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

# PHA Plans

## 5 Year Plan for Fiscal Years 2000 - 2004
## Annual Plan for Fiscal Year 2001

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

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# PHA Plan
# Agency Identification

**PHA Name:** TALLADEGA HOUSING AUTHORITY

**PHA Number:** AL105

**PHA Fiscal Year Beginning: (mm/yyyy)** 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
☐ PHA local offices
☐ Main administrative office of the local government
☐ Main administrative office of the County government
☐ Main administrative office of the State government
☐ Public library
☐ PHA website
☐ Other (list below)

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

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



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# 5-YEAR PLAN
# PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

## A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

## B. Goals

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

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

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) ABOVE 90%
- ☐ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)



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- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

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

☒ PHA Goal: Provide an improved living environment

Objectives:

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

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

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:



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☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
☐ Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**
**The first Five-Year Plan for this Authority was submitted in December of 1999 and is resubmitted with this annual Plan to meet the requirements of Section 903.5 (4). Section 903.7r requires additional information in a brief statement on meeting our goals as outlined in the Five-Year Plan. Our goals to reduce vacancies and turnaround time continues to be higher than desired and our reduction efforts will continue. Management scores have shown a slight increase and all renovations and modernization programs are on schedule.**
**There has been no significant increase in number and percentage of employed persons. However, agencies providing supportive services and training continue to assist when possible.**
**For purposes of the Deconcentration Rule, the authority is a scattered site development. We have forty-six new admissions in 2000. Thirty seven (37%) percent of them were incomes above the AMI for the City of Talladega. Sixty-three (63%) percent of admissions were incomes below the AMI. Twenty-three (23%) percent of these admissions were homeless and Two (2%) percent were involuntarily displaced. Seventeen (17%) percent of admissions were incomes above fifty (50%) percent of area AMI.**
**Public Housing security improvement continues to be addressed through the Capital Fund and Drug Elimination Programs. Affirmative measures are used to insure equal opportunity and further fair housing objectives.**

**The goals discussed above are those listed in the Five-Year Plan submitted in 1999 and have been resubmitted with this 2001 Annual Plan. This criteria does not reflect a substantial deviation in the Plan. The PHA defines a "substantial**



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**deviation" as a program or policy contrary to the above goals, as a group, that would indicate a significant change to our basic, fundamental and essential program.**



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# 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 Annual Plan which is attached hereto was developed by the Talladega Housing Authority, hereinafter referred to as the THA in this document and accompanying Plan, in accordance with the Rules and Regulations promulgated by HUD. The goals and objectives of the Talladega Housing Authority are contained in the Five-Year Plan and the ACOP Plan. These were written to comply with the HUD guidelines, rules, regulations and Federal Law. The basic goals and objectives are:

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

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

## iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

Required Attachments:

☒ Admissions Policy for Deconcentration AL105a01
☒ FY 2000 Capital Fund Program Annual Statement AL105b01 and AL105c01
☐ 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 AL105b01 and AL105c01
☒ Public Housing Drug Elimination Program (PHDEP) Plan AL105d01
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)

AL105e01 – Maintenance Plan
AL105f01 - Community Service Requirements
AL105g01 - Pet Policy
AL105h01 - Goals for Plan
AL105i01 - Resident Commissioner
AL105j01 - Resident Advisory Board



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## 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:<br>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:<br>Housing Needs |
| | Most recent board-approved operating budget for the public housing program | Annual Plan:<br>Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation:<br>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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and<br>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<br>☒ 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<br>☒ check here if included in the public housing | Annual Plan: Rent Determination |



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| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| | A & O Policy | |
| | Section 8 rent determination (payment standard) policies<br>☐ 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<br>☒ check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| | Section 8 informal review and hearing procedures<br>☐ check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program<br>☐ check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |



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| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| 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)<br>(list individually; use as many lines as necessary) | (specify as needed) |
| | | |

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---|---|---|---|---|---|---|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI | 1031 | 5 | 3 | 3 | 2 | 3 | 2 |
| Income >30% but <=50% of AMI | 831 | 4 | 5 | 4 | 3 | 3 | 3 |
| Income >50% but <80% of AMI | 1043 | 5 | 5 | 4 | 2 | 2 | 2 |
| Elderly | 349 | 5 | 4 | 4 | 3 | 2 | 1 |
| Families with Disabilities | 604 | 4 | 4 | 3 | 4 | 2 | 2 |
| Race/Ethnicity | 11800 | | | | | | |
| Race/Ethnicity | 7820 | | | | | | |
| Race/Ethnicity | | | | | | | |
| Race/Ethnicity | | | | | | | |

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

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1998

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

| **Housing Needs of Families on the Waiting List** | | | |
|---|---|---|---|
| Waiting list type: (select one)<br>☐ Section 8 tenant-based assistance<br>☒ Public Housing<br>☐ Combined Section 8 and Public Housing<br>☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)<br>If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 97 | 100% | 75 UNITS |
| Extremely low income <=30% AMI | 47 | 48% | |
| Very low income (>30% but <=50% AMI) | 34 | 35% | |
| Low income (>50% but <80% AMI) | 16 | 14% | |
| Families with | 64 | 66% | |



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| Housing Needs of Families on the Waiting List | | | |
|---|---|---|---|
| children | | | |
| Elderly families | 1 | 1% | |
| Families with Disabilities | 4 | 4% | |
| Race/ethnicity caus. | 5 | 5% | |
| Race/ethnicity afr | 85 | 88% | |
| Race/ethnicity | | | |
| Race/ethnicity | | | |
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 23 | | |
| 2 BR | 57 | | |
| 3 BR | 11 | | |
| 4 BR | 1 | | |
| 5 BR | 0 | | |
| 5+ BR | | | |

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

## C. Strategy for Addressing Needs

The Talladega Housing Authority, to the maximum extent practicable, will house the current families on our waiting list within the next twelve (12) months. This will include disabled and elderly families. Our average turnover is one hundred (100) to one hundred twenty-five (125) families each year. However, it is expected to be lower in the next four years due to large number of houses under modernization.

