

# PHA Plans

## Streamlined Annual Version

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

OMB No. 2577-0226  
(exp. 05/31/2006)

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Streamlined Annual PHA Plan for Fiscal Year: 2004

## PHA Name: SHELBY HOUSING AUTHORITY

March 10, 2004 Version 1

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

## Streamlined Annual PHA Plan Agency Identification

**PHA Name:** SHELBY HOUSING AUTHORITY

**PHA Number:** MS 089

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2004

**PHA Programs Administered:**

**Public Housing and Section 8**     
  **Section 8 Only**     
  **Public Housing Only**  
 Number of public housing units:     
 Number of S8 units:     
 Number of public housing units:  
 Number of S8 units:

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**PHA Plan Contact Information:**

Name: LINDA BALDUCCI , EXECUTIVE DIRECTOR      Phone: 662-389-7141  
 TDD:      Email (if available):

**Public Access to Information**

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

PHA's main administrative office     
  PHA's development management offices

## Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection.  Yes  
 No.

If yes, select all that apply:

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or 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

## Streamlined Annual PHA Plan Fiscal Year 2004

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#### A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies  
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
- 2. Capital Improvement Needs  
**903.7(g) Statement of Capital Improvements Needed**
- 3. Section 8(y) Homeownership  
**903.7(k)(1)(i) Statement of Homeownership Programs**
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan
- X 9. Attachments

#### B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan** identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions; and**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)**

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

**A. Site-Based Waiting Lists-Previous Year**

1. Has the PHA operated one or more site-based waiting lists in the previous year? **NO**
2. If yes, complete the following table; if not skip to B.

<b>Site-Based Waiting Lists</b>				
<b>Development Information:</b> (Name, number, location)	<b>Date Initiated</b>	<b>Initial mix of Racial, Ethnic or Disability Demographics</b>	<b>Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL</b>	<b>Percent change between initial and current mix of Racial, Ethnic, or Disability demographics</b>

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

## B. Site-Based Waiting Lists – Coming Year

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 next component.

1. How many site-based waiting lists will the PHA operate in the coming year? **NONE**
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)

## 2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### A. Capital Fund Program

1.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities).---  
**DETAILS WILL NOT BE KNOWN UNTIL BONDS ARE ISSUED. THIS MAY NOT OCCUR UNTIL LATE 2004.**

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

Applicability: 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.

1.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

3. Status of HOPE VI revitalization grant(s):

<b>HOPE VI Revitalization Grant Status</b>
a. Development Name:
b. Development Number:
c. Status of Grant:
<input type="checkbox"/> Revitalization Plan under development <input type="checkbox"/> Revitalization Plan submitted, pending approval <input type="checkbox"/> Revitalization Plan approved <input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3.  Yes  No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?  
 If yes, list development name(s) below:

4.  Yes  No: 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:
5.  Yes  No: 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:

### **3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program**

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

#### 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, what is the maximum number of participants this fiscal year?

##### 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:

- c. What actions will the PHA undertake to implement the program this year (list)?

#### 3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

#### **4. Use of the Project-Based Voucher Program**

##### **Intent to Use Project-Based Assistance**

Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below):

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

## **5. PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here) STATE OF: **Mississippi**

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 on its waiting lists 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) CHAS 2000

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) IT ENCOMPASSES THE NEEDS OF APPLICANTS ON THE WAITING LIST

### **6. Supporting Documents Available for Review for Streamlined Annual PHA Plans**

PHAs are to 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of	Annual Plan: Operations and

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	pest infestation (including cockroach infestation).	Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment). <b>06/30/2003</b>	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service &

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
		Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	SEE ATTACHMENTS
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

