

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2008

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

**PHA Plan  
Agency Identification**

**PHA Name:** Sheffield Housing Authority

**PHA Number:** AL068

**PHA Fiscal Year Beginning:** 04/2008

**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  
2120 W. 17<sup>th</sup> Street  
Sheffield, AL 35660  
256-383-4773
- 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  
2120 W. 17<sup>th</sup> Street  
Sheffield, AL 35660
- 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  
2120 W. 17<sup>th</sup> Street  
Sheffield, AL 35660
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

- 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: The Sheffield Housing Authority is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and other groups we provide opportunities for those we serve to become self-sufficient.

**B. Goals**

**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: develop tax-credit housing.
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) By 2%
  - Improve voucher management:
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: Maintain Section 8 High Performer Status
- 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: Maintain Voucher Payment Standards According to Funding

Levels

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families:
    - Provide or attract supportive services to improve assistance recipients' employability:
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
    - Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2006**  
[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)]

Optional:

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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## Attachments

### Required Attachments:

- Admissions Policy for Deconcentration: See Section 3.A.6. Deconcentration Rule, see attachment al068a01; Deconcentration Analysis on file in Agency Plan at Office and sent as attachment al068b01.
- FY 2005, FY 2006, FY 2007, FY 2008 Capital Fund Program Annual Statements (Table Library, pages 49-62).
- 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 – in Agency Plan at Office.
- FY 2008 Capital Fund Program 5 Year Action Plan (pages 63-67)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (included in Component 18.A. page 43).
- Other (List below, providing each attachment name)  
PHA Progress in Meeting the Mission and Goals. (Component 18.D., page 46)
- Asset Management Plan: attachments al068c01, al068d01.

### Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Agency Plan Binder
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	In Agency Plan Binder
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: In Binder Under Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Statement of Progress in Meeting 5-Year Goals	Annual Plan: Goal Update
X	Voluntary Conversion Analysis.	In Binder and On File in the Central Office
X	Deconcentration Analysis: On File in Central Office	Attachment al068b01
X	Brief State of Progress In Meeting the Mission and Goals Described in 5-Year Plan	Annual Plan: 18. D.

# 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

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	1518	4	3	4	N/A	2	2
Income >30% but <=50% of AMI	1056	3	3	3	N/A	2	2
Income >50% but <80% of AMI	1122	3	2	2	N/A	2	2
Elderly	1143	4	3	3	3	2	2
Families with Disabilities	1414	3	3	3	N/A	2	2
White	3915	4	4	4	N/A	2	2
Black	1389	3	3	3	N/A	1	2
Hispanic	65	5	3	3	N/A	1	1
Native-American	8	1	1	1	N/A	1	1
Asian	8	1	1	1	N/A	1	1
Other	8	1	1	1	N/A	1	1

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 1993 Colbert County Housing Strategy Study
- 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**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	115		85
Extremely low income <=30% AMI	115	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	59	51%	
Elderly families	2	2%	
Families with Disabilities	10	9%	
White	56	49%	
Black	59	51%	
Hispanic	0	0%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	48	41%	
2 BR	42	37%	
3 BR	23	20%	
4 BR	2	2%	
5 BR	0	0%	
5+ BR	0	0%	

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	118		66
Extremely low income <=30% AMI	96	81%	
Very low income (>30% but <=50% AMI)	21	18%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	87	74%	
Elderly families	16	14%	
Families with Disabilities	16	14%	
White – Non-His.	42	36%	
Black – Non-His.	76	64%	
Hispanic	0	0%	
Native Indian	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? It has been closed for 1 month.			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

Due to our more stringent occupancy requirements and evictions for drug use and criminal activity (which usually increases turnover), and the lack of higher income families (between 51-80% of the Median Income) on our waiting list, our focus this coming year will be towards increasing our occupancy percentage by reducing our apartment turn-over time. Given the high level (100%) of housed families with income less than 30% of Average Median Income (AMI), the lack of higher income applicants, and the economy recovery affecting our area arrived almost two years after the rest of the state. Only by reducing vacancy rates and turnover times will we increase the number of families served.

With our turnover averaging 21%, the Sheffield Housing Authority's turnover rate is in the medium range for agencies in our area. An analysis of the housing in our area as to whether Sheffield has a higher concentration of lower income families shows that renters in Sheffield with household income equal to/or less than 50% of median income (\$25,000.00) total 805 out of 1510 renters, or 53.3%. Homeowners in Sheffield with household income equal to/or less than 50% of median income total 459 out of 2,583 homeowners, or 17.8%. The median income of all residents is just over \$21,000.00.

In comparison, in Colbert County renters with household incomes equal to/or less than 50% of median income (\$25,000.00) number 2,574 out of 5,448 total renters, or 47.7%. There are 5,713 homeowners out of 22,449 in Colbert County with household income equal to/or less than 50% of median income, or 25.9%.

Relatively speaking, the percentage of renters in Sheffield having "Lower Income," 50% of Median Income (\$25,000.00), is about the same as the percentage of renters in Colbert County, 53.3% versus 47.7%, which is very close to the percentage for the State of Alabama as a whole, 46.1%. However, this percentage is higher than our neighboring states of Mississippi, 43.5%, Georgia, 38.8%, and Tennessee, 40.5%.

It is because of this higher percentage of renters in our area having household income equal to/or below 50% of Median Income that our agency is taking a proactive approach of doing what we can to use the replacement of our housing as a catalyst for improving the economy in our area by having housing on or near major thoroughfares relocated to allow businesses to be built where they once stood. Our agency feels that the development of businesses in our area will reduce the percentage of households having household income at/or below 50% of the Median Income. Additionally, we feel that the development of homeownership opportunities will improve Sheffield's housing stock.

For our current residents, the focus of our strategy is to provide the best quality housing through effective maintenance and management policies.

### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

- 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:**

- 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:**

- 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)

Update our Section 504 Needs Assessment for Public Housing.

**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**

- 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)

Short waiting list.

**Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	\$1,064,744.00*	
b) Public Housing Capital Fund	\$589,582.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,171,816.00 HAP \$ 161,819.00 Admin \$1,333,635.00 TOTAL	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$307,413.00	Daily Operations
<b>4. Other income (list below)</b>		
Interest	\$6,212.00	
Other	\$4,233.00	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$3,232,765.00	
*86.29% Pro-ration (calendar year)		
All figures subject to HUD/Congressional action.		

### **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)

When we have several vacancies (5+ scattered among several bedroom sizes), we begin verification as soon as we take the application. When we have fewer vacancies, or no vacancies, we wait until a family is approximately the fifth from the top of the waiting list before we begin verification.

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) When local law enforcement records are "inconclusive."

### (2) Waiting List Organization

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

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

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

- PHA main administrative office

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

Current waiting list has 100% of the families on it at or below 30% of median area income. Because of this, we expect to meet and exceed the federal targeting requirements; however, it is not because we are targeting any families.

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)  
The availability of a transfer unit, our turnover crew not having a backlog of work, and the tenant having paid a \$125.00 transfer fee.  
 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)

Involuntary Displacement Due to Fire or Declared Government Disaster.

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.

2 Date and Time

1 Involuntary Displacement Due to Fire or Declared Government Disaster.

Former Federal preferences:

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

Other preferences (select all that apply)

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

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)  
Introductory Audio/Video Presentation.

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA Section 8 office: 2202 West 17<sup>th</sup> Street, Sheffield, AL 35660
- 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:

An inability to find suitable housing after the applicant has made a considerable effort over the 60-day period.

**(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Involuntary Displacement Due to Fire or Declared Government Disaster.

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.

2 Date and Time

1 Involuntary Displacement Due to Fire or Declared Government Disaster.

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)  
Involuntary Displacement Due to Fire or Declared Government Disaster.

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**

###### **(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

Ceiling Rents which are now the same as Flat Rents (see ACOP).

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

The Flat Rents adopted are as follows:

Developments	Bedroom Sizes				
	0-BR	1-BR	2-BR	3-BR	4-BR
AL-068-1 & 2					
Rent		237	271	340	376
Utilities		123	152	171	203
Utilities with Electric Range		128			
Total		360	423	511	579
Total with Electric Range		365			
AL-068-3A, 3B					
Rent		233	273	340	372
Utilities		143	166	188	222
Total		376	439	528	594
AL-068-4					
Rent		231	272	339	377
Utilities		144	166	188	216
Total		375	438	527	593
AL-068-5					
Rent	200	242	284	353	394
Utilities	108	131	150	171	196
Total	305	373	434	524	590
AL-068-6					
Rent	197	242	284	353	394
Utilities	108	131	150	171	196
Total	305	373	434	524	590
AL068-8					
Rent		199	239		
Utilities		116	136		
Total		315	375		

**B. Section 8 Tenant-Based Assistance**

**(1) Payment Standards**

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

The Organization Chart is found in the Agency Plan binder in the Main Office.

**A. PHA Management Structure**

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. (see Agency Plan binder)
- A brief description of the management structure and organization of the PHA follows: The Sheffield Housing Authority is divided into six divisions: Housing (AMP 1 and AMP 2), Section 8, Maintenance, Grant Writing/Resident Services, Finance and Modernization. The Housing Division handles all Low Rent Public Housing matters. The Section 8 Division handles all Section 8 matters. The Maintenance Division handles all Maintenance. The Grant Writing/Resident Services Division works with the RAB and Housing Division on tenant matters and develops grants. The Finance Division handles all finance matters. The Modernization Divisions handles all capital improvement matters.

**B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	387	85
Section 8 Vouchers	322	66
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

The following are contained in our Agency Plan binder at our Main Office: Maintenance Charges, Pest Control Policy, Maintenance Plan, Procurement,

Disposition Policy, Internal Procedures for Handling Grievances, Personnel Policy (includes hiring, promotion, and termination policies), and Rent Collection Policy. For other Low Rent and Section 8 policies, please consult our ACOP and Section 8 Administration Plan.

(1) Public Housing Maintenance and Management Policies: Maintenance Charges, Pest Control Policy, Maintenance Plan, Procurement, Disposition Policy, Internal Procedures for Handling Grievances, Personnel Policy (includes hiring, promotion and termination policies), and Rent Collection Policy. For other policies consult the ACOP at the main office.

(2) Section 8 Management: All Section 8 Policies are in the Section 8 Administration Plan.

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

High Performer agencies are not required to include the Grievance Policy in the Annual Plan. It is contained in our Agency Plan binder at the Main Office.

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)  
Section 8 Office located at 2202 W. 17<sup>th</sup> Street, Sheffield, AL 35660

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

### **A. Capital Fund Activities**

#### **(1) Capital Fund Program Annual Statement**

Parts I, II, and III of the Annual Statement for the Capital Fund Program are attached. These parts identify the capital activities of the PHA for the upcoming year to ensure the long-term physical and social viability of the PHA's housing developments.

Select one:

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

-or-

- The Capital Fund Program Annual Statements are provided in the Attachments to this document. (see Table Library)

#### **(2) Optional 5-Year Action Plan**

The 5-Year action plan is included in the Attachments to this document.

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

b. If yes to question a, select one:

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

-or-

- The Capital Fund Program 5-Year Action Plan is provided in the Attachments section of this document located at the end.

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

- 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:  
Sheffield Homes Hope VI

- 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:

The housing authority will be looking to replacing apartment units along Avalon Avenue that are being displaced due to the widening of Avalon Avenue.

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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.)

The PHA has adopted an asset management plan and it is submitted with out plan as attachments al068c01 and al068d01.

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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Long Lowe Addition 1b. Development (project) number: AL068-06
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/02/08)</u>
5. Number of units affected: 10
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: October 1, 2008 b. Projected end date of activity: October 1, 2009

**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)]

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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

**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.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

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

**Voluntary Conversion Required Initial Assessments (Component 10(B)):**

a. How many of the PHA’s developments are subject to the Required Initial Assessments? ALL

- 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)? NONE
- c. How many Assessments were conducted for the PHA's covered developments? 8
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: NONE
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: NOT/APPLICABLE. ASSESSMENTS COMPLETED.

**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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:

<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

High Performing housing authorities are not required to submit any information on this component. We have included our Community Service Policy as an informational service only. The full policy is available in our ACOP that is in the Agency Plan binder at our Main Office.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 13/Nov/00

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**

The Sheffield Housing Authority does not have a Self-Sufficiency Program.

#### **(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. )

<b>Services and Programs</b>				
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)

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		

Section 8		
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- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

The full Community Service Policy is on display in the Agency Plan on display at the Central Office. A summary of the Community Service Policy is as follows:

**General Program Requirements**

- (a) Participation. Except for residents exempted, each adult resident of a public housing development shall:
  - (1) Contribute 8 hours per month of community service (not including political activities); or (2) Participate in an economic self-sufficiency program for 8 hours per month.
- (b) Effective date of participation. The requirement is effective for all nonexempt residents following execution of a lease, containing these provisions, by the family head of household.
- (c) PHA obligation. PHAs must, at a minimum:
  - (1) Develop a local policy for administration of a community service and economic self-sufficiency program.
  - (2) Provide written notification of the provisions of the community service requirements to all residents. The notice should describe the requirement,

identify who is exempt and how exemptions will be verified. The PHA should state when the requirement is effective, as well as the obligations and responsibilities of adult family members, and the consequences of non-compliance.