### (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



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- [x] Reduce turnover time for vacated public housing units
- [x] 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
- [x] Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- [ ] Other: (list below)

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

**Strategy 1: Target available assistance to families at or below 30 % of AMI**
Select all that apply

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

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

**Strategy 1: Target available assistance to families at or below 50% of AMI**
Select all that apply

☒ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**
Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**
Select all that apply

☐ Seek designation of public housing for families with disabilities
☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
☐ Affirmatively market to local non-profit agencies that assist families with disabilities
☐ Other: (list below)

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

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

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

**Strategy 2: Conduct activities to affirmatively further fair housing**
Select all that apply

☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, pblic 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 | 1,053,167.00 | |
| b) Public Housing Capital Fund | 1,014,947.00 | |



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| Financial Resources: Planned Sources and Uses | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 113,924.00 | |
| g) Resident Opportunity and Self-Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| | | |
| **2. Prior Year Federal Grants (unobligated funds only) (list below)** | | |
| | | |
| | | |
| | | |
| **3. Public Housing Dwelling Rental Income** | 768,300.00 | Resident Services, Maintenance material, Home Ownership prog. Office renovation |
| | | |
| | | |
| **4. Other income** (list below) | | |
| | | |
| | | |
| **4. Non-federal sources** (list below) | | |
| | | |
| | | |
| | | |
| **Total resources** | 2,950,338.00 | |
| | | |
| | | |



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## 3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

### (1) Eligibility

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

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: (describe) At the time application is made for assistance.

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

☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☐ Other (describe)

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

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

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

### (2)Waiting List Organization

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

☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

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

☒ PHA main administrative office
☐ PHA development site management office



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☐ 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?



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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)



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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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



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

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

**(6) Deconcentration and Income Mixing**

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

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

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

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

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

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

☐ Additional affirmative marketing



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☐ 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: AL105-1 AL105-2 AL105-3

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: AL105-1 AL105-2 AL105-3

## B. Section 8

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

**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)
☐ Criminal or drug-related activity only to the extent required by law or regulation
☐ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity
☐ Other (describe below)

**(2) Waiting List Organization**

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

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

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

☐ PHA main administrative office
☐ Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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



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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☐ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
☐ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
☐ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
☐ Through published notices
☐ Other (list below)

## 4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

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

### (1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

See Page 38 Admissions and Occupancy Policy

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



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

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

Flat Rents Based on Survey of Market will apply to all Units.

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

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

☐ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes



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☐ 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 below100% 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: The Board of Commissioners is the policy making body of the Talladega Housing Authority and hires the Secretary of the Authority who is the Executive Director. The Executive Director is responsible for administering the policies of the Board that are adopted from HUD rules and regulations and to hire the employees who assist in providing services to low income families in Talladega.

### B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|---|
| Public Housing | 497 | 15% |



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

### C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)
attachment AL105e01

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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



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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 903.7 9 (g)]

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

### A. Capital Fund Activities

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

### (1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) AL105b01 and AL105c01

-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 nameAL105b01 and AL105c01

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]
Applicability of component 8: Section 8 only PHAs are not required to complete this section.

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

2. Activity Description

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

| Demolition/Disposition Activity Description |
|---|
| 1a. Development name:<br>1b. Development (project) number: |
| 2. Activity type: Demolition ☐<br>Disposition ☐ |
| 3. Application status (select one) |



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| |
|---|
| Approved ☐<br>Submitted, pending approval ☐<br>Planned application ☐ |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. Number of units affected:<br>6. Coverage of action (select one)<br>☐ Part of the development<br>☐ Total development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>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:<br>1b. Development (project) number: |
| 2. Designation type: |



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| |
|---|
| Occupancy by only the elderly ☐<br>Occupancy by families with disabilities ☐<br>Occupancy by only elderly families and families with disabilities ☐ |
| 3. Application status (select one)<br>Approved; included in the PHA's Designation Plan ☐<br>Submitted, pending approval ☐<br>Planned application ☐ |
| 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. If approved, will this designation constitute a (select one)<br>☐ New Designation Plan<br>☐ Revision of a previously-approved Designation Plan? |
| 6. Number of units affected:<br>7. Coverage of action (select one)<br>☐ Part of the development<br>☐ 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:<br>1b. Development (project) number: |
| 2. What is the status of the required assessment? |



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| |
|---|
| ☐ Assessment underway<br>☐ Assessment results submitted to HUD<br>☐ Assessment results approved by HUD (if marked, proceed to next question)<br>☐ Other (explain below) |
| 3. ☐ Yes ☐ 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)<br>☐ Conversion Plan in development<br>☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br>☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)<br>☐ 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)<br>☐ Units addressed in a pending or approved demolition application (date submitted or approved:<br>☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br>☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )<br>☐ Requirements no longer applicable: vacancy rates are less than 10 percent<br>☐ Requirements no longer applicable: site now has less than 300 units<br>☐ Other: (describe below) |

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

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

## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

### A. Public Housing

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

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

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

| **Public Housing Homeownership Activity Description (Complete one for each development affected)** |
|---|
| 1a. Development name:<br>1b. Development (project) number: |
| 2. Federal Program authority:<br>☐ HOPE I<br>☐ 5(h)<br>☐ Turnkey III<br>☐ Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one)<br>☐ Approved; included in the PHA's Homeownership Plan/Program<br>☐ Submitted, pending approval<br>☐ Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) |
| 5. Number of units affected:<br>6. Coverage of action: (select one)<br>☐ Part of the development<br>☐ 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



