipalities. |
| 2. Maintain resident and community cooperation. | | | 10/00 | 09/02 | | | Documentation of at least one training session for residents in topics such as crime prevention, personal safety, drug prevention, etc. Documentation of resident support and community activity through sign-in sheets. |
| 3. | | | | | | | |

| | | | | | | | |
|----------------------------------|----------------------------|--------------------------|-------------------|-------------------------------|--------------------------------|--------------------------------------|-------------------------------|
| 9120 - Security Personnel | | | | | Total PHDEP Funding: \$ | | |
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount/Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9130 - Employment of Investigators | | | | | Total PHDEP Funding: \$ | | |
|---|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9140 - Voluntary Tenant Patrol | | | | | Total PHDEP Funding: \$ | | |
|---------------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9150 - Physical Improvements | | | | | Total PHDEP Funding: \$ | | |
|-------------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9160 - Drug Prevention | | | | | Total PHDEP Funding: \$92,160.00 | | |
|--|---------------------|-------------------|------------|------------------------|---|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Provide a comprehensive set of drug prevention activities especially after school hours and during the summer as research has shown that children are most at risk for illegal activities, including drug use, during these times. Improve parenting and family strengthening. | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| | | | | | | | |

| | | | | | | | |
|-------------------------------------|-----|------------|-------|-------|----------|----------------|--|
| 1. Boys and Girls Club Programs | 410 | Age 7 - 14 | 10/00 | 09/02 | \$59,180 | \$44,700-local | Evaluation by staff and subcontractors through observation, tests, interviews and other educationally valid methods. |
| 2. After School and Summer Programs | 130 | Age 5 - 8 | 10/00 | 09/02 | \$30,980 | \$15,990 | Evaluation by staff through observation, tests, interviews and other educationally valid methods. |
| 3. College Connection | | | | | \$2,000 | | Attendance sheets, participant comment forms and staff evaluations. |
| 4. Family Self-Sufficiency | 102 | | 10/00 | 09/02 | | \$31,890-local | |

| 9170 - Drug Intervention | | | | | Total PHDEP Funding: \$ | | |
|--|---|-------------------|------------|------------------------|--------------------------------|--------------------------------|---|
| Goal(s) | Staff and resident training on issues related to drug intervention and referral | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. Employee and resident training sessions | | | | | | \$13,766 | Training attendance sheets, records of any referrals. |
| 2. | | | | | | | |
| 3. | | | | | | | |

| 9180 - Drug Treatment | | | | | Total PHDEP Funding: \$ | | |
|------------------------------|---------------------|-------------------|------------|------------------------|--------------------------------|--------------------------------|------------------------|
| Goal(s) | | | | | | | |
| Objectives | | | | | | | |
| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHEDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |

| | | | | | | | |
|-----------------------------------|--------------------|--|--|--|--------------------------------------|--|--|
| 9190 - Other Program Costs | | | | | Total PHDEP Funds: \$4,000.00 | | |
| Goal(s) | Program Evaluation | | | | | | |
| Objectives | | | | | | | |

| Proposed Activities | # of Persons Served | Target Population | Start Date | Expected Complete Date | PHDEP Funding | Other Funding (Amount /Source) | Performance Indicators |
|----------------------|---------------------|-------------------|------------|------------------------|---------------|--------------------------------|---|
| 1.Program Evaluation | | | 10/00 | 09/02 | \$4,000 | | Program effectiveness will be monitored on an on-going basis and results will be used to modify service delivery and enhance program effectiveness. |
| 2. | | | | | | | |
| 3. | | | | | | | |