- (3) Determine for each public housing family which family members are subject to or exempt from the community service and self-sufficiency requirement and approves the resident's planned activities to fulfill the requirement.
- (4) No more or less frequently than annually, review and determine the compliance of residents with the requirements at least 30 days before lease term expires. Determine any changes to each adult family member's exempt or nonexempt status.
- (5) Retain reasonable documentation of community service participation or exemption in resident files.
- (6) Comply with the civil rights requirements in 24 CFR part 5.

### **Program Exemptions**

- (a) 62 years or older;
- (b) Is a person with vision impairment or other person with disabilities, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
- (c) Is engaged in a work activity as defined under section 407(d) of the Social Security Act (42 U.S.C. 607(d), as in effect on and after July 1, 1997);

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

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

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

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

Sheffield Homes (AL068-01) Long Lowe (AL068-02), Long Lowe Addition (AL-068-04), and Long Lowe Addition (AL068-06).

**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)  
Hiring dedicated police officers to patrol developments.

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

Sheffield Homes (AL068-01) Long Lowe (AL068-02), Long Lowe Addition (AL-068-04), and Long Lowe Addition (AL068-06).

**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)  
 Sheffield Homes (AL068-01) Long Lowe (AL068-02), Long Lowe Addition (AL-068-04), and Long Lowe Addition (AL068-06).

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

**14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

A tenant may own one or more common household pets or have one or more common household pets, subject to the rules for pet ownership that are fully explained in the policy that is contained in the Agency Plan at the Central Office. Tenants must apply to have pets. A summation of the tenant pet policy is as follows:

- a. Each Head of Household may own up to two 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.
- b. If a 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 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). Dog or cat must be registered with the City of Sheffield.
- c. The annual fee to have a dog or cat is \$50.00 and a \$300 deposit. Other fees or deposits vary, see the complete policy.
- d. Assistance animals are excluded from such fees (see full policy for details).

Senior or Disabled Residents. A Senior or Disabled Resident may own and keep common household pets. Senior or Disabled Residents must apply to have a pet. A brief summation of the Senior or Disabled Pet Policy is as follows:

- a. Only one pet may be kept in any one apartment. Permitted pets are domesticated (tame) dogs (their weight may not exceed 30 lbs.), cats, fish, turtles in tank or bowl, birds, gerbils, hamsters, guinea pigs, and rabbits in a cage.
- b. Only one pet may be kept in any one apartment. Dogs and cats must be licensed yearly by the City of Sheffield.
- c. Residents are solely responsible for their pet.
- d. If a 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 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).
- e. A \$300 deposit, paid in advance is required. Other fees or charges may vary, see the complete policy.
- f. Assistance animals are excluded from such fees (see full policy for details).

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

The Sheffield Housing Authority has attached our Asset Management Plan as al068c01 and al068d01.

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**

The Resident Advisory Board consists of:

Name	Title	Development	Address
Mr. Floyd Malone	President	Long Lowe	1227 Long Lowe CT, 11A
Ms. Gloria Stiles	Vice-President/ Secretary	Archer Village	103-C 26 <sup>th</sup> CT
Ms. Jacqueline King	Board Member	Manning Homes	1509 W. 20 <sup>th</sup> CT
Ms. Martha Talley	Board Member	Manning Homes Addn.	1511 W. Popular ST, 38A
Ms. Gimeace Godbey	Board Member	Long Lowe Addn.	708 15 ½ ST, 28A

\*All Resident Advisory Board Members reside in Sheffield, AL 35660.

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

Note: Final Rule on this mater, 24 CFR 964.420, does not require the election of the resident Board member. Since Alabama law restricts Board participation to five members, the Board proposed that a resident be appointed by the appointing local official at the next vacancy. A resident was appointed to the Board in 2000 and 2004 by the local appointing official.

Our Resident Commissioner is: Ms. Gloria Stiles, 103 C 26<sup>th</sup> Court, Sheffield, AL 35660.

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**

1. Consolidated Plan jurisdiction: State of Alabama
  
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  
  - Other: (list below)
  
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: ADECA certification of our plan with regards to consistency with the State of Alabama's Consolidated Plan has been secured.

## **D. Other Information Required by HUD**

### **1. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

The Sheffield Housing Authority's "Mission Statement" is "The Sheffield Housing Authority is committed to providing quality, affordable housing in a safe environment. Through partnership with our residents and other groups we provide opportunities for those we serve to become self-sufficient." During the past five years, we have been very successful in living up to our Mission Statement through emphasis in our Preventative Maintenance Program by using our highest qualified personnel to conduct the preventative maintenance program once-a-year; developing a program of services to residents that includes alternate activities for school-age children, and activities and programs for adult and senior citizen residents (such as budget counseling, crafts, and housekeeping skills). A handicapped accessible van was purchased to facilitate trips made by tenants and RAB members to conferences.

The Sheffield Housing Authority has improved the quality of assisted housing by increasing our PHAS goals by 15% during the past two years. PHAS inspection scores of our apartments have increased from 77.5% to 91.5% during the past five years. Our Low Rent housing program has been designated as a "High Performer" Agency for FY 2002, FY 2003, FY 2004, FY 2005 and FY 2006. Our Section 8 program is designated as a "High Performer" Agency for FY 2004, FY 2005, FY 2006, and FY2007. Our RASS scores have stayed at over 90%. No follow-up plan was required for FY 2006, and FY 2007 was put on-hold this year.

MASS scores continue to improve and are monitored on a quarterly basis. We have a 100% FASS and are projecting an 86% MASS scores for FY 2007. Our PASS inspections were 26 out of 30, which should make our final PHAS score 89. Voucher management is monitored several times a month by our Finance and Section 8 Departments and our program utilization is at 99.7%. SEMAP score was 96 this year. The P.I.C. Reporting System showed that we are successfully reporting, not including units held-out for MOD, 96.7% of the low income units, and 95.5% of the Section 8 unit information successfully to HUD. Section 8 Payment Standards have been changed to 100% of the Payment Standard. Our Modernization Program is on-track with funds usually 100% obligated within several months of grant award (unless an item is better procured at a different time of the year). Our Modernization funds were expended within the following times:

As mentioned in the previous paragraph, we have been maximizing our voucher management through increased monitoring of our program, and we have sought to increase voucher payment standards where we felt they were needed.

With regards to safety concerns, we have established a neighborhood watch at Archer Village, Manning Homes. We monitor daily the police patrols in all of our developments.

The Sheffield Housing Authority continues to work to ensure equal opportunities in housing for all Americans. We outreach to other non-profits in our area, such as Community Action and Safe Place, to educate them, and their clients, of our housing opportunities.

## **D. Other Information Required by HUD (cont.)**

### **2. Criteria for Substantial Deviation and Significant Amendments:**

#### **a. Amendment and Deviation Definitions:**

- (1) Substantial Deviation from the 5-Year Plan: This Authority defines a “Substantial Deviation” to the 5-Year and Annual Plan as any changes to rent or admissions policies or organization of the waiting list. In the event of a substantial decrease in funds in the Capital Fund Program that would eliminate or modify modernization work items that have already been approved, items dropped or moved to later years would be based-on the original priorities established for the items, with a revised budget containing these items approved by the Board of Commissioners.**
- (2) Significant Amendment or Modification to the Annual Plan: A “Significant Amendment” or “Significant Deviation” would be additions of non-emergency items not included in the current Annual Statement or 5-Year Action Plan, changes in use of replacement reserve funds under the Capital Fund, and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. These would have to be commented upon by the RAB and receive Board of Commissioners approval. Additions of non-emergency items already included in the current Annual Statement or 5-Year Action Plan or items added that reflect changes in HUD regulatory requirements would not be considered a “Signification Amendment” or Significant Deviation” and would not have to have RAB approval, but these items must be approved by the Board of Commissioners in a Budget revision.**

## **Attachments**

**Attachment al068a01 is the Deconcentration Policy.**

**Attachment al068b01 is the Deconcentration Analysis in accordance with PIH  
Notice 2001-4 and 24 CFR Part 903**

**Attachment al068c01 is the Asset Management Plan**

**Attachment al068d01 are the appendixes for the Asset Management Plan**

## 7 Capital Improvement Needs.

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$26,200	\$26,200	\$25,152	\$23,533
4	1410 Administration	\$62,900	\$62,900	\$60,384	\$54,675
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,000	\$1,000	\$960	\$762
8	1440 Site Acquisition		\$95,000	\$95,000	\$95,000
9	1450 Site Improvement	\$5,000	5,000	\$5,000	\$5,000
10	1460 Dwelling Structures	\$496,444	\$431,162	\$414,886.	\$316,094
11	1465.1 Dwelling Equipment—Nonexpendable	\$40,500	\$38,500	\$38,500	\$41,614
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	\$3,000	\$3,000	\$2,880	\$600
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$635,044	\$662,762	\$642,762	\$537,278
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				

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
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	
68-4	Stoves	1465 01	20 of 50	\$7,000	\$6,000	\$6,000	\$6,000	
	Refrigerators	1465 01	20 of 50	\$8,000	\$7,000	\$7,000	\$7,000	
	Steel Storm Doors	1460	20 of 50	\$10,000	\$8,000	\$8,000	\$8,000	
	Interior Doors	1460	20 of 50	\$20,000	\$15,000	\$15,000	\$10,439	
	Replace Front & Back Entrance Doors	1460	20 of 50	\$10,000	\$8,000	\$8,000	\$6,725	
	Cabinets	1460	20 of 50	\$36,000	\$33,000	\$33,000	\$31,605	
	Change Rheem Heaters*	1460	20 of 50	\$5,000	\$5,000	\$5,000	\$941	
	Paneling where needed	1460	20 of 50	\$10,000	\$8,000	\$8,000	\$6,701	
	Ceiling Tile	1460	20 of 50	\$6,000	\$5,000	\$5,000	\$1,144	
	Paint/Miscellaneous	1460	20 of 50	\$40,000	\$35,000	\$35,000	\$17,083	
	Relocation Costs	1495	20 of 50	\$3,000	\$3,000	\$1,800	\$1,650	
	LBP Testing	1430	20 of 50	\$1,000	\$1,000	\$1,000	\$1,501	
	<b>Total</b>			<b>\$156,000</b>	<b>\$134,000</b>	<b>\$132,800</b>	<b>\$98,789</b>	
	*Heaters purchased with FYE 2004 LR Funds							
68-5	Handrails	1460	66	\$50,000	\$50,000	\$41,800	\$25,012	
	Siding	1460	66	\$8,000	\$8,000	\$3,000	\$2,603	
	<b>Total</b>			<b>\$58,000</b>	<b>\$58,000</b>	<b>\$44,800</b>	<b>\$27,615</b>	
68-6	Stoves	1465 01	34	\$11,900	\$11,900	\$11,900	\$16,414	
	Refrigerators	1465 01	34	\$13,600	\$13,600	\$12,000	\$12,200	
	Siding	1460	34	\$4,000	\$4,000	\$0	\$0	
	<b>Total</b>			<b>\$29,500</b>	<b>\$29,500</b>	<b>\$23,900</b>	<b>\$28,614</b>	
68-1	Storm Doors	1460	55		\$27,718	\$27,718	\$27,718	
					<b>\$27,718</b>	<b>\$27,718</b>	<b>\$27,718</b>	
PHA-Wide	Site Acquisition	1440			\$95,000	\$95,000	\$95,000	
					<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
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	
PHA Wide	Force Account Labor & Benefits	1460		\$297,444	\$224,444	224,444	\$165,442	
	Modernization Clerk	1410		\$17,600	\$17,600	\$17,600	\$17,600	
	Resident Mgmt	1408		\$3,700	\$3,700	\$3,700	\$3,700	
	Adm Salaries Prorated to CFP	1410		\$23,800	\$23,800	\$23,800	\$23,800	
	Employee Benefits – Admin	1410		\$21,500	\$21,500	\$21,500	\$21,500	
	Foot Patrol	1408		\$20,000	\$20,000	\$20,000	\$20,000	
	Training	1408		\$2,500	\$2,500	\$2,500	\$2,500	
	Landscaping/Tree Trimming	1450		\$5,000	\$5,000	\$5,000	\$5,000	
	<b>Total</b>			<b>\$391,544</b>	<b>\$318,544</b>	<b>\$318,544</b>	<b>\$259,542</b>	
	<b>Grand Total</b>			<b>\$635,044</b>	<b>\$662,762</b>	<b>\$642,762</b>	<b>\$537,278</b>	

**7 Capital Improvement Needs.**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Sheffield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: AL09P06850105 Replacement Housing Factor No:					Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-4	6/30/07			6/30/07	6/30/08		To Correct Typo
68-5	6/30/07			6/30/07	6/30/08		To Correct Typo
68-6	6/30/07			6/30/07	6/30/08		To Correct Typo
PHA-Wide	6/30/07			6/30/07	6/30/08		To Correct Typo
68-1		6/30/07			6/30/08		Item Moved form Later Year