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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) |
| | | | | |
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**(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 | | |
| Section 8 | | |

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 A. Each non-exempt adult public housing resident must contribute eight (8) hours each month. Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service does not include political activities. (NOTE: For purposes of the Community Service requirement an adult is a person eighteen (18) years or older.) B. Exempt: The following adult family members are exempt: 1- 62 years of age or older 2- Persons with qualifying disabilities which prevent the individual's compliance. The individual must provide appropriate documentation to support the qualifying disability which may include self certification. In addition, any person who is the primary caretaker of such individual is exempt. 3- Persons engaged in work activities as defined in section 407. (d) of the Social Security Act. 4- Persons participating at least eight (8) hours a month in a welfare-to-work program. 5- Person receiving assistance from and in compliance with a State program funded under part A, Title IV of the Social Security Act.**
**C. Proof of Compliance: Each head of household must present to the HA office documentation that he/she and all other persons eighteen years of age or older living in the household, who are not exempt, have complied with this section. Documentation may include a letter from the agency on letterhead or other official document. Any such documentation shall be verifiable by the HA. Failure to comply with the Community Service Requirement and to provide appropriate verifiable documentation prior to the date required shall result in the lease not being renewed by the HA. Provided however that the HA may allow the family member who is not in compliance to complete the requirements within the following year as follows: The head of household and the person not in compliance shall sign an agreement stating the deficiency will be cured within the next twelve months. Proof of compliance with the agreement shall be made by the head of household annually at re-certification. Failure to comply with the agreement shall result in the lease being terminated for such non-compliance, unless the person (s), other than the head of household, no longer resides in the unit and has been removed from the lease. (Failure to comply with the Community Service Requirements and to provide appropriate verifiable documentation prior to the date required shall result in the lease not being**



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**renewed by the HA.) D. Changes in Exempt or Non-exempt status will be handled during an interim or annual recertification.**

## 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)

AL105-1 AL105-2 AL105-3



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**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) The PHA did not score below 60% on any of the Resident Survey Results. HUD does require that we address the two lowest scores from the survey. We will address Survey Safety here and Neighborhood Appearance under other information in 18A. Resident Advisory Board Recommendations. Seventy-four percent (74%) of residents surveyed stated that they felt safe in their apartment. This might well reflect the feeling in the community of Talladega as a whole. Probably no community would score much higher. The issue of Crime and related Drug Crimes are a concern to all families in our City. The PHA will continue its programs of Police Patrols in all our housing areas and the pre-admission screening of all applicants. We will continue to enforce our No-Trespass policy of known Drug Dealers and other convicted criminals. Activities targeted to at-risk youth will continue.

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

**AL105-1 AL105-2 AL105-3**

**C. Coordination between PHA and the police**

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

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

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

**AL105-1 AL105-2 AL105-3**



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**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: AL105d01)

## 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Lease Addendum Adopted September 12, 2000 Pet Policy

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

## 16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain?____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

## 17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

☒ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

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

## 18. Other Information

[24 CFR Part 903.7 9 (r)]

### A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached at Attachment (File name)
☒ Provided below:

All Sections of the Plan were discussed with the Resident Advisory Board and they were asked to comment.

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

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☒ The PHA changed portions of the PHA Plan in response to comments
List changes below: Reduction of charges in Pet Policy were lowered or removed.

☒ Other: (list below) The issue of neighborhood appearance is an ongoing concern of the PHA. The Resident Advisory Board has suggested that stronger lease enforcement to require each resident to keep their own yards clean would be a major



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help in community appearance. Also programs, such as the yard of the month, might encourage residents to take more pride in their neighborhoods. These are good suggestions and the PHA will work through the Resident Council Boards to implement appearance improvements.

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

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

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

3. Description of Resident Election Process

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

☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (provide name here) Alabama Department of Economic and Community Affairs.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☒ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) Certification by State of PHA plan by consistency with State Consolidated Plan by Director of Community Services Division of the Alabama Department of Economic and Community Affairs.

## 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.



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# PHA Plan
# Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

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

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|---|---|
| | | | |

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

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|---|---|---|
| | | |

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

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

| Optional 5-Year Action Plan Tables | | | |
|---|---|---|---|
| **Development Number** | **Development Name (or indicate PHA wide)** | **Number Vacant Units** | **% Vacancies in Development** |
| | | | |

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

**Table Library**

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

| Public Housing Asset Management | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Development Identification** | | **Activity Description** | | | | | | |
| Name, Number, and Location | Number and Type of units | Capital Fund Program Parts II and III *Component 7a* | Development Activities *Component 7b* | Demolition / disposition *Component 8* | Designated housing *Component 9* | Conversion *Component 10* | Home-ownership *Component 11a* | Other (describe) *Component 17* |
| | | | | | | | | |
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## --SECTION XXVI. DECONCENTRATION RULE

1. Objective: The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the housing authority is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the housing authority will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the housing authority does not concentrate families with higher income levels, it is the goal of the housing authority not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The housing authority will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the housing authority's computer system.

2. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:

   1. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.

   2. To accomplish the goals of:

      1_ Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and

      2_ Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the housing authority's Tenant Selection and Assignment Plan, which is a part of this policy, provides for skipping families on the waiting list to accomplish these goals.