**7. CAPITAL FUND PROGRAM ANNUAL STATEMENT**

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: SHELBY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MS26P089501-04 Replacement Housing Factor Grant No:	Federal FY of Grant:  <b>2004</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	15,203			
3	1408 Management Improvements				
4	1410 Administration	3,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	24,700			
11	1465.1 Dwelling Equipment— Nonexpendable	1,300			
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: SHELBY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MS26P089501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	47,203			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: SHELBY Housing Authority		Grant Type and Number Capital Fund Program Grant No: MS26P089501-04 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Operations	1406		15,203				
	A/E Fees, Inspections	1410		3,000				
	Mod Coordinator/Specifications	1430		3,000				
	Stoves (250 ea)	1465.1	2	500				
	Refrigerators (400 ea)	1465.1	2	800				
MS 089-001	Renovation of bathrooms: add wall liner, replace vanities, commode, sink, tubs	1460	10 units	24,700				
	TOTAL			47,203				



## 8. Capital Fund Program Five-Year Action Plan

### Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name SHELBY Housing Authority						<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008	
	Annual Statement					
HA WIDE-OPERATIONS		15,203	15,203	15,203	15,203	
HA-WIDE-ADMIN		3,000	3,000	3,000	3,000	
HA-WIDE- FEES & COSTS		3,000	3,000	3,000	3,000	
HA-WIDE-NON EXP DWEL EQUIP		1,300	1,300	1,300	1,300	
MS089-001		24,700	24,700	24,700	24,700	
CFP Funds Listed for 5-year planning		47,203	47,203	47,203	47,203	
Replacement Housing Factor Funds						





ADDITIONAL ATTACHMENTS AND INFORMATION

HOUSING AUTHORITY OF : Shelby

<u>Attachment:</u>	<u>Description:</u>
A	PERFORMANCE AND EVALUATION REPORTS
B	RESIDENT MEMBER ON GOVERNING BOARD
C	MEMBERSHIP OF THE RESIDENT ADVISORY BOARD
D	RESULTS OF 2 <sup>ND</sup> , 3 <sup>RD</sup> , AND 4 <sup>TH</sup> YEAR ACTIVITIES
E	SUBSTANTIAL DEVIATION POLICY
F	IMPLEMENTATION OF COMMUNITY SERVICE POLICY
G	PET POLICY
H	DECONCENTRATION
I	ORGANIZATION CHART
J	VOLUNTARY CONVERSION INITIAL ASSESSMENT
K	RESIDENT ASSESSMENT FOLLOW-UP PLAN

**ATTACHMENT A: PERFORMANCE AND EVALUATION—OPEN CFP PROGRAMS**

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: <b>Shelby</b>			Grant Type and Number Capital Fund Program Grant No: <b>MS26P089501-03</b> Replacement Housing Factor Grant No:		Federal FY of Grant: 09/2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>12/31/2003</b> <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	17,000	17,000	17,000	17,000
3	1408 Management Improvements				
4	1410 Administration	5,000	5,000	5,000	5,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,000	3,000	3,000	
8	1440 Site Acquisition				
9	1450 Site Improvement	1,000	0		
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	10,159	12,467	12,467	0
13	1475 Nondwelling Equipment	2,200	1,892	1,892	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Shelby</b>	Grant Type and Number Capital Fund Program Grant No: <b>MS26P089501-03</b> Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2003
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:1 )  
 Performance and Evaluation Report for Period Ending: **12/31/2003**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	39,359	39,359	39,359	22,000
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages

PHA Name: <b>Shelby</b>		Grant Type and Number Capital Fund Program Grant No: <b>MS26P089501-03</b> Replacement Housing Factor Grant No:				Federal FY of Grant: 09/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	TRANSFER TO OPERATIONS	1406		17,000	17,000	17,000	17,000	C
HA-WIDE	ADMINISTRATION-ACCTG/CLERK OF WORKS, ETC	1410		5,000	5,000	5,000	5,000	C
HA-WIDE	FEES-CONSULTANT, PLANNING, ETC	1430		4,000	3,000	3,000	0	IP
HA-WIDE	SITE IMPROVEMENTS	1450		1,000	0	0	0	
MS089-001	DWEL STRUCTURES-RENOVATE BATHROOM WALLS AND INSTALL WALL LINER, VANITIES	1460	10 UNITS	10,159	12,467	12,467	0	IP
MS089-001	DWEL EQUIP-REPLACE STOVES/REFRIGERATORS	1465 .1	5	2,200	1,892	1,892	0	IP
				39,359	35,359	35,359	22,000	
	C = COMPLETED							
	IP = IN PROGRESS							