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		\$50,190	\$35,000	
3	1408 Management Improvements	\$13,700	\$41,200	\$28,700	\$25,000
4	1410 Administration	\$63,400	\$63,400	\$63,400	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,650	\$1,876	\$1,000	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000	\$5,000	\$4,350	
10	1460 Dwelling Structures	\$525,194	\$452,067	\$407,592	\$14,713
11	1465.1 Dwelling Equipment—Nonexpendable	\$21,750	\$24,729	\$21,515	\$3,114
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	\$4,350	\$4,946	\$2,000	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$635,044</b>	<b>\$643,408</b>	<b>\$563,557</b>	<b>\$42,827</b>
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				

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
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	
68-5	Stoves	1465 01	30 of 66	\$10,150	\$11,540	\$10,040	\$2,000	
	Refrigerators	1465 01	30 of 66	\$11,600	\$13,189	\$11,475	\$1,114	
	Steel Storm Doors	1460	30 of 66	\$14,500	\$16,486	\$14,343	\$78	
	Front & Back Entrance Doors	1460	30 of 66	\$14,500	\$16,486	\$14,343		
	Interior Doors	1460	30 of 66	\$29,000	\$32,972	\$28,686	\$1,884	
	Floor Tile	1460	30 of 66	\$11,000	\$12,507	\$11,000	\$10,000	
	Cabinets	1460	30 of 66	\$52,200	\$59,349	\$51,634	\$654	
	Change Rheem Heaters	1460	30 of 66	\$27,000	\$30,698	\$26,707		
	Conversion of Efficiencies to 2BR	1460	4	\$50,000	\$0	\$0	\$0	
	Paint/Miscellaneous	1460	30 of 66	\$23,525	\$26,747	\$23,270	\$1,916	
	Relocation Costs	1495	30 of 66	\$4,350	\$4,946	\$2,000		
	LBP Testing	1430	30 of 66	\$1,650	\$1,875	\$1,000		
	<b>TOTAL</b>			<b>\$249,475</b>	<b>\$226,795</b>	<b>\$194,498</b>	<b>\$17,646</b>	
PHA Wide	Force Account Labor & Benefits	1460		\$303,469	\$256,823	\$237,609		
	Modernization Clerk	1410		\$17,600	\$17,600	\$17,600		
	Resident Mgmt	1408		\$3,700	\$3,700	\$3,700		
	Adm Salaries Prorated to CFP	1410		\$23,800	\$23,800	\$23,800		
	Employee Benefits – Admin	1410		\$22,000	\$22,000	\$22,000		
	Computers/Office Equipment	1408		\$10,000	\$10,000	\$0		
	Landscaping/Tree Trimming	1450		\$5,000	\$5,000	\$4,350	\$181	
	Foot Patrol	1408		\$0	\$25,000	\$25,000	\$25,000	
	Training	1408		\$0	\$2,500	\$0		
	Operations	1406		\$0	\$50,190	\$35,000		
	<b>TOTAL</b>			<b>\$385,569</b>	<b>\$416,613</b>	<b>\$369,059</b>	<b>\$25,181</b>	
	<b>GRAND TOTAL</b>			<b>\$635,044</b>	<b>\$643,408</b>	<b>\$563,557</b>	<b>\$42,827</b>	

**7 Capital Improvement Needs.**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Sheffield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: AL09P06850106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-5	7/18/08	7/18/08		7/18/010	7/18/010		
AMP – 1	7/18/08	7/18/08		7/18/010	7/18/010		
AMP – 2	7/18/08	7/18/08		7/18/010	7/18/010		
PHA-Wide	7/18/08	7/18/08		7/18/010	7/18/010		

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$117,916		\$117,916	
3	1408 Management Improvements	\$30,000		\$20,000	
4	1410 Administration	\$58,958		\$58,958	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,238		\$1,238	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000		\$5,000	
10	1460 Dwelling Structures	\$309,603		\$289,603	
11	1465.1 Dwelling Equipment—Nonexpendable	\$16,435		\$16,435	
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	\$3,265		\$3,265	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$47,167		\$26,908	
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$589,582</b>		<b>\$539,323</b>	
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				

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
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	
68-5	Stoves	1465 01	22 of 66	\$7,731		\$7,731		
	Refrigerators	1465 01	22 of 66	\$8,704		\$8,704		
	Steel Storm Doors	1460	22 of 66	\$10,880		\$10,880		
	Interior Doors	1460	22 of 66	\$19,362		\$19,362		
	Front & Back Entrance Doors	1460	22 of 66	\$10,881		\$10,881		
	Cabinets	1460	22 of 66	\$39,170		\$39,170		
	Change Rheem Heaters	1460	22 of 66	\$20,260		\$20,260		
	Floor Tile	1460	22 of 66	\$8,255		\$8,255		
	Paint / Miscellaneous	1460	22 of 66	\$20,000		\$20,000		
	Relocation Costs	1460	22 of 66	\$3,265		\$3,265		
	Conversion of Efficiencies to 2BR	1460	2	\$30,000		\$10,000		
	LBP Testing	1460	22 of 66	\$1,238		\$1,238		
	<b>Total</b>			<b>\$179,746</b>		<b>\$159,746</b>		
AMP-1	Paint Program (Occupied Units)	1460	10	\$10,000		\$10,000		
AMP-2	Paint Program (Occupied Units)	1460	10	\$10,000		\$10,000		
	<b>Total</b>			<b>\$20,000</b>		<b>\$20,000</b>		
68-5	Force Account Labor & Benefits	1460		\$130,795		\$130,795		
68-5	Modernization Admin/Supervision	1406		\$117,916		\$117,916		
68-5	Administration	1410		\$58,958		\$58,958		
68-5	Management Operations	1408		\$30,000		\$20,000		
68-5	Landscaping	1450		\$5,000		\$5,000		
68-5	Contingencies	1502		\$47,167		\$26,908		
	<b>Total</b>			<b>\$389,836</b>		<b>\$359,577</b>		
	<b>GRAND TOTAL</b>			<b>\$589,582</b>		<b>\$539,323</b>		

**7 Capital Improvement Needs.**

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

PHA Name: Sheffield Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: AL09P06850107 Replacement Housing Factor No:	<b>Federal FY of Grant: 2007</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-5	9/13/09			9/13/11			
AMP – 1	9/13/09			9/13/11			
AMP – 2	9/13/09			9/13/11			

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$117,916			
3	1408 Management Improvements	\$30,000			
4	1410 Administration	\$58,958			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,238			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000			
10	1460 Dwelling Structures	\$309,603			
11	1465.1 Dwelling Equipment—Nonexpendable	\$16,435			
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	\$3,265			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$47,167			
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$589,582</b>			
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				

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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	
68-5	Stoves	1465 01	12 of 66	\$4,200				
	Refrigerators	1465 01	12 of 66	\$6,000				
	Steel Storm Doors	1460	12 of 66	\$7,200				
	Front & Back Entrance Doors	1460	12 of 66	\$6,000				
	Interior Doors	1460	12 of 66	\$12,000				
	Floor Tile	1460	12 of 66	\$12,000				
	Cabinets	1460	12 of 66	\$24,000				
	Plumbing (Update)	1460	12 of 66	\$12,000				
	Change Rheem Heaters	1460	12 of 66	\$12,000				
	Paint/Miscellaneous	1460	12 of 66	\$20,046				
	Windows	1460	12 of 66	\$24,000				
	Lighting	1460	12 of 66	\$7,200				
	Bathrooms	1460	12 of 66	\$18,600				
	Venthoods & Backsplashes	1460	12 of 66	\$1,500				
	Mini Blinds	1460	12 of 66	\$1,500				
	Smoke Detector w/outside alarm	1495	12 of 66	\$1,800				
	Relocation Costs	1495	12 of 66	\$1,800				
	Landscaping	1450	12 of 66	\$12,000				
	LBP Testing	1430	12 of 66	\$900				
	<b>Total</b>			<b>\$184,746</b>				
AMP – 1	Occupied Painting	1460	10	\$10,000				
AMP – 2	Occupied Painting	1460	10	\$10,000				
	<b>Total</b>			<b>\$20,000</b>				



**7 Capital Improvement Needs.**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Sheffield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: AL09P06850107 Replacement Housing Factor No:				Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-5	6/30/10			6/30/12			
AMP – 1	6/30/10			6/30/12			
AMP – 2	6/30/10			6/30/12			

## 7 Capital Improvement Needs.

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Sheffield Housing Authority				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1 FFY 2008	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Work Statement for Year 5 FFY Grant: 2012 PHA FY:
	See				
AL68-1 Sheffield Homes					
AL68-2 Long Lowe					
AL68-3A Manning Homes	Annual				
AL68-3B Oak Hill Homes					
AL68-4 Long Lowe Addition					
AL68-5 Manning Homes Addition	Statement	\$382,708	\$382,708	\$382,708	\$299,912
AL68-6 Long Lowe Addition					
AL68-8 Archer Village					
All Projects					\$82,796
B. Physical Improvements Subtotal		\$382,708	\$382,708	\$382,708	\$382,708
C. Management Improvements		\$30,000	\$30,000	\$30,000	\$30,000
D. PHA-Wide Nondwelling Structures & Equipment					
E. Administration		\$58,958	\$58,958	\$58,958	\$58,958
F. Other – A & E Fees					
G. Operations		\$117,916	\$117,916	\$117,916	\$117,916
H. Demolition		\$0	\$0	\$0	\$0
I. Replacement Reserves		\$0	\$0	\$0	\$0
J. Mod Used for Development		\$0	\$0	\$0	\$0
K. Total CGP Funds		\$589,582	\$589,582	\$589,582	\$589,582
L. Total Non-CGP Funds		\$0	\$0	\$0	\$0
M. Grand Total		\$589,582	\$589,582	\$589,582	\$589,582

NOTE: Years two through five have the following items included in line B (Physical Improvements Subtotal): Fee's and Costs (1430), Site Improvement (1450), Dwelling Structures (1460), Dwelling Equipment – Nonexpendable (1465.1), Relocation Costs ((1495.1) and Contingencies (1502).

## 7 Capital Improvement Needs.

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2009 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2010 PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	68-5	Appliances	\$10,200	68-5	Appliances	\$10,200
<b>Annual</b>		Steel Storm Doors	\$7,200		Steel Storm Doors	\$7,200
<b>Statement</b>		Interior, Front & Back Entrance Doors	\$18,000		Interior, Front & Back Entrance Doors	\$18,000
		Floor Tile	\$12,000		Floor Tile	\$12,000
		Cabinets	\$24,000		Cabinets	\$24,000
		Plumbing (Update)	\$12,000		Plumbing (Update)	\$12,000
		Change Heaters	\$12,000		Change Heaters	\$12,000
		Windows	\$24,000		Windows	\$24,000
		Landscaping	\$12,000		Landscaping	\$12,000
		Relocation Costs	\$1,800		Relocation Costs	\$1,800
		Paint / Misc	\$24,846		Paint / Misc	\$24,846
		Lighting	\$7,200		Lighting	\$7,200
		LBP Testing	\$900		LBP Testing	\$900
		Bathrooms	\$18,600		Bathrooms	\$18,600
		Contingencies	\$47,167		Contingencies	\$47,167
		Management Opns	\$30,000		Management Opns	\$30,000
		Administration	\$58,958		Administration	\$58,958
		Mod. Admin / Supervision	\$117,916		Mod. Admin / Supervision	\$117,916
		Force Account Labor & Benefits	\$130,795		Force Account Labor & Benefits	\$130,795
	AMP 1	Occupied Painting	\$10,000	AMP 1	Occupied Painting	\$10,000
	AMP 2	Occupied Painting	\$10,000	AMP 2	Occupied Painting	\$10,000
	<b>Total CFP Estimated Cost</b>		<b>\$589,582</b>			<b>\$589,582</b>

## 7 Capital Improvement Needs.

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : <u>4</u> FFY Grant: 2011 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2012 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
68-5	Appliances	\$10,200	All	New Office	\$92,796
	Steel Storm Doors	\$7,200	68-5	Management Opns	\$30,000
	Interior, Front & Back Entrance Doors	\$18,000	68-5	Interior, Front & Back Entrance Doors	\$9,000
	Floor Tile	\$12,000	68-5	Steel Storm Doors	\$3,600
	Cabinets	\$24,000	68-5	Appliances	\$5,100
	Plumbing (Update)	\$12,000	68-5	Floor Tile	\$6,000
	Change Heaters	\$12,000	68-5	Cabinets	\$12,000
	Windows	\$24,000	68-5	Plumbing (Update)	\$6,000
	Landscaping	\$12,000	68-5	Change Heaters	\$6,000
	Relocation Costs	\$1,800	68-5	Windows	\$12,000
	Paint / Misc	\$24,846	68-5	Landscaping	\$6,000
	Lighting	\$7,200	68-5	Relocation Costs	\$900
	LBP Testing	\$900	68-5	Paint / Misc	\$12,000
	Bathrooms	\$18,600	68-5	Lighting	\$3,600
	Contingencies	\$47,167	68-5	LBP Testing	\$450
	Management Opns	\$30,000	68-5	Bathrooms	\$9,300
	Administration	\$58,958	68-5	Contingencies	\$47,167
	Mod. Admin / Supervision	\$117,916	68-5	Mod. Admin / Supervision	\$117,916
	Force Account Labor & Benefits	\$130,795	68-5	Force Account Labor & Benefits	\$130,795
			68-5	Administration	\$58,958
AMP 1	Occupied Painting	\$10,000	AMP 1	Occupied Painting	\$10,000
AMP 2	Occupied Painting	\$10,000	AMP 2	Occupied Painting	\$10,000
Total CFP Estimated Cost		<b>\$589,582</b>			<b>\$589,582</b>





**ATTACHMENT al068a01**  
**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. 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. Exemptions. The following are exempt from this rule.
  - Public housing development with fewer than 100 public housing units. A covered development is defined as any single development or contiguous developments that total over 100 units.
  - Public housing developments which house only elderly persons or persons with disabilities, or both.
  - Public housing developments which consist of only one general occupancy family public housing development.
  - Public housing developments approved for demolition or conversion to tenant-based assistance.
  - Mixed financing developments.
  