# PHA Plan
# Table Library

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

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

Capital Fund Grant Number **AL09P10550100** FFY of Grant Approval: **01 / 2000**

☐ Original Annual Statement **Amendment No. 1 for allocation of Capital Funds**

| Line No. | Summary by Development Account | Total Estimated Cost |
|---|---|---|
| 1 | Total Non-CGP Funds | - 0 - |
| 2 | 1406 Operations | - 0 - |
| 3 | 1408 Management Improvements | - 0 - |
| 4 | 1410 Administration | **48,000** |
| 5 | 1411 Audit | - 0 - |
| 6 | 1415 Liquidated Damages | - 0 - |
| 7 | 1430 Fees and Costs | **40,000** |
| 8 | 1440 Site Acquisition | - 0 - |
| 9 | 1450 Site Improvement | - 0 - |
| 10 | 1460 Dwelling Structures | **911,947** |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | - 0 - |
| 12 | 1470 Nondwelling Structures | - 0 - |
| 13 | 1475 Nondwelling Equipment | - 0 - |
| 14 | 1485 Demolition | - 0 - |
| 15 | 1490 Replacement Reserve | - 0 - |
| 16 | 1492 Moving to Work Demonstration | - 0 - |
| 17 | 1495.1 Relocation Costs | **15,000** |
| 18 | 1498 Mod Used for Development | - 0 - |
| 19 | 1502 Contingency | - 0 - |
| 20 | **Amount of Annual Grant (Sum of lines 2-19)** | **1,014,947** |
| 21 | Amount of line 20 Related to LBP Activities | - 0 - |
| 22 | Amount of line 20 Related to Section 504 Compliance | - 0 - |
| 23 | Amount of line 20 Related to Security | - 0 - |
| 24 | Amount of line 20 Related to Energy Conservation Measures | **200,000** |

# Table Library

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

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|---|---|
| **AL-105-002 Knoxville Homes** | **1. Install new interior doors, frames, and hardware.** | **1460** | **34,560** |
| | **2. Install new prime doors and hardware.** | | |
| | **3. Install new prime window units.** | **1460** | **33,216** |
| | **4. Install new screen storm doors.** | **1460** | **53,973** |
| | **5. Install new security screens.** | **1460** | **15,644** |
| | **6. Install new kitchen cabinets and counter tops.** | **1460** | **47,104** |
| | **7. Install new plastic laminate wall bd.** | **1460** | **73,422** |
| | **8. Demo existing plaster walls and construct new 2 x 4 walls.** | **1460** | **9,618** |
| | **9. Demo existing gyp. bd. and install new 5/8" gyp. bd.** | **1460** | **246,370** |
| | **10. Install new VCT, Wd. base, 1/4" rd.** | **1460** | **14,729** |
| | **11. Install new electrical fixtures.** | **1460** | **11,111** |
| | **12. Install new Plumbing fixtures.** | **1460** | **16,825** |
| | **13. Install new coated wire shelving.** | **1460** | **28,356** |
| | **14. Install new ceramic tile wainscot, floor, and tub surround.** | **1460** | **5,867** |
| | **15. Install new range hood & stainless steel splash.** | **1460** | **40,988** |
| | **16. Install new bath accessories.** | **1460** | **4,639** |
| | **17. Provide new interior paint finishes.** | **1460** | **12,711** |
| | **18. Install new dryer vent kits.** | **1460** | **23,467** |
| | **19. Install new clothes line assemblies.** | **1460** | **1,955** |
| | **20. Install new waste bin enclosures.** | **1460** | **11,733** |
| | **21. Install new exterior wall hydrants.** | **1460** | **9,777** |
| | **22. Demolition existing electrical at interiors and install new electrical.** | **1460** | **3,520** |
| | **23. Install new HVAC supply and return air grills.** | **1460** | **148,947** |
| | **24. Construct new stoops & canopies.** | **1460** | **2,750** |
| | | **1460** | **60,665** |
| | **1. Relocation costs.** | **1495.1** | **15,000** |
| **PHA-Wide** | **1. Fees and Cost** | **1430** | **40,000** |
| | **2. Clerk of the Works salary & benefits** | **1410** | **48,000** |

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

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|---|---|---|
| **PHA WIDE** | **09/30/2001** | **09/30/2002** |
| **AL105-001 Curry Court Apts.** | **09/30/2001** | **09/30/2002** |
| **AL105-002 Knoxville Homes** | **09/30/2001** | **09/30/2002** |
| **AL105-003 Westgate Apts.** | **09/30/2001** | **09/30/2002** |
| **AL105-003 Curry Court Elderly** | **09/30/2001** | **09/30/2002** |

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

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

| **Optional 5-Year Action Plan Tables** | | | | | |
|---|---|---|---|---|---|
| **Development Number** | **Development Name (or indicate PHA wide)** | **Number Vacant Units** | **% Vacancies in Development** | | |
| **AL105-002** | **Knoxville Homes Apartments** | | | | |
| **Description of Needed Physical Improvement or Management Improvements** | | | | **Estimated Cost** | **Planned Start Date (HA Fiscal Year)** |
| | 1. New int. doors & frames.<br>2. New prime doors<br>3. New prime window units.<br>4. New screen storm doors.<br>5. New security screens.<br>6. kitchen renovations<br>7. Bathroom renovations<br>8. New electrical complete | 1460<br>1460<br>1460<br>1460<br>1460<br>1460<br>1460<br>1460 | | ← $ 54,416 per Unit X 16 dwelling units in year | **2001** |
| | 9. New elec. Fixtures & devices.<br>10. New floor coverings<br>11. New interior finishes | 1460<br>1460<br>1460 | | ← $ 54,416 per Unit X 16 dwelling units in year | **2002** |
| | 12. New porch canopies front and rear.<br>13. New clothesline assemblies.<br>14. New standing & running trim. | 1460<br>1460<br>1460 | | ← $ 54,416 per Unit X 16 dwelling units in year | **2003** |
| | 15. New closet shelving.<br>16. Heilical pier system at 30 dwelling units. | 1460<br>1460 | | ← $ 54,516 per Unit X 18 dwelling units in year | **2004** |