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

| Budget Line Item # | 25% Expenditure of Total Grant Funds By Activity # | Total PHDEP Funding Expended (sum of the activities) | 50% Obligation of Total Grant Funds by Activity # | Total PHDEP Funding Obligated (sum of the activities) |
|------------------------------------|--|--|---|---|
| <i>e.g Budget Line Item # 9120</i> | <i>Activities 1, 3</i> | | <i>Activity 2</i> | |
| 9110 | Activities 1, 2 | \$8051.00 | Activities 1, 2 | \$16,103.00 |
| 9120 | | | | |
| 9130 | | | | |
| 9140 | | | | |
| 9150 | | | | |
| 9160 | Activities 1, 2, 3, 4 | \$23,040.00 | Activities 1, 2, 3, 4 | \$46,080.00 |
| 9170 | | | | |
| 9180 | | | | |
| 9190 | Activity 1 | \$1,000.00 | Activity 1 | \$2,000.00 |
| | | | | |
| TOTAL | | \$32,091.00 | | \$64,183.00 |

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

JEFFERSON COUNTY HOUSING AUTHORITY
AGENCY PLAN ANNUAL UPDATE 2001
SUMMARY OF RESIDENT AND PUBLIC COMMENTS
Attachment al086e02

The Resident Advisory Board meeting was held on September 28, 2000. Eric Strong, Authority CEO and Shirl Braswell, Controller, were present. Mr. Strong gave an overview of the Agency Plan Annual Update and gave detailed information regarding the new Pet Policy, Community Services Policy and Capital Fund Budget. There were no substantive comments regarding these new policies and budget.

Staff were guests at a Resident Council meeting at the Brookside Community on 10/10/00. Staff attending included Eric Strong, CEO, David Wilkinson, Maintenance Director and Christy Falligant, Community Services Coordinator. Mr. Strong reviewed the proposed Pet Policy, Community Service Policy and Capital Fund Budget. Most negative comments related to the charges associated with the pet policy. Mr. Strong explained that the increased maintenance costs associated with pets was the reason for the charges.

The public hearing was held on 10/17/00. Presiding over the meeting was Mr. Jeff Caddell, Housing Authority Chairman. Staff attending included Mr. David Wilkinson, Maintenance Director, Penny Southward, Public Housing Coordinator and Christy Falligant, Community Services Coordinator. No "public" was in attendance.

Resident Advisory Board Mailing list
Attachment al086f02

Sherrell Williams Curtis
120 Chickasaw Drive
Birmingham, Alabama 35214

Illene Jackson
400 McKnight
Hueytown, Alabama 35021

Sharon McGinnis
405 Russell Street
Birmingham, Alabama 35214

Meleia Von Walsung
86 24 - 9th Court Circle South
Birmingham, Alabama 35206

Andrew Scott
2013 Artesian Springs Road
Brighton, Alabama 35020

Barbara Shorter
2051 Artesian Springs Road
Brighton, Alabama 35020

Ola Swanson
2045 Artesian Springs Road
Brighton, Alabama 35020

Mary A. Thomas
1412 19th Place Southwest
Birmingham, Alabama 35211

Juanita Dennis
640 Pecan Street
Warrior, Alabama 35180

Dorothy Wills
2205 15th Avenue North
Birmingham, Alabama 35234

Harriette Reed
3968 Sharon Church Road
Pinson, Alabama 35126

Wilma and Tiffany Brackett
2127 Walker Chapel Circle
Fultondale, Alabama 35068
Paul Reynolds
221 Willow Street
Warrior, Alabama 35180