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Shelby</b>	Grant Type and Number Capital Fund Program Grant No: <b>MS26P089502-03</b> Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2003
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: **12/31/2003**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	3,844		3,844	0
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	1,000		1,000	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	3,000		3,000	0
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	7,844		7,844	0

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages

PHA Name: <b>Shelby</b>	Grant Type and Number Capital Fund Program Grant No: <b>MS26P089502-03</b> Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2003
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	OPERATIONS	1406		3,844		3,844	0	IN PROGRESS
HA-WIDE	FEEES AND COSTS-PLANNING/CLERK OF WORKS	1430		1,000		1,000	0	IN PROGRESS
HA-WIDE	CONTINUE BATHROOMS REPAIRS	1460	3 UNITS	3,000		3,000	0	IN PROGRESS
				7,844		7,844	0	



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Shelby</b>	Grant Type and Number Capital Fund Program Grant No: <b>MS26P089501-02</b> Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2002
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:1 )  
 Performance and Evaluation Report for Period Ending: **12/31/2003**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	15,000	15,000	15,000	15,000
3	1408 Management Improvements	1,004	1,004	1,004	1,004
4	1410 Administration	502	502	502	502
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,150	6,400	6,400	6,400
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	21,544	20,294	20,294	20,294
11	1465.1 Dwelling Equipment—Nonexpendable	4,636	4,636	4,636	4,636
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	47,836	47,836	47,836	47,836
22	Amount of line 21 Related to LBP Activities				

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: <b>Shelby</b>	Grant Type and Number Capital Fund Program Grant No: <b>MS26P089501-02</b> Replacement Housing Factor Grant No:	Federal FY of Grant: 09/2002
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:1 )  
 Performance and Evaluation Report for Period Ending: **12/31/2003**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				







## Required Attachment B: Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
- i. Name of resident member(s) on the governing board: N/A
- ii. How was the resident board member selected: (select one)?
- Elected  
 Appointed
- C. The term of appointment is (include the date term expires):
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain): Until this is clarified because the requirement is in conflict with the law of the State of Mississippi , the Board has decided to delay implementing this requirement.
- B. Date of next term expiration of a governing board member: JULY, 2004
- iii. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):  
The Mayor and City Council appoint members to the Board of Commissioners.  
We will inform the Mayor and Council of the HUD requirements.

## **Attachment C: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Rosie Stancle

Gloria Morton

Belvia Craig

Loria Douglas

Evon Kahee

Ynetter Rice

Barbara Williams

## **ATTACHMENT D: RESULTS OF SECOND YEAR ACTIVITIES AND PROGRESS REPORT**

This Annual Plan is an update of the Five-Year Plan as adopted in 1999. All major components are covered in this Annual Plan for FYE 2002. Planned modernization work throughout all of the sites is disclosed and the attachments disclose results of the first year activities, major policies that have been adopted in accordance with HUD final rules, and resident board member status. The following policies have been updated: pet, capitalization, flat rents, substantial deviation, and community service. Other policies are under review and appropriate changes are being made based on the latest HUD regulations. The 2002 CFP is being planned.

The changes to policies discussed in last year's PHA Plan are covered in this Update. There have been no changes in the programs of the PHA.

## ***ATTACHMENT D: RESULTS OF THIRD YEAR ACTIVITIES AND PROGRESS REPORT***

This Annual Plan is an update of the Five-Year Plan as adopted in 1999. All major components are covered in this Annual Plan for FYE 2003. Planned modernization work throughout all of the sites is disclosed and the attachments disclose results of the first and second year activities, major policies that have been adopted in accordance with HUD final rules, and resident board member status. Adopted policies are under review and appropriate changes will be made based on the latest HUD regulations, if necessary and appropriate. The 2003 CFP has been planned and is presented herein.