**Table Library**

| Total estimated cost over next 5 years | | $3,645,880 |
|---|---|---|

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

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

| Optional 5-Year Action Plan Tables | | | | | |
|---|---|---|---|---|---|
| **Development Number** | **Development Name (or indicate PHA wide)** | **Number Vacant Units** | **% Vacancies in Development** | | |
| **AL-105-001,002 003A & 003B** | **PHA-WIDE** | | | | |
| **Description of Needed Physical Improvement or Management Improvements** | | | | **Estimated Cost** | **Planned Start Date (HA Fiscal Year)** |
| PHA-WIDE | Fees & Costs<br>Administration Costs<br>Relocation Costs | 1430<br>1410<br>1495 | | 40,000<br>34,500<br>10,000 | 2001,2002,2003,2004<br>2001,2002,2003,2004<br>2001,2002,2003,2004 |

**Table Library**

| Total estimated cost over next 5 years | | $338,000 |
|---|---|---|

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

| Public Housing Asset Management | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Development Identification** | | **Activity Description** | | | | | | |
| Name, Number, and Location | Number and Type of Units | Capital Fund Program Parts II and III *Component 7a* | Development Activities *Component 7b* | Demolition/ disposition *Component 8* | Designated housing *Component 9* | Conversion *Component 10* | Home-ownership *Component 11a* | Other (describe) *Component 17* |
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# Table Library

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

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The department objective is to ensure that physical facilities and systems both dwelling and non-dwelling unit systems and site systems of the Housing Authority of the City of Talladega, Alabama are safe, sanitary and in good operating condition. The department is structured to achieve these objectives through five (5) different maintenance programs.

1. Preventive Maintenance which includes routine inspections on all Dwelling Units, Office Facilities, Public use facilities, Development sites and systems.
2. An effective work order system that provides fast tracking and a detailed record of all properties.
3. An efficient procurement system that includes competitive pricing to ensure the best possible price on materials.
4. An accurate inventory system that locates and tracks the supplies on hand to complete each daily task.
5. An active Safety Program to protect maintenance employees from any occupational injury/disease that could result from daily operations.

The practice of monitoring these systems helps the department respond more efficiently and ensures that each resident gets the professional service they deserve.

## 1. PREVENTIVE MAINTENANCE PROGRAM

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

1. Uniform Physical Condition Standards:

UPCS inspections are a thorough inspection performed on all properties once per year. The inspection form used provides a thorough checklist for all items inspected. The inspector is required to check ceilings, attic structures, structural items and interior/exterior items. Any item that is not in compliance is listed on the computer under the UPCS work orders and brought to standards before the closing of each month. Some items require the resident to bring items up to standard. These are rechecked at the time other UPCS work orders are being completed. Should

the items not be addressed by the resident, they are completed by the department and charged to the resident. Each resident is informed if they passed, failed, or received an incomplete from the inspection.

2. Pre-Move In Inspection.

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

3. Move In Inspection.

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

4. Move Out Inspections.

Move out inspections are performed when any resident of the Housing Authority turns in an Intent to Vacate notice, or when resident's lease has been terminated and the vacate day arrives. The move out inspection is performed by Maintenance Administration personnel or appointed personnel. The inspector is responsible for noting and informing the resident of any deficiency/damaged related charges.

5. Special Scheduled Inspections.

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

6. Systems Inspections.

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

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

UNIT/FACILITY INTERIORS:

1. Substrates (Block, Plaster, Sheetrock, Attic Truss & Joist Systems)

2. Finishes (Paint, VCT, Formica, Ceramic Tile, Ceilings, Cabinets, Caulking, Grout, Baseboards, etc)

3. Carpentry (Doors, Windows, Hardware, Frames, Sills, Latches, Strikes, Screens, Panels, Thresholds, Shelves, Closet Rods, Curtain Rods, etc.)

4. Electrical (Smoke Alarms, Receptacles, Switches, Electric Panels, Light Fixtures, Emergency Call Stations, etc)

5. Plumbing (Kitchen & Bath Sinks, Drains, Faucets, Water Heater, Tubs, Valves, Supply Lines, Piping In Attic If Applicable)

6. Appliances (Range, Refrigerator, Exhaust Fans, Range hoods, etc)

7. Mechanical (HVAC Systems, Thermostats, Attic Duct, Exhaust Vent Work, Combustible Air Vents, Washers and Dryers at Washateria)

8. General (Overall Condition of The Unit/Facility Should Be Noted On The Inspection Form. Work Orders Are Processed Immediately After Completion Of Inspection)

UNIT/FACILITY EXTERIORS:

9. Substrates (Roofs, Block, Brick, Trash Bin Walls, Flashing And Siding, Concrete Sidewalks, Steps, Structural Points, etc)

10. Finishes (Storm Windows, Panels, Screen Doors, Prime Doors, Window Hardware)

11. Electrical (Light Fixtures, Emergency Call Systems)

12. Plumbing (Hose Bibs, Sewer Cleanouts, Gas and Water Meters and Piping, Valve Boxes)

13. Mechanical (Roof Jacks, Dryer Vents, Rain Diverters, Gutter and Down spouts)

14. General (Appearance of Trash Bins, Yard Area, Porch Stoops, Shrubs, Walks, Clotheslines - Should Be Noted On Inspection Form.)

## 2. PREVENTIVE SYSTEMS

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

### 1. Pest Control System

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

### 2. Grounds/Site Systems

Grounds and sites are inspected thoroughly once per year, and are maintained weekly by the grounds crew. Property and fence lines are serviced, inspected, sprayed semiannually. All properties are cleaned and picked up weekly. Garbage service consist of gathering all trash from each development and taking to the dump. Common areas are mowed at least once per month, usually once every two weeks. Tree and shrubbery along all common areas are inspected annually. Sidewalks, roadways and parking lots are maintained by the City of Talladega.