3. Actions: To accomplish the deconcentration goals, the housing authority will take the following actions:
  - A. At the beginning of each housing authority fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
  
  - B. To accomplish the goals of:
    - (1) Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
    - (2) The HA shall determine the average income of all families residing in all the HA's covered developments. The HA shall determine the average income of all families residing in each covered development. In determining average income for each development, this HA has adjusted its income analysis for unit size in accordance with procedures prescribed by HUD. The HA shall determine whether each of its covered developments falls above, within or below the Established Income Range. The Established Income Range is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the HA-wide average income for covered developments.

Fair housing requirements. All admission and occupancy policies for public housing programs must comply with Fair Housing Act requirements and with regulations to affirmatively further fair housing. The HA may not impose any specific income or racial quotas for any development or developments.



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**SHEFFIELD HOUSING AUTHORITY  
ASSET MANAGEMENT PLAN  
April 2006**

**1.0 INTRODUCTION**

**1.1 Asset Management Plan Requirement**

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the U. S. Department of Housing and Urban Development (HUD) mandated project based accounting and management requires housing authorities to develop a comprehensive Asset Management Plan that includes all properties owned by the Authority. The purpose of the Asset Management Plan is to evaluate the current and future use and value of each property. As part of the Asset Management Plan, a decision must be made to keep and maintain, keep and upgrade, or to replace each property. HUD provides financial incentives to housing authorities that comply with their approved Asset management Plan.

**1.2 About Sheffield Housing Authority**

The Sheffield Housing Authority was established in 1950 and provides affordable, decent, safe and sanitary housing opportunities to low-income families including elderly and disabled persons, while supporting programs to foster economic self-sufficiency and personal growth.

The Authority provides rental assistance to families who pay no more than 30% of their income toward rent and utilities. The Authority is a public nonprofit agency that currently receives most of its funding through the U.S. Department of Housing and Urban Development (HUD).

The Authority currently administers 412 units of public housing and 322 Section 8 housing choice vouchers. A profile of the Authority's properties is presented on page 2.

**1.3 Plan Benefits to Current and Future Residents**

Current and future residents benefit through the creation of more affordable housing opportunities in Sheffield. Affordability indicates that a household spends no more than thirty percent of its annual income for housing. Families who pay more than thirty percent of their income for housing are considered cost-burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care.

**SHEFFIELD HOUSING AUTHORITY  
PUBLIC HOUSING DEVELOPMENTS**

<b>Development</b>		<b>DOFA</b>	<b>Bedroom Size</b>					<b>Total # Units</b>
<b>#</b>	<b>Name</b>		<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	
AL68-1	Sheffield Homes	12/31/1952		10	23	18	4	55
AL68-2	Long Lowe	12/31/1952		12	17	15	4	48
AL68-3A	Manning Homes	10/31/1960		16	19	22	3	60
AL68-3B	Oak Hill Homes	10/31/1960		7	19	14	1	41
AL68-4	Long Lowe Addition	6/30/1960		12	18	18	2	50
AL68-5	Manning Homes Addition	3/31/1965	8	22	24	10	2	66
AL68-6	Long Lowe Addition	4/30/1967	2	8	14	9	1	34
AL68-8	Archer Village	2/28/1981		52	6			58
<b>TOTALS</b>			10	139	140	106	17	412

Residents benefit through the expansion of affordable housing, allowing some families the opportunity to participate in the American Dream of homeownership. These opportunities present themselves in a variety of ways in which residents may participate, including lease/purchase programs, credit analysis and corrective actions, “seasoning” loans through use of guarantees, and below-market interest rates. Residents benefit by having newer, modern housing units with energy efficient heating and cooling systems, amenities such as carpeting, carports/garages and yards, privacy, and the comfort, pride and independence of owning their own home. Residents benefit as a result of recommended replacement housing including single-family detached homes and small rental communities. They benefit due to the removal of the public housing stigma and the immersion into smaller neighborhood sites providing enhanced quality of life.

By implementing this plan, residents can gain a sense of belonging to a community with many other homeowners. They gain economic independence and have the opportunity and support required for breaking the welfare cycle. These opportunities are consistent with HUD’s initiative for more accountability and self-sufficiency of both Housing Authorities and their residents.

#### **1.4 Plan Benefits to the City of Sheffield**

The City of Sheffield benefits through the removal of older or obsolete housing and the creation of new homes and additional homeowners. It gains through an increased tax base enabling the City to improve the quality of life for all citizens by providing enhanced services. By implementing the recommended Asset Management Plan, the Authority reinforces the forward thinking of the City. This plan provides the opportunity for new structures that reflect the design and architectural character of Sheffield’s neighborhoods. This plan will also reduce the number of empty lots thereby enhancing a positive reputation of the City of Sheffield.

#### **1.5 Plan Benefits to the Community**

The community benefits through the elimination of low-income housing neighborhoods and the negative stigma associated with them. It benefits through the creation of new housing, enhancing and improving the quality of life for residents throughout the community.

The community benefits by attracting new residents, businesses, and visitors with a broader income range to the area. It benefits through enhanced city services, and an increase in homeownership in neighborhoods instilling growth, pride and economic self-sufficiency among all residents.

#### **1.6 Plan Benefits to the Housing Authority**

The Authority benefits by reducing its dependence on HUD subsidies. It benefits economically by participating in developer fees associated with new construction

and renovation activities. The Authority benefits by the creation of new sources of revenue including management and accounting fees, and by savings created through the elimination of old or obsolete housing whose maintenance drain operating and capital funds.

The Authority benefits by becoming the housing of choice rather than the housing of last resort. It benefits by providing opportunities for Authority residents, increasing opportunities for homeownership, and the provision of new modern rental units. The Authority benefits by assisting the City in upgrading the quality of life for Sheffield residents and Colbert County as a whole.

## **2.0 PHYSICAL NEEDS ASSESSMENT**

All Sheffield Housing Authority properties meet or exceed the rigorous UPCS (Uniform Property Condition Standards) established by HUD. Each year for the past four years the Authority scored over 90 out of a possible 100 points for its HUD Real Estate Assessment Center (REAC) on-site property inspections. The REAC property inspections were conducted by HUD and covered dwelling and non-dwelling buildings, building systems, equipment, grounds, parking areas, drives, sidewalks, and playground equipment. However, all of the Authority's properties with the exception of Archer Village are obsolete, hard to market and keep occupied, do not meet full Uniform Federal Accessibility Standards (UFAS), do not have adequate parking, and are too small by today's building standards. The cost to bring all of the Authority's properties, with the exception of Archer Village, up to current building standards will exceed 90% of HUD's 2005 Total Development Costs for the Florence, AL area. HUD does not consider modernization reasonable when costs exceed 90% of TDC.

### 3.0 CITY OF SHEFFIELD HOUSING NEEDS ASSESSMENT

#### 3.1 City of Sheffield Population

The following population data for the City of Sheffield and Colbert County was obtained from the U.S. Census Bureau.

Year	City of Sheffield	Percent Change	Colbert County	Percent Change
2004	9,300	-0.42%	54,728	0.24%
2003	9,339	-0.85%	54,596	-0.25%
2002	9,419	-1.04%	54,731	-0.35%
2001	9,518	-1.39%	54,921	-0.11%
2000	9,652	-7.01%	54,984	6.42%
1990	10,380	-12.80%	51,666	-5.23%
1980	11,903	-9.24%	54,519	9.85%
1970	13,115	Base	49,632	Base

The following population statistics for the City of Sheffield was obtained from 2000 Census data. The median age is 39.3 years.

	Number	Percent
Total Population	9,652	100.0
Male	4,450	46.1
Female	5,202	53.9
Under 5 yrs	613	6.4
5-9 yrs	654	6.8
10-14 yrs	625	6.5
15-19 yrs	595	6.2
20-24 yrs	574	5.9
25-34 yrs	1,229	12.7
35-44 yrs	1,342	13.9
45-54 yrs	1,217	12.6
55-59 yrs	517	5.4
60-64 yrs	451	4.7
65-74 yrs	861	8.9
75-84 yrs	721	7.5
85 and over	253	2.6
One Race	9,527	98.7
White	6,976	72.3
Black	2,577	26.7

	<b>Number</b>	<b>Percent</b>
Native American	38	0.4
Asian	42	0.5
Other	19	0.1
Hispanic (of any race)	145	1.5

### 3.2 City of Sheffield Economy

All information is from the 2000 Census unless otherwise noted.

#### 3.2.1 Sheffield Employment Status

	<b>#</b>	<b>Percent</b>
Population 16 years and over	7,516	100.0%
In labor force	3,937	52.4%
• Civilian Labor Force	3,937	52.4%
- Employed	3,594	47.8%
- Unemployed	343	4.6%
- Unemployed as a % of the civilian labor force		8.7%
• Armed Forces	0	0%
Not in labor force	3,579	47.6%

#### 3.2.2 Place of Work for Workers 16 Years and Over

- 61.9% work in Sheffield or Colbert County
- 36.2% work outside Colbert County but in Alabama
- 1.9% work outside the state of Alabama
- 19.8 minutes is the average travel time to work

#### 3.2.3 Occupation of Sheffield Labor Force

	<b>#</b>	<b>%</b>
Employed civilian population	3,594	100.0%
Management, professional	932	25.9%
Service occupations	712	19.8%
Sales and office occupations	848	23.6%
Farming and forestry	15	0.4%
Construction and maintenance	470	13.1%
Production, transportation, material moving	617	17.2%

### 3.2.4 Employment by Industry

	#	%
Employed civilian population	3,594	100.0%
Agriculture, forestry	36	1.0%
Construction	270	7.5%
Manufacturing	595	16.6%
Wholesale trade	146	4.1%
Retail trade	411	11.4%
Transportation, warehousing, utilities	293	8.2%
Information	49	1.4%
Finance. Real estate, insurance	99	2.8%
Professional. Scientific, management	223	6.2%
Education, health, social services	698	19.4%
Arts, entertainment, recreation, accommodations, food services	368	10.2%
Other services	241	6.7%
Public administration	165	4.6%

### 3.2.5 Class of Sheffield Worker

	#	%
Employed civilian population	3,594	100.0%
Private wage and salary worker	2,741	76.3%
Government workers	632	17.6%
Self-employed workers	221	6.1%
Unpaid family workers	0	0.0%

### 3.2.6 Sheffield Education

- 74.0% of population 25 years and older are high school graduate or higher
- 17.5% of population 25 years and older have bachelor's degree or higher

### 3.2.7 Income

	Sheffield	Colbert County	Alabama	United States
Median Family Income	\$33,877	\$39,294	\$41,657	\$50,046
Median Per Capita Income	\$16,033	\$17,533	\$18,189	\$21,587
Families below poverty level (%)	16.5%	11.1%	12.5%	9.2%

### 3.2.8 City of Sheffield Total Revenue

<u>Year</u>	<u>Revenue</u>
• 2000	\$7,604,592
• 2001	\$6,800,158
• 2002	\$9,044,333
• 2003	\$7,228,233
• 2004	\$7,370,146
• 2005	\$7,558,812 (Projected)
• 2006	\$7,285,464 (Budgeted)

(Data from the Sheffield City Clerk)

### 3.2.9 Total Employment Growth

	Colbert County %	Alabama %	United States %
2005	2.4	1.6	1.8
2004	1.4	1.0	1.1
2003	-0.5	0.6	0.9
2002	-4.7	-1.8	-0.3

(Data from U.S. Department of Labor)

### 3.2.10 Unemployment Rate

	Colbert County %	Alabama %	United States %
2005	5.2	4.3	5.1
2004	6.9	5.6	5.5
2003	7.3	5.8	6.0
2002	7.9	5.6	5.8

(Data from U.S. Department of Labor)

### 3.2.11 Poverty Level

- 16.5% of Sheffield's families are below poverty level
- 16.0% of individuals less than 65 years of age are below poverty level
- 10.4% of individuals 65 years of age or older are below poverty level

(Data from 2000 Census)

### 3.2.12 Overall Economy

Sheffield's economy has been in decline for several decades; however, a master plan has been developed for revitalizing all facets of the City.

### 3.3 Current Housing

The following information is provided by the U.S. Census Bureau for the City of Sheffield, Census Tracts 201, 202, 203 and 204.