Veronica Dent
506 Mann Drive
Warrior, Alabama 35180

Cathy Lowery
222 Willow Street
Warrior, Alabama 35180

Nona Reid
162 Faucett Drive
Trafford, Alabama 35172

Aletha Fields
4533 Little Drive
Bessemer, Alabama 35023

Dorothy Pleasant
4506 Little Drive
Bessemer, Alabama 35023

Rodney Franklin
4402 Oak Ridge
Brighton, Alabama 35020

Emma Cockrell
4459 Oak Ridge Circle
Brighton, Alabama 35020

Belinda Smith
113 Hickory Grove Drive
Birmingham, Alabama 35217

Judy Johnson
118 Village Circle
Brookside, AL 35036

Anne Nobles
150 Village Circle
Brookside, Alabama 35036

Claud Thacker
301 Spring Gardens Way
Birmingham, Alabama 35217

Ona Cope
113 Spring Gardens Drive

Birmingham, Alabama 35217

Ora Jones
115 Spring Gardens Way
Birmingham, Alabama 35217

Ronald Lee
314 Spring Gardens Drive
Birmingham, Alabama 35217

Jan Berry
16 Westchester Court #5
Birmingham, Alabama 35215

Pam Morton
26 Westchester Court #1
Birmingham, Alabama 35215

Katherine Kendall
14 Westchester Court #3
Birmingham, Alabama 35215

Rose Pembleton
4 Westchester Court #8
Birmingham, Alabama 35215

Pamela Jemison
1 Westchester Court #6
Birmingham, Alabama 35215

Keith Fine
26 Rhodes Circle
Apt. 216
Birmingham, AL 35205

Martha Williams
2129 48th Street
Birmingham, AL 25208

Dwight Sanders
1876 Fulton Avenue, S.W.
Birmingham, AL 35211

Updated 9/2000

Customer Service and Satisfaction Survey Follow-Up
Plan
Attachment a1086g02

The Department of Housing and Urban Development conducted the first Customer Service and Satisfaction Survey last year. While the Authority scored very well in most areas, there were two areas that required Follow-Up Plans:

- (1) Safety – this area deals with general neighborhood safety. The Authority has taken several steps to improve resident safety and their perception of safety in its communities.
 - A. Law Enforcement Sub-Station – the Authority, in cooperation with the Brookside Police Department and the Jefferson County Sheriff’s Department, has opened a sub-station in the Brookside community. This will result in faster response and a heightened presence in that community.
 - B. Resident Organization – the Authority believes the active participation of its residents is the key to safety in its communities. The Authority has received a \$150,000 Ross Grant for the development of resident groups in their communities. The Resident Advisory Board has become very active and often discusses various issues related to safety.

- (2) Neighborhood Appearance – the Authority has developed an Aesthetics Improvement Plan in order to try and improve the outward appearance of its communities. It will be

implemented as budgetary restraints allow. A copy of that plan follows.

AESTHETIC IMPROVEMENT PLAN
JEFFERSON COUNTY HOUSING AUTHORITY

Main Objective:

To strategically improve the overall neighborhood appearance of JCHA communities and to improve the PHAS customer service and Satisfaction survey by 15% points, or higher.

Goals and Implementation Strategies:

GOAL # 1- Improve the overall “drive by/curb appeal” of all JCHA properties.

- 1) Annually, the Authority shall strive to install landscaping with colorful plants and/or Flowers at project entrances, high visibility areas, common areas, etc. (i.e. Office, Laundry, community Center.)
- 2) As a component of the annual Capital Fund process, the Authority shall upgrade the existing project signage, or where no signage exists, shall install an approved, standardized sign that identifies the name of the property and displays all required Logos, etc. Said signage shall be appropriately landscaped.
- 3) On an annual basis, and subject to budgetary constraints, the Authority shall repair all eroded areas visible from adjacent major roadways by installing rip-rap rock, erosion control matting, sod, topsoil with seed and mulch, or other approved control methods.
- 4) Biannually, the Authority shall pressure wash the roofs and exterior surfaces on all units facing major roadways that have stains from mildew, mold, paint, trees, grass, etc.
- 5) Biannually, the Authority shall pressure wash all sidewalks facing major roadways that have excessive stains from mildew, mold, paint, trees, grass, etc.
- 6) Within five years, the Authority should install and maintain appropriate landscaping that will screen vehicular parking areas from major roadways.
- 7) During the annual Capital Fund process, the Authority should strive to repair/replace any broken or damaged sidewalks, stoops, porches, fences, lighting, etc. that are visible from major roadways.