### 3. Mechanical Systems

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

### 4. Utility Systems

All water valves are operated annually to ensure proper operation. At this time, all master meters, backflow preventers, reducing valves, utility pits and water valve boxes are inspected and cleaned of any trash or debris.

All gas valves are operated annually to ensure proper operation. All valve boxes are inspected and cleaned of any debris. All valves are turned 1/4 turn to ensure that they will operate without disturbing any services. All records of gas system services are kept in the Alabama Public Service Commissioner file for the annual review. All systems are polyethylene piping and do not require cathodic protection inspections. All underground gas piping is checked for leaks by an

independent contractor every five (5) years. All master meters are checked and serviced by AlaGasCo annually. A copy of each service is located in the Public Service Commission file. All gas lines are checked annually except for underground gas piping.

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

Storm Sewer Systems are inspected annually and are treated for rodents by the pest control contractor semi-annually. All head walls and manhole inlets are cleaned of any trash and debris and any deterioration is corrected immediately.

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

5. Electrical Systems

Electrical systems are inspected thoroughly at the time of UPCS Inspections, however, they require additional attention to maintain. Smoke alarms have nine (9) scheduled checks each year but are checked with every work order or service to each unit. All exterior lighting is checked semi-annually and are serviced as needed. Resident Council Presidents routinely report any lighting deficiencies. This is not a requirement but is helpful to maintenance department personnel.

6. Structural Systems

Structural Systems are inspected thoroughly at time of UPCS inspections.

7. Vehicle and Equipment Service System

All fluid levels of all vehicles and equipment are checked before each usage and requires frequent services to properly maintain. Employees are required to check and test each system of the vehicle monthly. This check includes fuel system filters, battery system, wipers, brakes, back up lights, tire pressure, headlights, taillights and tire wear.

Vehicles require oil changes every 4000 miles. Scooters and law equipment have oil changes every 300 hours. The driver is responsible for maintaining oil changes usually with schedule service through the local Express Oil Change Center.

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

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

## 3. WORK ORDER SYSTEM

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

8. Emergency Work Orders

Emergency work orders are usually called in by the Resident, but can be reported by anyone. The estimated time standard is “IMMEDIATELY".

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

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

1. Urgent Work Orders

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

- Bursted water heater
- Stopped up sewage
- Bursted water line
- Stopped up or broken commode
- Broken prime and/or storm windows

1. Preventive Work Orders

Preventive work orders are processed by the department and usually consist of any work item from a system inspection, or routine services. (See individual systems for cycles) The estimated time standard is within ten (10) days, however, crews are usually assigned the items within 2 - 3 working days.

- Change HVAC filters
- Treat fence lines for foliage
- Mow all common areas
- Weedeat common areas

1. Routine Work Orders

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

- Screen door hardware
- Light bulb replacement
- Towel bar, soap dish, paper holder replacement

1. Uniform Physical Condition Standard

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

- Repair/replace door handle
- Clean appliances
- Repair window screen
- Any deficiency in UPCS inspection

1. Vacancy Work Orders

Vacancy work orders are generated by the Occupancy Department. These work orders are entered on the computer at the time a move out inspection form is received. These work orders are taken off at the time the Maintenance Department turns the unit over to Occupancy to rent. This schedule allows management to track the average days it takes to turn a unit over as complete. Estimated time standards range from 3 - 5 days per unit depending on the condition of the unit at time of move out.

- Prep/paint/finish unit
- Repair window screens
- Anything it takes to complete the unit is recorded on the order.

1. Other Work Orders

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

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

1. Work Order Control and Reports

Outstanding Work Orders - outstanding work order reports are printed and reviewed weekly. This report keeps track of all incomplete work and is filed weekly.

Work Order Control Log - work order control log lists all work accomplished for the time period and the employee number of the employee who responded to the work. This report is reviewed monthly and filed.

Work Order Summary - work order summaries list all work orders by individual classifications, list any charges, time responded and time phoned in. The report is reviewed and filed monthly.
Completed Work Orders - completed work orders list all work orders completed, response time and employee name. This report is reviewed monthly.

## 4. PROCUREMENT PROGRAM

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

## 5. INVENTORY

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

2. Physical Assets

Lists all appliances, office equipment, maintenance equipment and equipment needed in daily operations. This record only needs updating when assets are moved or disposed of. (Please see the Procurement and Disposition Policy for proper operations.)

3. Maintenance Inventory

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

## 6. SAFETY PROGRAM

The safety program is designed to keep all employees free from occupation injury/disease by informing the employees of the requirements and keeping safety materials available upon request. The employee is responsible for wearing the proper garments. Each employee is required to provide and wear steel toe boots/shoes as defined in the Personnel Policy. The system is structured by three means of information:

1: Safety Meetings
2: Material Safety Data Sheets
3: Equipment Safety Data Sheets

4. Safety Meetings

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

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

1. Blood Born Pathogens Policy

Each site is equipped with a bio-hazard kit which is specifically designed for handling and cleaning of body fluids. Each employee is aware of the procedures and they are posted on each bulletin board. Each employee is vaccinated for Hepatitis as required by OSHA law tile 29CFR 1910.1030.

1. Material Safety Data Sheets

MSDS sheets are posted publically at each maintenance facility for each employee's review. These sheets contain information on every chemical used by the department. The sheets are updated every time the department purchases a new chemical and are updated before the chemical is distributed. Employees are required to read the sheets before using any new chemical.

2. Equipment Safety Data Sheets

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

3. Safety Materials

Each employee receives safety material upon beginning work for the Talladega Housing Authority Maintenance Department. Some items are requested on an as needed basis:

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

## 7. TRAINING

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

## 8. CAPITAL IMPROVEMENTS

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

## 9. ENERGY CONSERVATION ACTIVITIES

The department takes every precaution to ensure units are kept as efficient as possible. All units have received a thorough inspection from an independent energy auditor. All requirements have been met or scheduled to be met in an upcoming modernization plan for June 1, 1998. All utility meters and systems have been completely renovated or are scheduled for renovation before the end of 1998. All apartments have the proper insulation value, storm windows and lighting requirements. A copy of the audit is in the modernization files and is available upon request.