#### 3.3.1 Comparison Of 2000 And 1990 Housing Units

	<b>2000</b>	<b>1990</b>
Owner-occupied	2,692	2,851
Renter-occupied	1,558	1,485
Vacant	517	383
Total	4,767	4,719

Appendix A presents the comparison by Census Tract

#### 3.3.2 Substandard Housing In City Of Sheffield

<b>Census</b>	<b># Substandard Units</b>	<b>% Substandard</b>
2000	173	3.63%
1990	41	0.87%

Appendix B presents the substandard comparisons by Census Tract.

#### 3.3.3 Comparison Of Owner And Renter Occupied Units

	<b>Owner-Occupied</b>	<b>Renter-Occupied</b>
Colbert County	75.72%	24.28%
Florence, City	58.49%	41.51%
Muscle Shoals, City	74.06%	25.94%
Sheffield, City	63.34%	36.66%
Tuscumbia, City	66.01%	33.99%
Florence, MSA	74.18%	25.82%

#### 3.3.4 Median Year Housing Built

<b>Area</b>	<b>Median Year built</b>
Census Tract 201	1955
Census Tract 202	1945
Census Tract 203	1959
Census Tract 204	1965

Sheffield, City	1956
Colbert County	1971
Florence, City	1969
Muscle Shoals, City	1979
Tuscumbia, City	1963
Florence, MSA	1973

### 3.3.5 Year Structure Built In Sheffield

	#	%
1999-2000	18	0.38%
1995-1998	80	1.69%
1990-1994	107	2.26%
1980-1989	276	5.82%
1970-1979	586	12.35%
1960-1969	741	15.62%
1950-1959	1,314	27.70%
1940-1949	837	17.64%
1939 or earlier	785	16.55%
Totals	4,744	100.00%

Appendix C presents the year structure was built by Census Tract.

### 3.3.6 Median Monthly Housing Costs

<b>Census Tract #</b>	<b>Owner with Mortgage</b>	<b>Renter Monthly Rent</b>
Census Tract 201	\$615	\$394
Census Tract 202	\$689	\$447
Census Tract 203	\$618	\$278
Census Tract 204	\$841	\$646
Sheffield, City	\$682	\$383

Note: 42% of renters pay more than 30% of their household income for rent and 22.1% of homeowners pay more than 30% of their household income for monthly costs (mortgage, taxes, etc). The U. S. Department of Housing and Urban Development considers it a financial burden when a household pays more than 30% of its income for housing. (Data from 2000 Census)

### 3.3.7 Median Value of Owner Occupied Home

<b>Area</b>	<b>Median Value</b>
Census Tract 201	\$60,800
Census Tract 202	\$58,300
Census Tract 203	\$51,500

Census Tract 204	\$88,900
Sheffield, City	\$63,300
Colbert County	\$68,200
Florence, City	\$82,700
Muscle Shoals, City	\$86,800
Tuscumbia, City	\$69,200
Florence, MSA	\$75,500

(Data from 2000 Census)

### 3.3.8 Current Value of Owner Occupied Units In Sheffield

Price Range	Number	%
Total # units	2,534	100%
Less than \$50,000	662	26.1%
\$50,000 - \$99,999	1,363	53.8%
\$100,000 - \$149,999	337	13.3%
\$150,000 - \$199,999	116	4.6%
\$200,000 - \$299,999	26	1.0%
\$300,000 - \$499,999	22	0.9%
\$500,000 - \$999,999	8	0.3%
\$1,000,000 or more	0	0.0%

(Data from 2000 Census)

### 3.3.9 Gross Rent by Bedroom Size

Per 2000 Census for the City of Sheffield

Rent Range	0BR	1BR	2BR	3BR+
0 - \$199	19	121	117	37
\$200 - \$299	0	63	68	63
\$300 - \$499	17	94	278	158
\$500 - \$749	16	17	106	107
\$750 - \$999	14	39	49	25
\$1,000 or more	0	7	7	14
No cash rent	13	0	51	74

### 3.3.10 Type Housing Units

Per 2000 Census for the City of Sheffield

Type Unit	2000	1990	Diff
1 Unit Detached	3,665	3,615	50
1 Unit Attached	127	68	59

2 Units	389	444	-55
3 or 4 Units	217	266	-49
5 to 9 Units	101	102	-1
10 to 19 Units	88	81	7
20 to 49 Units	59	25	34
50 or More	72	0	72
Mobile Homes	26	118	-92
Totals	4,744	4,719	25

Appendix D presents the type of housing units by Census Tract.

### 3.3.10 Units by Bedroom Size

Per 2000 Census for the City of Sheffield

<b>Bedroom Size</b>	<b>2000</b>	<b>Per Cent</b>	<b>1990</b>	<b>Per Cent</b>	<b>Diff</b>
0BR	79	1.67%	25	0.53%	54
1BR	479	10.10%	535	11.33%	-56
2BR	1,479	31.18%	1,532	32.43%	-53
3BR	2,019	42.56%	1,984	42.00%	35
4BR	571	12.04%	501	10.61%	70
5BR+	117	2.47%	147	3.11%	-30
Totals	4,744	100.00%	4,724	100.00%	20

Appendix E presents units by bedroom size by Census Tract.

### 3.3.12 Housing Unit Building Permits

Appendix F presents the number of building permits issued annually by the City of Sheffield from 1985 to 2004.

	<b>Average 1985 to 1999</b>	<b>Average 2000 to 2004</b>
Single Family	10	9
Multifamily	11	0
Totals	21	9

(Data from Census Bureau)

### 3.3.13 Where Persons Who Were Sheffield Residents In 2000 Lived In 1995

- 57.5% of the population lived in the same house since 1995
- 27.4% of the population moved, but moved within Colbert County

- 14.3% of the population lived in a different County (11.0% in Alabama and 3.3% in a different state)
- 0.8% of the population was elsewhere in 1995

### 3.4 Annual Housing Demand

#### 3.4.1 Annual Growth

- Annual housing growth is directly correlated to population growth
- Appendix G presents changes in population and occupied housing units between the 1990 and 2000 census, by Census Tract.
- Overall Sheffield’s population decreased by 7.04% between 1990 and 2000 in three of Sheffield’s four Census Tracts; however, the population grew by 1.57% in Census Tract 204.

Census Tract	Area	2000 Population	1990 Population	Diff	% Diff
201	North East Sheffield	3,779	4,037	-258	-6.39%
202	North West Sheffield	2,060	2,192	-132	-6.02%
203	South East Sheffield	2,342	2,707	-365	-13.48%
204	South West Sheffield	1,491	1,468	23	1.57%
	Totals	9,672	10,404	-732	-7.04%

- Overall Sheffield’s occupied housing decreased between 1990 and 2000 in three of Sheffield’s four Census Tracts; however, occupied housing increased by 51 housing units in Census Tract 204.

Census Tract	Area	2000 Occupied	1990 Occupied	Diff	% Diff
201	North East Sheffield	1,714	1,745	-31	1.78%
202	North West Sheffield	921	944	-23	2.44%
203	South East Sheffield	990	1,073	-83	7.74%
204	South West Sheffield	625	574	51	8.89%
	Totals	4,250	4,336	-86	1.98%

- Projected annual housing demand is computed using the correlation between the increase in number of occupied housing units and population growth between 1990 and 2000 for Census Tract 204.

$$\frac{\# \text{ units } 1990-2000}{\% \text{ population growth}} = \frac{\# \text{ units } 2000-2010}{\% \text{ population growth}}$$

- Total increase in number of occupied housing units between the 1990 and 2000 in Census Tract 204 was 51
- Actual % population growth in Census Tract 204 between 1990 and 2000 was 1.57%.
- Based upon the population change for the City of Sheffield from 2000 to 2004, it is projected the % population growth between 2000 and 2010 for Census Tract 204 will be the same as it was between 1990 and 2000.

$$\frac{51}{1.57} = \frac{X}{1.57}$$

X = 51 units for 10 years or 5 units per year

### 3.4.2 Replacement Housing

- Includes occupied housing that becomes substandard each year and must be replaced.
- Substandard housing includes units without complete plumbing and/or kitchen facilities
- Appendix B presents the total # substandard housing units per 2000 and 1990 Census Bureau by Census Tract. Following is a summary:

	2000	1990	Diff
Lacks Complete Plumbing	80	22	58
Lacks Complete Kitchens	93	19	74
Total	173	41	132

- The number of substandard units increased by 132 units between 1990 and 2000 or 13 units per year
- The numbers of substandard units are expected to increase by a similar amount between 2000 and 2010.
- In addition the existing 173 substandard units should be replaced over the next ten years at the rate of 17 per year.

### 3.4.3 Total Annual Housing Demand

Annual Housing Demand is the total of projected annual growth, housing needed to replace units that become substandard each year and housing required to replace the existing substandard units.

	<u>Units/Yr</u>
Annual Growth	5
Replacement Housing	13
Existing Substandard Housing	<u>17</u>
Total	35

### 3.4.4 Housing Demand – Owner/Renter

- Currently 63.3% of the total housing inventory in Sheffield is owner occupied and 36.7% is renter occupied. Therefore,  $(35 \times .633) = 22$  homeowner units and  $(35 \times .367) = 13$  rental units are needed each year.
- Data is from the 2000 Census.

### 3.4.5 Housing Demand – Mobility and/or Self-care Limitations

- Persons with mobility and/or self-care limitations:

Age	2000		1990	
	# With Mobility and/or Self Care Limitation	% Total Population	# With Mobility and/or Self Care Limitation	% Total Population
Under 65	496	5.14%	397	3.82%
Over 65	807	8.36%	464	4.47%
Total	1,303	13.50%	801	7.72%

- Projected housing demand for persons with mobility and/or self-care limitation = (total annual housing demand of 35 units) X (% of total population with mobility and/or self-care limitation).
- Annual housing demand for mobility and/or self-care limitations by age group is as follows:

Age Group	% Of Total Population	# Of Housing Units
Under 65 years of age	5.14%	2
65 or older	8.36%	3
Total	13.50%	5

- Data is from the U.S. Census Bureau.

### 3.4.6 Housing Demand - Elderly

- In 1990, there were 2,022 persons (19.48% of the total population) 65 years of age or older and in 2000, there were 1,835 (19.01% of the total population).
- Appendix H presents the number of occupied housing units by age category. In 1990 persons 65 years of age and older occupied 1,143 owner occupied units and 334 renter occupied units for a total of 1,477 units or 34.14% of the total occupied housing. In 2000 persons 65 years of age and older occupied 986 owner occupied units and 333 renter occupied units for a total of 1,319 units or 31.09% of the total occupied housing.
- In 1990 there were 2,022 persons 65 years of age or older or 19.48% of the total population. In 2000 there were 1,835 persons 65 years of age or older or 19.01% of the total population.
- The percent of elderly persons in the City of Sheffield has not significantly changed in the last ten years; therefore, projected housing demand for persons age 65 or older = (total annual housing demand of 35 units) X (% of total population age 65 or older).
- Seven ( $35 \times .1901 = 7$ ) of the 35 new housing units should be developed for the elderly and three should be handicap accessible units for persons 65 years of age or older who have a mobility and/or self-care limitation.
- Data is from the U.S. Census Bureau.

### 3.4.7 Housing Demand – Homeownership

- Homebuyers can usually afford homes 2.5 to 3 times their household income. Therefore, considering the income spread from the City of Sheffield 2000 Census and using an affordability factor of 2.5 time annual household income, the annual homeownership housing demand by housing cost and household income is as follows:

Income Range		Households		Home Purchase		# Homeownership Units
		Number	%	Min	Max	
	\$10,000	780	18.61%	\$0	\$25,000	4
\$10,000	\$14,999	453	10.81%	\$25,000	\$37,498	2
\$15,000	\$24,999	724	17.28%	\$37,500	\$62,498	4
\$25,000	\$34,999	594	14.17%	\$62,500	\$87,498	3
\$35,000	\$49,999	711	16.96%	\$87,500	\$124,998	4

\$50,000	\$74,999	526	12.55%	\$125,000	\$187,498	3
\$75,000	\$99,999	220	5.25%	\$187,500	\$249,998	1
\$100,000	\$149,999	140	3.34%	\$250,000	\$374,998	1
\$150,000	\$199,999	20	0.48%	\$375,000	\$499,998	0
\$200,000		23	0.55%	\$500,000	\$0	0
		4,191	100.00%			22

- HUD’s income limits for a low-income family of four (baseline data) in the City of Sheffield is \$40,000/year; therefore, the average affordable home cost is 2.5 X \$40,000 = \$100,000.

Income Range		Households		Home Purchase		# Homeownership Units
		Number	%	Min	Max	
	\$10,000	780	18.61%	\$0	\$25,000	4
\$10,000	\$14,999	453	10.81%	\$25,000	\$37,498	2
\$15,000	\$24,999	724	17.28%	\$37,500	\$62,498	4
\$25,000	\$34,999	594	14.17%	\$62,500	\$87,498	3
\$35,000	\$49,999	711	16.96%	\$87,500	\$124,998	2
						15

- Annual demand for new homeownership housing is 22 homes per year of which 15 units should be developed as affordable housing for low-income families.

### 3.4.8 Housing Demand – Rental

- Per the U.S. Department of HUD, no more than 30% of a household income should be spent for gross rent to be considered affordable.