- 8) Within two years, and subject to budgetary considerations, the Authority should develop a comprehensive planting program to install and maintain adequate street trees along all major roadways. All tree installations shall be durable, cost-effective, and low maintenance.
- 9) During the annual Capital Fund process, the Authority should strive to provide privacy/screen fences to shield clutter from rear patio and porch areas that are visible from major roadways.
- 10) Within two years, the Authority should develop a turf management program that will improve the visual quality of existing lawn areas by utilizing techniques such as overseeding with winter rye grass, spring and fall fertilization, herbicides, sodding bare and eroded areas, etc.
- 11) On a continuous basis, the Authority shall strive to keep all building components that face major roadways in good repair (i.e., fascia, soffets, gable vents, siding).
- 12) On a continuous basis, the Authority shall strive to pickup and remove all litter from portions of the properties that are exposed to and along major roadways.
- 13) On a monthly basis, the Authority shall strive to remove dead and dying trees exposed to major roadways.
- 14) Annually, the Authority shall strive to prune and/or remove/replace all overgrown shrubbery facing a major roadway.

GOAL # 2- Educate and Encourage Residents, Property Managers, and Maintenance Personnel

to Improve the Visual Quality of their Units and Communities.

- 1) Within one year, the Authority shall establish incentive programs that will reward residents for improving the landscaping and aesthetics of their units and communities. Examples of these programs could be Yard of the Month contests, Beautification Awards in conjunction with HUD or the Chamber of Commerce, etc. Incentives could possibly involve gift certificates, partial reimbursement for landscaping materials, celebration dinners, etc.
- 2) On a semi-annual basis, the Authority shall promote and host programs such as Arbor Day and Earth Day at all housing communities, and shall encourage residents and employees to participate in the activities and festivities.
- 3) In the Spring and Fall of each year, the Authority shall conduct planting days at selected housing communities and shall encourage residents, employees, and other volunteers to participate. Said planting days shall be organized in such a way that it will be fun and rewarding to all involved.
- 4) Annually, the Authority shall organize and promote a “clean-up” day or “Spruce-up” week for all housing communities that will involve residents, employees, and other volunteers.

- 5) On a continuous basis, the Authority should strive to encourage residents to minimize or eliminate clutter and “junkiness” from the exterior of their units, and from within their communities.
- 6) Within one year, the Authority shall establish a work policy for dealing with litter control in all Housing communities, and shall encourage maintenance and property management personnel to reduce litter in their respective communities.
- 7) On a continuous basis, Maintenance and Property management personnel shall strive to identify and correct all aspects of visual blight from within their respective communities. This could include painting, cleaning, repairing, pruning, litter control, etc.
- 8) On a continuous basis, the Authority shall encourage and enforce outside contractors that impact the exterior of housing communities to identify and correct visual blight while performing their assigned duties. This includes lawn maintenance, siding, masonry, pesticide, and other similar contractors.
- 9) On a continuous basis, the Authority shall conduct and promote educational programs for residents and employees on landscaping, gardening, maintenance, etc.
- 10) On a quarterly basis, the Authority shall offer cleanup days with curbside pickup to remove debris and other unwanted household items for housing residents.

GOAL # 3- Visually Improve the Aesthetics within the Common areas of all JCHA Properties.

- 1) Within two years, the Authority should provide and/or improve areas designated for storage of trash receptacles/dumpsters by enclosing said areas with screens, fences, landscaping, etc. on all JCHA properties.
- 2) Within five years, the Authority shall reseal and restripe parking areas on all JCHA properties, and shall resecure or install concrete parking bumper blocks as needed in parking areas.
- 3) On an as needed basis, the Authority shall repair/replace worn and outdated clotheslines, cluster mailbox stands, fences, school bus stops, lighting, and other miscellaneous exterior items.
- 4) As part of the annual Capital Fund process, the Authority shall strive to develop additional paved, off-street parking areas where needed, thereby eliminating parking in areas designated for yards and landscaping.
- 5) As part of the annual Capital Fund process, the Authority shall strive to improve, repair, or replace worn, outdated, and dangerous playground and recreational equipment.
- 6) Biannually, the Authority shall paint all front and back doors, handrails on steps, Handicap signage and Handicap parking designations.
- 7) Annually, and subject to budgetary constraints, the Authority shall repair all eroded areas with rip- rap, erosion matting, sod, topsoil with seed and mulch, or other approved methods.