**TALLADEGA HOUSING AUTHORITY (HA)**
**DWELLING LEASE ADDENDUM**

# PET POLICY

**Section I.**

1. Pet ownership: A tenant may own one or more common household pets or have one or more common household pets present in the dwelling unit of such tenant, subject to the following conditions:

    1. Each Head of Household may own up to two (2) pets. If one of the pets is a dog or cat, (or other four legged animal), the second pet must be contained in a cage or an aquarium for fish. Each bird or other animals, other than fish, shall be counted as one pet.
    2. If the pet is a dog or cat, it must be neutered/spayed by the age of six (6) months, and cats must be declawed by the age of three (3) months. The evidence can be provided by a statement/bill from a veterinarian and/or staff of the Humane Society. The evidence must be provided prior to the execution of this agreement and/or within 10 days of the pet becoming of the age to be neutered/spayed or declawed. Tenant must provide waterproof and leakproof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Tenant shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Also, the weight of a cat cannot exceed 10 pounds (fully grown) and a dog may not exceed 20 pounds in weight (fully grown). All other four legged animals are limited to 10 pounds (fully grown).
    3. If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.
    4. If the pet is a fish, the aquarium must be twenty gallons or less, and the container must be placed in a safe location in the unit. The Tenant is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and nonhazardous manner.
    5. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations can be provided by a statement/bill from a veterinarian or staff of the Humane Society and must be provided before the execution of this agreement.
    6. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Tenant's lawns. Also, all pets must wear collars with identification at all times. Pets without a collar will be picked up immediately and transported to the Humane Society or other appropriate facility.
    7. All authorized pet (s) must be under the control of an adult. An unleashed pet, or one tied to a fixed object, is not considered to be under the control of an adult. Pets which are unleashed, or leashed and unattended, on HA property may be impounded and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member

of the HA staff has to take a pet to the Humane Society, the Tenant will be charged $50.00 to cover the expense of taking the pet(s) to the Humane Society.

8. Pet(s) may not be left unattended for more than twenty-four consecutive hours. If it is reported to HA staff that a pet(s) has been left unattended for more than a twenty-four (24) consecutive hour period, HA staff may enter the unit and remove the pet and transfer the pet to the Humane Society. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Tenant. In the case of an emergency, the HA will work with the resident to allow more than 24 hours for the resident to make accommodations for the pet.

9. Pet(s), as applicable, must be weighed by a veterinarian or staff of the Humane Society. A statement containing the weight of the pet must be provided to the HA prior to the execution of this agreement and upon request by the HA.

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**NOTE: Any pet that is not fully grown will be weighed every six months. Also, any pet that exceeds the weight limit at any time during occupancy will not be an eligible pet and must be removed from HA property.**

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2. Responsible pet ownership: Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of by the tenant to avoid any unpleasant and unsanitary odor from being in the unit.

3. Prohibited Animals: Animals or breeds of animals that are considered by the HA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, rottweiler, doberman pinscher, pit bulldog, and/or any animal that displays vicious behavior. This determination will be made by a HA representative prior to the execution of this lease addendum.

4. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other tenants. The terms, “disturb, interfere or diminish” shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities. This includes any pets for one-half hour or more and therefore disturbs any person at any time of the day or night. The Housing Manager will terminate this authorization if a pet disturbs other tenants under this section of the lease addendum. The Tenant will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.

5. If the animal should become destructive, create a nuisance, represent a threat to the safety and security of other persons, or create a problem in the area of cleanliness and sanitation, the Housing Manager will notify the tenant, in writing, that the animal must be removed from the Public Housing Development, within 10 days of the date of the notice from the HA. The Tenant may request a hearing, which will be handled according to the HA’s established grievance procedure. The pet may remain with the tenant during the hearing process unless the HA has determined that the pet may be a danger or threat to the safety and security of other persons. If this determination has been made by the HA, the pet must be immediately removed from the unit upon receipt of the notice from the HA.

6. The Tenant is solely responsible for cleaning up the waste of the pet within the dwelling and on the premises of the public housing development. If the pet is taken outside it must be on a leash at all times. If there is any visible waste by the pet it must be disposed of in a plastic bag, securely tied and placed in the garbage receptacle for their unit. If the HA staff is required to clean any waste left by a pet, the Tenant will be charged $25.00 for the removal of the waste.

7. The Tenant shall have pets restrained so that maintenance can be performed in the apartment. The Tenant shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the Tenant shall be charged a fee of $25.00. If this same situation again occurs, the pet shall be removed from the premises. Pets that are not caged or properly restrained may be impounded by animal control officers or by HA staff and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff takes a pet to the Humane Society the Tenant will be charged an additional $50.00 to cover the expense of taking the pet(s) to the Humane Society. The housing authority shall not be responsible if any animal escapes from the residence due to maintenance, inspections or other activities of the landlord.