Income Range		Households		Monthly Rent		# Rental Units
		Number	%	Min	Max	
	\$10,000	780	18.61%	\$0	\$250	2
\$10,000	\$14,999	453	10.81%	\$250	\$375	2
\$15,000	\$24,999	724	17.28%	\$375	\$625	2
\$25,000	\$34,999	594	14.17%	\$625	\$875	2
\$35,000	\$49,999	711	16.96%	\$875	\$1,250	2
\$50,000	\$74,999	526	12.55%	\$1,250	\$1,875	2
\$75,000	\$99,999	220	5.25%	\$1,875	\$2,500	1
\$100,000	\$149,999	140	3.34%	\$2,500	\$3,750	
\$150,000	\$199,999	20	0.48%	\$3,750	\$5,000	
\$200,000		23	0.55%	\$5,000	\$0	
		4,191	100.00%			13

- HUD’s income limits for a low-income family of four (baseline data) in the City of Sheffield is \$40,000/year; therefore, the maximum affordable monthly rent is  $(\$40,000 \times .3) \div 12 = \$1,000/\text{month}$ .

Income Range		Households		Monthly Rent		# Rental Units
		Number	%	Min	Max	
	\$10,000	780	18.61%	\$0	\$250	2
\$10,000	\$14,999	453	10.81%	\$250	\$375	2
\$15,000	\$24,999	724	17.28%	\$375	\$625	2
\$25,000	\$34,999	594	14.17%	\$625	\$875	2
\$35,000	\$49,999	711	16.96%	\$875	\$1,250	1
						9

- Annual demand for new rental housing is 13 units per year of which 9 units should be developed as affordable rental housing for low-income families.

### 3.4.8 Summary of Housing Demand

- Build 35 new housing units per year over the next ten years:

	<u>Units/Yr</u>
- Annual Growth	5
- Replacement Housing	13
- Existing Substandard Housing	<u>17</u>
Total	35

- Construct 22 homeownership units per year, 15 to be affordable to low-income families.
- Construct 13 rental units per year, 9 to be affordable to low-income families.
- Of the 35 new housing units per year, at least 5 should be fully handicap accessible. If possible, construct all 35 units as adaptable or universal housing in order to accommodate both handicap and non-handicap families.
- Of the 35 new housing units per year, at least 7 should be constructed for the elderly and at least 3 should be handicap accessible

## 3.5 **Location of Annual Housing Demand**

### 3.5.1 Population and Housing Units by Census Tract

Appendix G shows the population and housing unit changes between the 1990 and 2000 Census and projected housing demand to 2010 by census tract for the City of Sheffield. This data is used to prorate the annual housing demand by Census Tract as shown below.

<b>Census Tract</b>	<b>Description</b>	<b>Replace</b>	<b>Substd</b>	<b>Growth</b>	<b>Total</b>
201	North East Sheffield	5	0		5
202	North West Sheffield	3	10		13
203	South East Sheffield	3	7		10
204	South West Sheffield	2	0	5	7
<b>TOTAL</b>		13	17	5	35

### 3.5.2 Census Tracts

#### **Census Tract 201, North East Sheffield:**

North Border: Tennessee River  
South Border: Rail Road Tracks  
East Border: From the Tennessee River, South on Madison Ave to Woodward Ave to Second Street  
West Border: Dover Ave

#### **Census Tract 202, North West Sheffield:**

North Border: Tennessee River  
South Border: Rail Road Tracks, 1<sup>st</sup> Street and West 17<sup>th</sup> Street  
East Border: Dover Ave  
West Border: Tennessee River

#### **Census Tract 203, South East Sheffield:**

North Border: Rail Road Tracks, 1<sup>st</sup> Street and West 17<sup>th</sup> Street  
South Border: Avalon Ave  
East Border: From First Street, RR Tracks South to Cox Blvd, then Cox Blvd South to Avalon Ave  
West Border: From the Tennessee River, Treatment Plant Road to Cherokee Pike to Blackwell Road to Avalon Ave

#### **Census Tract 204, South West Sheffield:**

North Border: From the Tennessee River, Treatment Plant Road to Cherokee Pike to Blackwell Road to Avalon Ave  
South Border: City of Sheffield line  
East Border: Blackwell Road, city of Sheffield line  
West Border: Tennessee River

#### 4.0 ASSET MANAGEMENT

- Demolish and replace in the next ten years:
  - Long Lowe
  - Sheffield Homes
- Keep and maintain for the next ten years, then demolish and replace in years ten to twenty:
  - Long Lowe Additions
  - Manning Homes and Addition
  - Oak Hill Homes
- Keep and upgrade, then consider replacing after year twenty
  - Archer Village
- Interface the Authority's Asset Management Plan with the City of Sheffield's Comprehensive Plan
- Develop loft apartments and retail space downtown
- Redevelop the Long Lowe Neighborhood considering the needs of the Helen Keller Hospital and retail development along Avalon and Montgomery Avenues
- Acquire Blake School property and redevelop the area using a combination of multi-family and single family detached housing units
- Change the image of public housing:
  - Establish and handle new construction and redevelopment through one or more non-profits/CHDO's
  - Implement professional public relations program
- Handle the housing component of CDBG and HOME for the City of Sheffield
- Establish "Sheffield Housing Center" in the downtown area
- Establish homeownership, first-time homebuyer, and housing counseling programs
- Pursue Super NOFA grants such as:
  - FSS Public Housing Coordinator
  - FSS Section 8 Coordinator
  - Housing Counseling
- Become HUD Certified Housing Counselor

## 5.0 FUNDING SOURCES

### New Construction:

- **Tax Credits.** Federal, State and Historical tax credits are available under this program in the form of grants for as much as 75% of the cost of the project.
- **Trust Fund.** Long-term, low- or no-cost loan with a balloon payment that is forgivable provided the project remains as affordable housing during the term of the loan agreement.
- **Mixed-Finance Option.** Includes multiple funding sources and usually includes mixed-income housing. Special funds from HUD are available provided one new public housing unit is created for every ten removed from inventory.
- **Mixed-Finance/Mixed-Use Option:** Combines the mixed-finance option with other redevelopment activities such as developing retail space and/or commercial properties and economic development.
- **Conventional Financing.** Direct loans through financial institutions.
- **Section 202.** A HUD grant program developed to construct and operate housing for the elderly.
- **Section 811.** A HUD grant program developed to construct and operate housing for persons with disabilities.
- **HOME Funds.** A federal housing program operated by the state that includes a wide range of match funding options to develop affordable housing.
- **CDBG Funds.** Community Development Block Grants normally used to leverage funding of new housing programs
- **Foundation Funding.** Includes loans and grants from philanthropic organizations.
- **Donations.** Property and financial gifts from persons, corporations, organizations and units of local government.
- **Bonds.** Special loans, some with government repayment guarantees.
- **Replacement Housing.** HUD funds available for replacing demolished public housing units. *Note: Available only for special and limited circumstances.*

- **Community Housing Development Organization (CHDO).** Special non-profit organizations, which receive at least 15% of available HOME funds.

**Property Renovations:**

- **Capital Fund Program.** A formula-funded HUD grant for renovating the Authority's public housing properties.
- **Renovation Tax Credits.** A special tax credit program available for the renovation of housing properties at a lower rate than new construction.
- **HOME Renovation Funds.** Part of the HOME program providing for renovation rather than new construction.
- **Bonds.** Special loans, some with government repayment guarantees.
- **Conventional Financing.** Direct loans through financial institutions.
- **Donations.** Property and financial gifts from persons, corporations, organizations and units of local government.
- **CDBG Funds.** Community Development Block Grants can be used to renovate existing low-income housing.

Asset Management Plan Appendixes  
**APPENDIX A**

**SHEFFIELD HOUSING UNITS BY CENSUS TRACTS**

Area	2000							1990						
	Owner Occupied		Renter Occupied		Total Occupied	Vacant	Total	Owner Occupied		Renter Occupied		Total Occupied	Vacant	Total
	#	%	#	%				#	%	#	%			
Census Tracts:														
201	1,111	64.82%	603	35.18%	1,714	173	1,887	1,169	66.99%	576	33.01%	1,745	121	1,866
202	529	57.44%	392	42.56%	921	179	1,100	555	58.79%	389	41.21%	944	133	1,077
203	482	48.69%	508	51.31%	990	126	1,116	591	55.08%	482	44.92%	1,073	88	1,161
204	570	91.20%	55	8.80%	625	39	664	536	93.38%	38	6.62%	574	41	615
<b>TOTAL</b>	<b>2,692</b>	<b>63.34%</b>	<b>1,558</b>	<b>36.66%</b>	<b>4,250</b>	<b>517</b>	<b>4,767</b>	<b>2,851</b>	<b>65.75%</b>	<b>1,485</b>	<b>34.25%</b>	<b>4,336</b>	<b>383</b>	<b>4,719</b>

APPENDIX B

SUBSTANDARD UNITS BY CENSUS TRACT

Area	2000					1990				
	Total Units	Plumbing	Kitchens	Substd	% Substd	Total Units	Plumbing	Kitchens	Substd	% substd
<b>Census Tracts:</b>										
201	1,887	0	0	0	0.00%	1,866	6	11	17	0.91%
202	1,100	42	59	101	9.18%	1,077	5	5	10	0.93%
203	1,116	38	34	72	6.45%	1,161	11	0	11	0.95%
204	664	0	0	0	0.00%	615	0	3	3	0.49%
TOTAL	4,767	80	93	173	3.63%	4,719	22	19	41	0.87%

**APPENDIX C**

**YEAR STRUCTURE WAS BUILT BY CENSUS TRACT**

<b>Year Built</b>	<b>201</b>		<b>202</b>		<b>203</b>		<b>204</b>		<b>Total</b>	
	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>
1999-2000	0	0.00%	0	0.00%	18	1.64%	0	0.00%	18	0.38%
1995-1998	57	3.11%	15	1.30%	8	0.73%	0	0.00%	80	1.69%
1990-1994	32	1.75%	27	2.33%	25	2.27%	23	3.50%	107	2.26%
1980-1989	77	4.21%	32	2.77%	84	7.64%	83	12.63%	276	5.82%
1970-1979	162	8.85%	85	7.35%	192	17.45%	147	22.37%	586	12.35%
1960-1969	279	15.25%	121	10.46%	197	17.91%	144	21.92%	741	15.62%
1950-1959	678	37.05%	180	15.56%	291	26.45%	165	25.11%	1,314	27.70%
1940-1949	403	22.02%	221	19.10%	194	17.64%	19	2.89%	837	17.64%
1939 or earlier	142	7.76%	476	41.14%	91	8.27%	76	11.57%	785	16.55%
<b>Total</b>	<b>1,830</b>	<b>100.00%</b>	<b>1,157</b>	<b>100.00%</b>	<b>1,100</b>	<b>100.00%</b>	<b>657</b>	<b>100.00%</b>	<b>4,744</b>	<b>100.00%</b>

**APPENDIX D**

**HOUSING UNIT TYPE BY CENSUS TRACT**

Unit Size	2000						1990						Diff
	Census Tract				Total	Per Cent	Census Tract				Total	Per Cent	
	201	202	203	204			201	202	203	204			
1 Unit Detached	1,483	795	750	637	3,665	77.26%	1,482	759	791	583	3,615	76.61%	50
1 Unit Attached	34	25	68	0	127	2.68%	34	13	21	0	68	1.44%	59
2 Units	123	76	190	0	389	8.20%	121	109	213	1	444	9.41%	-55
3 or 4 Units	86	79	52	0	217	4.57%	96	94	76	0	266	5.64%	-49
5 to 9 Units	65	29	7	0	101	2.13%	55	44	2	1	102	2.16%	-1
10 to 19 Units	27	54	0	7	88	1.85%	25	40	16	0	81	1.72%	7
20 to 49 Units	0	46	0	13	59	1.24%	0	0	0	25	25	0.53%	34
50 or More	12	53	7	0	72	1.52%	0	0	0	0	0	0.00%	72
Mobile Homes	0	0	26	0	26	0.55%	53	18	42	5	118	2.50%	-92
Totals	1,830	1,157	1,100	657	4,744	100.00%	1,866	1,077	1,161	615	4,719	100.00%	25

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009  
Annual Plan for Fiscal Year 2008

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

## PHA Plan Agency Identification

**PHA Name:** Sheffield Housing Authority

**PHA Number:** AL068

**PHA Fiscal Year Beginning:** 04/2008

### 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  
2120 W. 17<sup>th</sup> Street  
Sheffield, AL 35660  
256-383-4773
- 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  
2120 W. 17<sup>th</sup> Street  
Sheffield, AL 35660
- 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  
2120 W. 17<sup>th</sup> Street  
Sheffield, AL 35660
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2005 - 2009**  
[24 CFR Part 903.5]

**A. Mission**

- 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: The Sheffield Housing Authority is committed to providing quality, affordable housing in a safe environment. Through partnerships with our residents and other groups we provide opportunities for those we serve to become self-sufficient.