## **Attachment D: Results of Fourth Year Activities & Progress Report**

This Annual Plan is an update of the Five-Year Plan as adopted in 1999. All major components are covered in this Annual Plan for FYE 2004. Planned modernization work throughout all of the sites is disclosed and the attachments disclose results of the first, second and third year activities, major policies that have been adopted in accordance with HUD final rules, and resident board member status. Adopted policies are under review and appropriate changes will be made based on the latest HUD regulations, if necessary and appropriate. The 2004 CFP has been planned and is presented herein. Community Service Plan has been reinstated based on the change in Federal Law and went into effect as of October 1, 2003.

## **ATTACHMENT E: SUBSTANTIAL DEVIATION POLICY**

Policy Defining A Substantial Deviation and Change in the Agency Plan

The Housing Quality and Work Responsibility Act of 1998 requires the Housing Authority to notify the Resident Advisory Board, the Board of Commissioners and the U S Department of Housing and Urban Development of any “substantial deviation” or “significant amendment” in the Agency’s Annual Plan and in the 5-Year Plan proposed modernization and capital improvement activities that have been previously approved and reported to HUD.

The Housing Authority recognizes that it has a duty and responsibility to the residents, to the Resident Advisory Board, to the Commissioners and to the public to advise them of any substantial deviation or substantial change in the overall Plan and any preplanned modernization work items.

Therefore, the Housing Authority hereby defines a “substantial deviation” as any deletion or addition of any modernization work item that is greater than \$25,000; the addition or deletion of any new or old program or activity; any changes with regard to demolition, disposition, or designation of housing units; any homeownership programs or conversion activities; and any changes to rent or admission policies (except changes made to reflect changes in HUD regulatory requirements). A “significant amendment” would be changes in the use of replacement reserves under the Capital Funds program or the addition of non-emergency work items not included in the current Annual Plan that is greater than \$25,000.

The Executive Director is assigned the responsibility of making the required notifications to all interested and affected parties as described above of any “substantial deviation” or “significant amendment” to the Annual and Five-Year Plans as well as notification to the public of any material change, that is not defined above, that, in his or her opinion, should be made known to the public as good business practice.

Adopted this \_\_28<sup>th</sup>\_\_ day of \_\_September\_\_, 2001

## **ATTACHMENT F: IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS**

The Shelby Housing Authority has suspended its enforcement of the 8-hour community service requirement after a 30-day notice on 5/30/02. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy as long as Congress provides for the option to not enforce it.

Congress reinstated the Community Service Requirements for public housing residents in 2003. The PHA notified the residents that were affected and re-adopted the Community Service Policy that has previously been suspended. The Policy was re-instated as of October 1, 2003.

## **ATTACHMENT G: PET POLICY**

The Housing Authority, after reviewing the changes that were needed to comply with the final rule of July 10,2000, adopted the appropriate policy in the year 2000 to comply.

The Pet Policy is currently an addendum to the dwelling lease, and the PHA will be soon incorporating its provisions into the Admissions and Continued Occupancy Policy when it is updated.

The reasonable requirements include:

- Limitation on the number of pets,
- Evidence that the pet is neutered or spayed,
- Evidence of inoculation
- Under the control of an adult member of the household when outside the dwelling unit,
- Prohibits animals considered 'dangerous' by the housing authority,
- Requires a reasonable pet security deposit, and
- Prohibits breeding of pets for commercial purposes.