- 8) Within five years and subject to budgetary constraints, the Authority shall develop a comprehensive planting program to install and maintain shade trees on all JCHA properties. All tree installations shall be durable, cost-effective, and low maintenance.
- 9) As part of the annual Capital Fund process, the Authority shall strive to repair/replace any broken or damaged sidewalks, stoops, porches, curbing, fencing, etc. on all JCHA properties.
- 10) Within two years, the Authority should develop a turf management program that will semi-annually improve the visual quality of existing lawn areas utilizing techniques such as overseeding with winter rye grass, spring and fall fertilization, herbicides, sodding bare and eroded areas, etc. on all JCHA properties.
- 11) On a continuous basis, the Authority shall strive to pickup and remove all litter from common areas, especially along the perimeter of all JCHA properties.
- 12) On a monthly basis, the Authority shall strive to remove all dead and dying trees, and to prune any overgrown shrubbery within JCHA properties.

RESOLUTION RECOMMENDING APPOINTMENT OF RESIDENT
TO JEFFERSON COUNTY HOUSING AUTHORITY BOARD OF
COMMISSIONERS

WHEREAS, the U.S. Department of Housing and Urban Development has passed laws and regulations which require that the Board of Commissioners have one resident as a Board member; and

WHEREAS, the Jefferson County Commission is the appointing authority for the Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED BY THE JEFFERSON
COUNTY HOUSING AUTHORITY BOARD OF
COMMISSIONERS:

That the Jefferson County Commission fill the next available Board vacancy with a resident that is in compliance with Department of Housing and Urban Development guidelines.

ADOPTED THIS THE 13TH DAY OF NOVEMBER, 2000.

Eric Q. Strong, CEO, Secretary

Attachment al086h02

Implementation of PH Resident Community Service Requirements – Attachment a1086i02

Working with the Alabama Association of Housing and Redevelopment Authorities, the JCHA developed a Community Service Policy that addresses all items required by the statute. The full policy was presented to the Resident Advisory Board and to residents at a community meeting in Brookside and at the public hearing. The lease was revised and training will be provided to Zone Managers and Community Service staff regarding the implementation and monitoring of the policy. Residents were mailed notification of the requirement. Authority staff have met with local Non-Profits to make them aware of the requirements and the potential for new volunteers.

A full copy of the policy is available as part of the supporting documentation.

IMPLEMENTATION OF PUBLIC HOUSING PET POLICY
Attachment al086j02

Working with the Alabama Association of Housing and Redevelopment Authorities, the JCHA developed a pet policy that meets all the requirements of the statute. The policy sets out the size limitations of pets (cats 10 lbs., dogs 20 lbs.), limitations on breeds of dogs (no animals considered by the HA to be vicious or intimidating including reptiles, rottweiler, Doberman pinscher, pit bulldog, german shepherd, chow and/or any animal that displays vicious behavior).

The policy details the following Schedule of Fees and Annual Deposit:

| Type of Animal | Fee | Deposit |
|-------------------------------|-------|---------|
| Dog | \$150 | \$250 |
| Cat | \$100 | \$150 |
| Fish Aquarium | \$50 | \$100 |
| Fish Bowl (less than 2 gall.) | \$0 | \$25 |
| Caged Pets | \$100 | \$150 |

All animals must have received appropriate shots and inoculations and the resident have proof of such. Pets must be restrained so that maintenance can be performed in the unit. Residents must sign statement agreeing to accept full responsibility and will indemnify and hold harmless the landlord for any claims by or injuries to third parties on their property caused by the pet.

A full copy of the policy is available as part of supporting documentation.