**B. Goals**

**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: develop tax-credit housing.
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score) By 2%
  - Improve voucher management:
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: Maintain Section 8 High Performer Status

- 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: Maintain Voucher Payment Standards According to Funding Levels

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families:
    - Provide or attract supportive services to improve assistance recipients' employability:
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
    - Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2006**  
[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)]

Optional:

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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## Attachments

### Required Attachments:

- Admissions Policy for Deconcentration: See Section 3.A.6. Deconcentration Rule, see attachment al068a01; Deconcentration Analysis on file in Agency Plan at Office and sent as attachment al068b01.
- FY 2005, FY 2006, FY 2007, FY 2008 Capital Fund Program Annual Statements (Table Library, pages 49-62).
- 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 – in Agency Plan at Office.
- FY 2008 Capital Fund Program 5 Year Action Plan (pages 63-67)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (included in Component 18.A. page 43).
- Other (List below, providing each attachment name)  
PHA Progress in Meeting the Mission and Goals. (Component 18.D., page 46)
- Asset Management Plan: attachments al068c01, al068d01.

### 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Agency Plan Binder
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	In Agency Plan Binder
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: In Binder Under Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Statement of Progress in Meeting 5-Year Goals	Annual Plan: Goal Update
X	Voluntary Conversion Analysis.	In Binder and On File in the Central Office
X	Deconcentration Analysis: On File in Central Office	Attachment al068b01
X	Brief State of Progress In Meeting the Mission and Goals Described in 5-Year Plan	Annual Plan: 18. D.

# 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

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	1518	4	3	4	N/A	2	2
Income >30% but <=50% of AMI	1056	3	3	3	N/A	2	2
Income >50% but <80% of AMI	1122	3	2	2	N/A	2	2
Elderly	1143	4	3	3	3	2	2
Families with Disabilities	1414	3	3	3	N/A	2	2
White	3915	4	4	4	N/A	2	2
Black	1389	3	3	3	N/A	1	2
Hispanic	65	5	3	3	N/A	1	1
Native-American	8	1	1	1	N/A	1	1
Asian	8	1	1	1	N/A	1	1
Other	8	1	1	1	N/A	1	1

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 1993 Colbert County Housing Strategy Study
- 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**

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	115		85
Extremely low income <=30% AMI	115	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	59	51%	
Elderly families	2	2%	
Families with Disabilities	10	9%	
White	56	49%	
Black	59	51%	
Hispanic	0	0%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	48	41%	
2 BR	42	37%	
3 BR	23	20%	
4 BR	2	2%	
5 BR	0	0%	
5+ BR	0	0%	

<b>Housing Needs of Families on the Waiting List</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	118		66
Extremely low income <=30% AMI	96	81%	
Very low income (>30% but <=50% AMI)	21	18%	
Low income (>50% but <80% AMI)	1	1%	
Families with children	87	74%	
Elderly families	16	14%	
Families with Disabilities	16	14%	
White – Non-His.	42	36%	
Black – Non-His.	76	64%	
Hispanic	0	0%	
Native Indian	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? It has been closed for 1 month.			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

Due to our more stringent occupancy requirements and evictions for drug use and criminal activity (which usually increases turnover), and the lack of higher income families (between 51-80% of the Median Income) on our waiting list, our focus this coming year will be towards increasing our occupancy percentage by reducing our apartment turn-over time. Given the high level (100%) of housed families with income less than 30% of Average Median Income (AMI), the lack of higher income applicants, and the economy recovery affecting our area arrived almost two years after the rest of the state. Only by reducing vacancy rates and turnover times will we increase the number of families served.

With our turnover averaging 21%, the Sheffield Housing Authority's turnover rate is in the medium range for agencies in our area. An analysis of the housing in our area as to whether Sheffield has a higher concentration of lower income families shows that renters in Sheffield with household income equal to/or less than 50% of median income (\$25,000.00) total 805 out of 1510 renters, or 53.3%. Homeowners in Sheffield with household income equal to/or less than 50% of median income total 459 out of 2,583 homeowners, or 17.8%. The median income of all residents is just over \$21,000.00.

In comparison, in Colbert County renters with household incomes equal to/or less than 50% of median income (\$25,000.00) number 2,574 out of 5,448 total renters, or 47.7%. There are 5,713 homeowners out of 22,449 in Colbert County with household income equal to/or less than 50% of median income, or 25.9%.

Relatively speaking, the percentage of renters in Sheffield having "Lower Income," 50% of Median Income (\$25,000.00), is about the same as the percentage of renters in Colbert County, 53.3% versus 47.7%, which is very close to the percentage for the State of Alabama as a whole, 46.1%. However, this percentage is higher than our neighboring states of Mississippi, 43.5%, Georgia, 38.8%, and Tennessee, 40.5%.

It is because of this higher percentage of renters in our area having household income equal to/or below 50% of Median Income that our agency is taking a proactive approach of doing what we can to use the replacement of our housing as a catalyst for improving the economy in our area by having housing on or near major thoroughfares relocated to allow businesses to be built where they once stood. Our agency feels that the development of businesses in our area will reduce the percentage of households having household income at/or below 50% of the Median Income. Additionally, we feel that the development of homeownership opportunities will improve Sheffield's housing stock.

For our current residents, the focus of our strategy is to provide the best quality housing through effective maintenance and management policies.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

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

- 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:**

- 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:**

- 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)

Update our Section 504 Needs Assessment for Public Housing.

**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**

- 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)

Short waiting list.

## Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund	\$1,064,744.00*	
b) Public Housing Capital Fund	\$589,582.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,171,816.00 HAP \$ 161,819.00 Admin \$1,333,635.00 TOTAL	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$307,413.00	Daily Operations
<b>4. Other income (list below)</b>		
Interest	\$6,212.00	
Other	\$4,233.00	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$3,232,765.00</b>	
*86.29% Pro-ration (calendar year)		
All figures subject to HUD/Congressional action.		

### **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)

When we have several vacancies (5+ scattered among several bedroom sizes), we begin verification as soon as we take the application. When we have fewer vacancies, or no vacancies, we wait until a family is approximately the fifth from the top of the waiting list before we begin verification.

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) When local law enforcement records are "inconclusive."

##### **(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

Current waiting list has 100% of the families on it at or below 30% of median area income. Because of this, we expect to meet and exceed the federal targeting requirements; however, it is not because we are targeting any families.

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)  
The availability of a transfer unit, our turnover crew not having a backlog of work, and the tenant having paid a \$125.00 transfer fee.
- 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)

Involuntary Displacement Due to Fire or Declared Government Disaster.

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.

2 Date and Time

1 Involuntary Displacement Due to Fire or Declared Government Disaster.

Former Federal preferences:

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

Other preferences (select all that apply)

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

Involuntary Displacement Due to Fire or Declared Government Disaster.

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)  
Introductory Audio/Video Presentation.

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation

- Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA Section 8 office: 2202 West 17<sup>th</sup> Street, Sheffield, AL 35660
  - 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:

An inability to find suitable housing after the applicant has made a considerable effort over the 60-day period.

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Involuntary Displacement Due to Fire or Declared Government Disaster.

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.

- 2 Date and Time  
1 Involuntary Displacement Due to Fire or Declared Government Disaster.

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)  
Involuntary Displacement Due to Fire or Declared Government Disaster.

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**

**(1) Income Based Rent Policies**

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

Ceiling Rents which are now the same as Flat Rents (see ACOP).

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

The Flat Rents adopted are as follows:

Developments	Bedroom Sizes				
	0-BR	1-BR	2-BR	3-BR	4-BR
AL-068-1 & 2					
Rent		237	271	340	376
Utilities		123	152	171	203
Utilities with Electric Range		128			
Total		360	423	511	579
Total with Electric Range		365			
AL-068-3A, 3B					
Rent		233	273	340	372
Utilities		143	166	188	222
Total		376	439	528	594
AL-068-4					
Rent		231	272	339	377
Utilities		144	166	188	216
Total		375	438	527	593
AL-068-5					
Rent	200	242	284	353	394
Utilities	108	131	150	171	196
Total	305	373	434	524	590
AL-068-6					
Rent	197	242	284	353	394
Utilities	108	131	150	171	196
Total	305	373	434	524	590
AL068-8					
Rent		199	239		
Utilities		116	136		
Total		315	375		

**B. Section 8 Tenant-Based Assistance**

**(1) Payment Standards**

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

- At or above 90% but below 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

The Organization Chart is found in the Agency Plan binder in the Main Office.

### **A. PHA Management Structure**

(select one)

- An organization chart showing the PHA's management structure and organization is attached. (see Agency Plan binder)
- A brief description of the management structure and organization of the PHA follows: The Sheffield Housing Authority is divided into six divisions: Housing (AMP 1 and AMP 2), Section 8, Maintenance, Grant Writing/Resident Services, Finance and Modernization. The Housing Division handles all Low Rent Public Housing matters. The Section 8 Division handles all Section 8 matters. The Maintenance Division handles all Maintenance. The Grant Writing/Resident Services Division works with the RAB and Housing Division on tenant matters and develops grants. The Finance Division handles all finance matters. The Modernization Divisions handles all capital improvement matters.

### **B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	387	85
Section 8 Vouchers	322	66
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

The following are contained in our Agency Plan binder at our Main Office: Maintenance Charges, Pest Control Policy, Maintenance Plan, Procurement, Disposition Policy, Internal Procedures for Handling Grievances, Personnel Policy (includes hiring, promotion, and termination policies), and Rent Collection Policy. For other Low Rent and Section 8 policies, please consult our ACOP and Section 8 Administration Plan.

(1) Public Housing Maintenance and Management Policies: Maintenance Charges, Pest Control Policy, Maintenance Plan, Procurement, Disposition Policy, Internal Procedures for Handling Grievances, Personnel Policy (includes hiring, promotion and termination policies), and Rent Collection Policy. For other policies consult the ACOP at the main office.

(2) Section 8 Management: All Section 8 Policies are in the Section 8 Administration Plan.

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

High Performer agencies are not required to include the Grievance Policy in the Annual Plan. It is contained in our Agency Plan binder at the Main Office.

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

Section 8 Office located at 2202 W. 17<sup>th</sup> Street, Sheffield, AL 35660

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

### **A. Capital Fund Activities**

#### **(1) Capital Fund Program Annual Statement**

Parts I, II, and III of the Annual Statement for the Capital Fund Program are attached. These parts identify the capital activities of the PHA for the upcoming year to ensure the long-term physical and social viability of the PHA's housing developments.

Select one:

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

-or-

The Capital Fund Program Annual Statements are provided in the Attachments to this document. (see Table Library)

#### **(2) Optional 5-Year Action Plan**

The 5-Year action plan is included in the Attachments to this document.

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

b. If yes to question a, select one:

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

-or-

The Capital Fund Program 5-Year Action Plan is provided in the Attachments section of this document located at the end.

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

- 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:  
Sheffield Homes Hope VI

- 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:

The housing authority will be looking to replacing apartment units along Avalon Avenue that are being displaced due to the widening of Avalon Avenue.

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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.)

The PHA has adopted an asset management plan and it is submitted with out plan as attachments al068c01 and al068d01.

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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Long Lowe Addition 1b. Development (project) number: AL068-06
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(01/02/08)</u>
5. Number of units affected: 10 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: October 1, 2008 b. Projected end date of activity. October 1, 2009

**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)]

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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	<input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one)	<input type="checkbox"/> Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> 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)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

**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.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

**Voluntary Conversion Required Initial Assessments (Component 10(B)):**

- a. How many of the PHA's developments are subject to the Required Initial Assessments? ALL
- 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)? NONE
- c. How many Assessments were conducted for the PHA's covered developments? 8
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: NONE
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: NOT/APPLICABLE. ASSESSMENTS COMPLETED.

**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.)

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

High Performing housing authorities are not required to submit any information on this component. We have included our Community Service Policy as an informational service only. The full policy is available in our ACOP that is in the Agency Plan binder at our Main Office.

**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? 13/Nov/00

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**

The Sheffield Housing Authority does not have a Self-Sufficiency Program.

**(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. )

<b>Services and Programs</b>				
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)

**(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**

The full Community Service Policy is on display in the Agency Plan on display at the Central Office. A summary of the Community Service Policy is as follows:

**General Program Requirements**

- (a) Participation. Except for residents exempted, each adult resident of a public housing development shall:

- (1) Contribute 8 hours per month of community service (not including political activities); or (2) Participate in an economic self-sufficiency program for 8 hours per month.
- (b) Effective date of participation. The requirement is effective for all nonexempt residents following execution of a lease, containing these provisions, by the family head of household.
- (c) PHA obligation. PHAs must, at a minimum:
  - (1) Develop a local policy for administration of a community service and economic self-sufficiency program.
  - (2) Provide written notification of the provisions of the community service requirements to all residents. The notice should describe the requirement, identify who is exempt and how exemptions will be verified. The PHA should state when the requirement is effective, as well as the obligations and responsibilities of adult family members, and the consequences of non-compliance.
  - (3) Determine for each public housing family which family members are subject to or exempt from the community service and self-sufficiency requirement and approves the resident's planned activities to fulfill the requirement.
  - (4) No more or less frequently than annually, review and determine the compliance of residents with the requirements at least 30 days before lease term expires. Determine any changes to each adult family member's exempt or nonexempt status.
  - (5) Retain reasonable documentation of community service participation or exemption in resident files.
- (6) Comply with the civil rights requirements in 24 CFR part 5.