## ATTACHMENT H: DECONCENTRATION

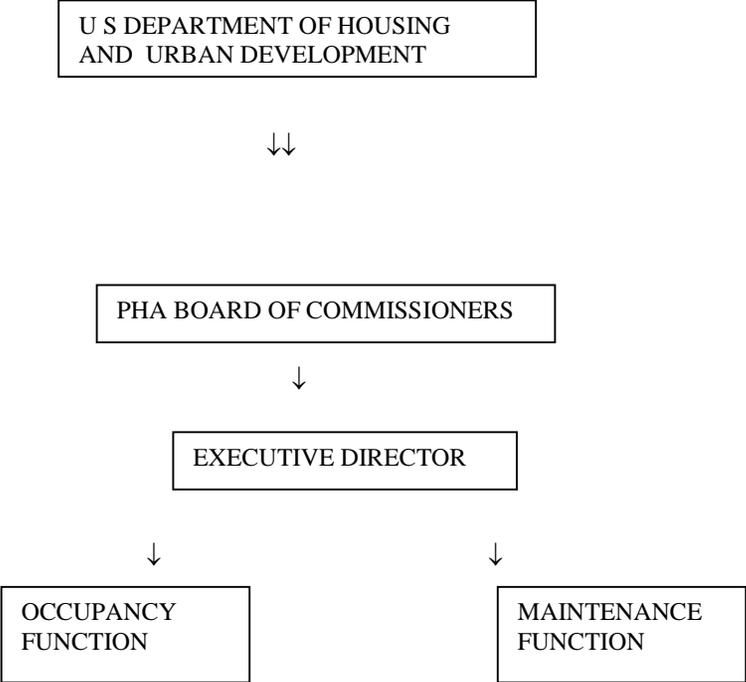
### Component 3, (6) De-concentration and Income Mixing

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the de-concentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

De-concentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	De-concentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

**ATTACHMENT I: ORGANIZATIONAL CHART**



## **ATTACHMENT J**

### **VOLUNTARY CONVERSION INITIAL ASSESSMENT**

#### **PUBLIC NOTIFICATION**

The PHA Housing Authority has made an initial assessment on “Voluntary Conversion of Developments from Public Housing Stock: Required Initial Assessments” as required by the final rule (Federal Register 66 FR 4476) published by the U S Department of Housing and Urban Development on June 22, 2001.

Based upon our consideration of such factors as modernization needs, operating costs, ability to occupy the developments, Fair Market Rents levels, availability of local rental housing that meets Housing Quality Standards, the waiting list of applicants for public housing units, and the costs of providing tenant-based vouchers versus costs of providing dwelling units, the Housing Authority has concluded that

- 1) conversion would be more expensive than continuing to operate the developments as public housing;
- 2) conversion would not principally benefit residents of the public housing developments to be converted and the community; and
- 3) conversion would adversely affect the availability of affordable housing in the community.

*We made a common sense review of relevant factors for each covered development taking into account such factors as modernization needs, operating costs, ability to occupy the development, Fair Market Rent levels and workability of vouchers in the community (including the availability of rental housing in the community that meets Housing Quality Standards).*

**ATTACHMENT J – VOLUNTARY CONVERSION INITIAL ASSESSMENTS**

- iv. How many of the PHA’s developments are subject to the Required Initial Assessments? **1**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g. elderly and/or disabled developments not general occupancy projects)? **0**
- v. How many Assessments were conducted for the PHA’s covered developments?  
**1**
- vi. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

<b>Development Name</b>	<b>Number of Units</b>
<b>None</b>	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Not Applicable**

## **ATTACHMENT K - RESIDENT SATISFACTION FOLLOW UP PLAN**

*The Housing Authority wishes to improve on their Resident Satisfaction score. These areas are as follows:*

◆ *Neighborhood Appearance*

*The PHA will hold meetings with the residents to discuss this area of concern.*

◆ *Communication*

*The PHA will hold meetings with the residents to discuss this area of concern.*

▶ *Maintenance*

*The PHA will hold meetings with the residents to discuss this area of concern.*

◆ *Safety*

*The PHA will hold meetings with the residents to discuss this area of concern.*

*The Housing Authority will implement semi-annual meetings with the residents to discuss the need to return the questionnaires to HUD and to discuss their ideas on how the Housing Authority can better serve their needs.*