8. Pets may not be bred or used for any commercial purposes.

**Section II. SCHEDULE OF ANNUAL FEES AND INITIAL DEPOSIT**

FEE AND DEPOSIT SCHEDULE

(An Annual Fee and Deposit is required for each Pet)

| **Type of Pet** | **Fee** | **Deposit** |
|---|---|---|
| Dog | $150.00 | $250.00 |
| Cat | $100.00 | $150.00 |
| Fish Aquarium | $0 | $0 |
| Fish Bowl (Requires no power and no larger than two gallons) | $0 | $0 |
| Caged Pets | $100.00 | $150.00 |

**Note: the above schedule is applicable for each pet; therefore, if a tenant has more than one pet, he or she must pay the applicable annual fee and deposit for each pet.**

The entire annual fee and deposit (subject to the exception listed below) must be paid prior to the execution of the lease addendum. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy. The annual fee shall be paid at the time of reexamination each year and all proof of inoculations and other requirements shall be made available to the HA at such time. The Annual Fee is not reimbursable. The deposit made shall be utilized to offset damages caused by the pet and/or tenant. Any valance, if any, from the deposit will be refunded to the tenant. **THERE SHALL BE NO REFUND OF THE ANNUAL FEE.**

It shall be a serious violation of the lease for any tenant to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of Paragraph IV (L) of the lease ( a serious violation) and the HA will issue a termination notice. The tenant will be entitled to a grievance hearing in accordance with the

provisions of Paragraph 5 of this Pet Policy or the Grievance Procedure, as applicable.

## RESIDENT ACKNOWLEDGMENT

After reading and/or having read to me this lease addendum I, _____ agree to the following: (Print Name)

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by pet(s) and shall pay the landlord or applicable party for any damages or injury caused by the pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will indemnify and hold harmless the landlord for any claims by or injuries to third parties or their property caused by my pet(s).

I agree to pay a non-refundable annual fee of $_____ to cover some of the additional operating cost incurred by the HA. I also understand that this fee is due and payable prior to the execution of this lease addendum and each twelve months thereafter.

I agree to pay a refundable pet deposit of $_____ to the HA. The Annual Fee and Initial Deposit must be paid prior to the execution of this lease addendum. The pet deposit may be used by the Landlord at the termination of the lease toward payment of any rent or toward payment of any other costs made necessary because of Tenant's occupancy of the premises. Otherwise, the pet deposit, or any balance remaining after final inspection, will be returned to the Tenant after the premises are vacated and all keys have been returned.

I AGREE AND UNDERSTAND THAT ALL INFORMATION CONCERNING MY PET (S) MUST BE UPDATED ANNUALLY AND PROVIDED TO THE HA AT THE ANNUAL REEXAMINATION. ANNUAL FEES SHALL BE PAYABLE IN FULL TWELVE MONTHS FROM THE APPROVAL DATE.

I AGREE AND UNDERSTAND THAT VIOLATING THIS LEASE ADDENDUM MAY RESULT IN THE REMOVAL OF THE PET(S) FROM THE PROPERTY OF THE HA AND/OR EVICTION. I ALSO UNDERSTAND THAT I MAY NOT BE ALLOWED TO OWN ANY TYPE OF PET IN THE FUTURE WHILE BEING AN OCCUPANT OF THE HA.

I ALSO UNDERSTAND THAT I MUST OBTAIN PRIOR APPROVAL FROM THE HA BEFORE MAKING A CHANGE OF A PET FOR WHICH THIS POLICY WAS APPROVED OR ADDING A SECOND PET. ALSO, A PICTURE MAY BE TAKEN BY THA HA STAFF OF THE PET(S) FOR DOCUMENTATION.

_____ Date:_____

(Head of Household Signature)

_____

Date:_____

(Housing Authority Representative Signature)

ATTACHMENT (h): (AL105h02)

Our Five Year Goals at the end of the third quarter of the first year have been reviewed and appear to be on schedule. Much work remains to be done.

Our Goals to reduce vacancies and turnaround time continues to be higher than desired and our reduction efforts will continue.

Management scores have shown a slight increase and all renovations and modernization programs are on schedule.

There has been no significant increase in number and percentage of employed persons. However, agencies providing supportive services and training continue to assist when possible.

For purposes of the Deconcentration Rule, the authority is a scattered site development. We have forty-six (46) new admissions in 2000. Thirty-seven percent (37%) of the new admissions were incomes above the AMI for the City of Talladega. Sixty-three percent (63%) of admissions were incomes below the AMI. Twenty-three percent (23%) of these admissions were homeless and two percent (2%) were involuntarily displaced. Seventeen percent (17%) of admissions were incomes above fifty percent (50%) of the area AMI.

Public Housing security improvement continues to be addressed through the Capital Fund and Drug Elimination Programs.

Affirmative measures are used to insure equal opportunity and further fair housing objectives.

The goals discussed above are those listed in the Five Year Plan submitted in 1999 and have been resubmitted with this 2001 Annual Plan. This criteria does not reflect a substantial deviation in the Plan.

ATTACHMENT (i): RESIDENT MEMBERSHIP ON THE PHA BOARD:

Members of the Board of Commissioners of the Talladega Housing Authority are appointed by the Mayor of the City of Talladega.

Ms. Leila Rogers, a resident of #41 Curry Court, was appointed by Mayor Charles Osborne on January 29, 1999. Her term will expire in January, 2004.

ATTACHMENT (j):

Membership of the Resident Advisory Board of the Talladega Housing Authority AL105:

| | |
|---|---|
| Carolyn White | Curry Court #34 |
| Sandra Walker | Curry Court #36 |
| Leila Rogers | Curry Court #41 |
| Annie White | Curry Court #42 |
| Linda Mackey | Curry Court #47 |
| Kathy Jackson | Curry Court #72 |
| Ozell Cass | Curry Court #117 |
| Pat Taylor | Curry Court #220 |
| Roy Dial | Curry Court #230 |
| Elizabeth Whitson | Knoxville Homes #31 |
| Shaunnon Threatt | Knoxville Homes #47 |
| Lakesha Aaron | Westgate #52 |
| Katrina Williams | Westgate #83 |
| Josie Kelly | Westgate #91 |
| Leslie G. Thomas | Westgate #112 |
| LaShunda Weed | Westgate #114 |
| Erica Lynn Green | Westgate #140 |