### **Program Exemptions**

- (a) 62 years or older;
- (b) Is a person with vision impairment or other person with disabilities, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
- (c) Is engaged in a work activity as defined under section 407(d) of the Social Security Act (42 U.S.C. 607(d), as in effect on and after July 1, 1997);

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

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

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

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

Sheffield Homes (AL068-01) Long Lowe (AL068-02), Long Lowe Addition (AL-068-04), and Long Lowe Addition (AL068-06).

**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)  
Hiring dedicated police officers to patrol developments.

2. Which developments are most affected? (list below)  
 Sheffield Homes (AL068-01) Long Lowe (AL068-02), Long Lowe Addition (AL-068-04), and Long Lowe Addition (AL068-06).

**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)  
 Sheffield Homes (AL068-01) Long Lowe (AL068-02), Long Lowe Addition (AL-068-04), and Long Lowe Addition (AL068-06).

**D. Additional information as required by PHDEP/PHDEP Plan**

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

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

**14. PET POLICY**

[24 CFR Part 903.7 9 (n)]

A tenant may own one or more common household pets or have one or more common household pets, subject to the rules for pet ownership that are fully explained in the policy that is contained in the Agency Plan at the Central Office. Tenants must apply to have pets. A summation of the tenant pet policy is as follows:

- a. Each Head of Household may own up to two 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.
- b. If a 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 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). Dog or cat must be registered with the City of Sheffield.
  - c. The annual fee to have a dog or cat is \$50.00 and a \$300 deposit. Other fees or deposits vary, see the complete policy.
  - d. Assistance animals are excluded from such fees (see full policy for details).

Senior or Disabled Residents. A Senior or Disabled Resident may own and keep common household pets. Senior or Disabled Residents must apply to have a pet. A brief summation of the Senior or Disabled Pet Policy is as follows:

- a. Only one pet may be kept in any one apartment. Permitted pets are domesticated (tame) dogs (their weight may not exceed 30 lbs.), cats, fish, turtles in tank or bowl, birds, gerbils, hamsters, guinea pigs, and rabbits in a cage.
- b. Only one pet may be kept in any one apartment. Dogs and cats must be licensed yearly by the City of Sheffield.
- c. Residents are solely responsible for their pet.
- d. If a 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 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).
- e. A \$300 deposit, paid in advance is required. Other fees or charges may vary, see the complete policy.
- f. Assistance animals are excluded from such fees (see full policy for details).

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

The Sheffield Housing Authority has attached our Asset Management Plan as a1068c01 and a1068d01.

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**

The Resident Advisory Board consists of:

<b>Name</b>	<b>Title</b>	<b>Development</b>	<b>Address</b>
Mr. Floyd Malone	President	Long Lowe	1227 Long Lowe CT, 11A
Ms. Gloria Stiles	Vice-President/ Secretary	Archer Village	103-C 26 <sup>th</sup> CT
Ms. Jacqueline King	Board Member	Manning Homes	1509 W. 20 <sup>th</sup> CT
Ms. Martha Talley	Board Member	Manning Homes Addn.	1511 W. Popular ST, 38A
Ms. Gimeace Godbey	Board Member	Long Lowe Addn.	708 15 ½ ST, 28A

\*All Resident Advisory Board Members reside in Sheffield, AL 35660.

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

Note: Final Rule on this mater, 24 CFR 964.420, does not require the election of the resident Board member. Since Alabama law restricts Board participation to five members, the Board proposed that a resident be appointed by the appointing local official at the next vacancy. A resident was appointed to the Board in 2000 and 2004 by the local appointing official.

Our Resident Commissioner is: Ms. Gloria Stiles, 103 C 26<sup>th</sup> Court, Sheffield, AL 35660.

### 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**

1. Consolidated Plan jurisdiction: State of Alabama

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

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

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: ADECA certification of our plan with regards to consistency with the State of Alabama's Consolidated Plan has been secured.

## **D. Other Information Required by HUD**

### **1. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

The Sheffield Housing Authority's "Mission Statement" is "The Sheffield Housing Authority is committed to providing quality, affordable housing in a safe environment. Through partnership with our residents and other groups we provide opportunities for those we serve to become self-sufficient." During the past five years, we have been very successful in living up to our Mission Statement through emphasis in our Preventative Maintenance Program by using our highest qualified personnel to conduct the preventative maintenance program once-a-year; developing a program of services to residents that includes alternate activities for school-age children, and activities and programs for adult and senior citizen residents (such as budget counseling, crafts, and housekeeping skills). A handicapped accessible van was purchased to facilitate trips made by tenants and RAB members to conferences.

The Sheffield Housing Authority has improved the quality of assisted housing by increasing our PHAS goals by 15% during the past two years. PHAS inspection scores of our apartments have increased from 77.5% to 91.5% during the past five years. Our Low Rent housing program has been designated as a "High Performer" Agency for FY 2002, FY 2003, FY 2004, FY 2005 and FY 2006. Our Section 8 program is designated as a "High Performer" Agency for FY 2004, FY 2005, FY 2006, and FY2007. Our RASS scores have stayed at over 90%. No follow-up plan was required for FY 2006, and FY 2007 was put on-hold this year.

MASS scores continue to improve and are monitored on a quarterly basis. We have a 100% FASS and are projecting an 86% MASS scores for FY 2007. Our PASS inspections were 26 out of 30, which should make our final PHAS score 89. Voucher management is monitored several times a month by our Finance and Section 8 Departments and our program utilization is at 99.7%. SEMAP score was 96 this year. The P.I.C. Reporting System showed that we are successfully reporting, not including units held-out for MOD, 96.7% of the low income units, and 95.5% of the Section 8 unit information successfully to HUD. Section 8 Payment Standards have been changed to 100% of the Payment Standard. Our Modernization Program is on-track with funds usually 100% obligated within several months of grant award (unless an item is better procured at a different time of the year). Our Modernization funds were expended within the following times:

As mentioned in the previous paragraph, we have been maximizing our voucher management through increased monitoring of our program, and we have sought to increase voucher payment standards where we felt they were needed.

With regards to safety concerns, we have established a neighborhood watch at Archer Village, Manning Homes. We monitor daily the police patrols in all of our developments.

The Sheffield Housing Authority continues to work to ensure equal opportunities in housing for all Americans. We outreach to other non-profits in our area, such as Community Action and Safe Place, to educate them, and their clients, of our housing opportunities.

## **D. Other Information Required by HUD (cont.)**

### **2. Criteria for Substantial Deviation and Significant Amendments:**

#### **a. Amendment and Deviation Definitions:**

- (1) Substantial Deviation from the 5-Year Plan: This Authority defines a “Substantial Deviation” to the 5-Year and Annual Plan as any changes to rent or admissions policies or organization of the waiting list. In the event of a substantial decrease in funds in the Capital Fund Program that would eliminate or modify modernization work items that have already been approved, items dropped or moved to later years would be based-on the original priorities established for the items, with a revised budget containing these items approved by the Board of Commissioners.**
- (2) Significant Amendment or Modification to the Annual Plan: A “Significant Amendment” or “Significant Deviation” would be additions of non-emergency items not included in the current Annual Statement or 5-Year Action Plan, changes in use of replacement reserve funds under the Capital Fund, and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. These would have to be commented upon by the RAB and receive Board of Commissioners approval. Additions of non-emergency items already included in the current Annual Statement or 5-Year Action Plan or items added that reflect changes in HUD regulatory requirements would not be considered a “Signification Amendment” or Significant Deviation” and would not have to have RAB approval, but these items must be approved by the Board of Commissioners in a Budget revision.**

## **Attachments**

**Attachment al068a01 is the Deconcentration Policy.**

**Attachment al068b01 is the Deconcentration Analysis in accordance with PIH  
Notice 2001-4 and 24 CFR Part 903**

**Attachment al068c01 is the Asset Management Plan**

**Attachment al068d01 are the appendixes for the Asset Management Plan**

## 7 Capital Improvement Needs.

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$26,200	\$26,200	\$25,152	\$23,533
4	1410 Administration	\$62,900	\$62,900	\$60,384	\$54,675
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,000	\$1,000	\$960	\$762
8	1440 Site Acquisition		\$95,000	\$95,000	\$95,000
9	1450 Site Improvement	\$5,000	5,000	\$5,000	\$5,000
10	1460 Dwelling Structures	\$496,444	\$431,162	\$414,886.	\$316,094
11	1465.1 Dwelling Equipment—Nonexpendable	\$40,500	\$38,500	\$38,500	\$41,614
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	\$3,000	\$3,000	\$2,880	\$600
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$635,044	\$662,762	\$642,762	\$537,278
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				

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
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		
68-4	Stoves	1465 01	20 of 50	\$7,000	\$6,000	\$6,000	\$6,000		
	Refrigerators	1465 01	20 of 50	\$8,000	\$7,000	\$7,000	\$7,000		
	Steel Storm Doors	1460	20 of 50	\$10,000	\$8,000	\$8,000	\$8,000		
	Interior Doors	1460	20 of 50	\$20,000	\$15,000	\$15,000	\$10,439		
	Replace Front & Back Entrance Doors	1460	20 of 50	\$10,000	\$8,000	\$8,000	\$6,725		
	Cabinets	1460	20 of 50	\$36,000	\$33,000	\$33,000	\$31,605		
	Change Rheem Heaters*	1460	20 of 50	\$5,000	\$5,000	\$5,000	\$941		
	Paneling where needed	1460	20 of 50	\$10,000	\$8,000	\$8,000	\$6,701		
	Ceiling Tile	1460	20 of 50	\$6,000	\$5,000	\$5,000	\$1,144		
	Paint/Miscellaneous	1460	20 of 50	\$40,000	\$35,000	\$35,000	\$17,083		
	Relocation Costs	1495	20 of 50	\$3,000	\$3,000	\$1,800	\$1,650		
	LBP Testing	1430	20 of 50	\$1,000	\$1,000	\$1,000	\$1,501		
	<b>Total</b>			<b>\$156,000</b>	<b>\$134,000</b>	<b>\$132,800</b>	<b>\$98,789</b>		
	*Heaters purchased with FYE 2004 LR Funds								
68-5	Handrails	1460	66	\$50,000	\$50,000	\$41,800	\$25,012		
	Siding	1460	66	\$8,000	\$8,000	\$3,000	\$2,603		
	<b>Total</b>			<b>\$58,000</b>	<b>\$58,000</b>	<b>\$44,800</b>	<b>\$27,615</b>		
68-6	Stoves	1465 01	34	\$11,900	\$11,900	\$11,900	\$16,414		
	Refrigerators	1465 01	34	\$13,600	\$13,600	\$12,000	\$12,200		
	Siding	1460	34	\$4,000	\$4,000	\$0	\$0		
	<b>Total</b>			<b>\$29,500</b>	<b>\$29,500</b>	<b>\$23,900</b>	<b>\$28,614</b>		
68-1	Storm Doors	1460	55		\$27,718	\$27,718	\$27,718		
					<b>\$27,718</b>	<b>\$27,718</b>	<b>\$27,718</b>		
PHA-Wide	Site Acquisition	1440			\$95,000	\$95,000	\$95,000		
					<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,000</b>		

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005			
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	
PHA Wide	Force Account Labor & Benefits	1460		\$297,444	\$224,444	224,444	\$165,442	
	Modernization Clerk	1410		\$17,600	\$17,600	\$17,600	\$17,600	
	Resident Mgmt	1408		\$3,700	\$3,700	\$3,700	\$3,700	
	Adm Salaries Prorated to CFP	1410		\$23,800	\$23,800	\$23,800	\$23,800	
	Employee Benefits – Admin	1410		\$21,500	\$21,500	\$21,500	\$21,500	
	Foot Patrol	1408		\$20,000	\$20,000	\$20,000	\$20,000	
	Training	1408		\$2,500	\$2,500	\$2,500	\$2,500	
	Landscaping/Tree Trimming	1450		\$5,000	\$5,000	\$5,000	\$5,000	
	<b>Total</b>			<b>\$391,544</b>	<b>\$318,544</b>	<b>\$318,544</b>	<b>\$259,542</b>	
	<b>Grand Total</b>			<b>\$635,044</b>	<b>\$662,762</b>	<b>\$642,762</b>	<b>\$537,278</b>	

**7 Capital Improvement Needs.**

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

PHA Name: Sheffield Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: AL09P06850105 Replacement Housing Factor No:	<b>Federal FY of Grant: 2005</b>
---------------------------------------	--	----------------------------------

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-4	6/30/07			6/30/07	6/30/08		To Correct Typo
68-5	6/30/07			6/30/07	6/30/08		To Correct Typo
68-6	6/30/07			6/30/07	6/30/08		To Correct Typo
PHA-Wide	6/30/07			6/30/07	6/30/08		To Correct Typo
68-1		6/30/07			6/30/08		Item Moved form Later Year

## 7 Capital Improvement Needs.

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Sheffield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:			<b>Federal FY of Grant: 2006</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		\$50,190	\$35,000	
3	1408 Management Improvements	\$13,700	\$41,200	\$28,700	\$25,000
4	1410 Administration	\$63,400	\$63,400	\$63,400	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,650	\$1,876	\$1,000	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000	\$5,000	\$4,350	
10	1460 Dwelling Structures	\$525,194	\$452,067	\$407,592	\$14,713
11	1465.1 Dwelling Equipment—Nonexpendable	\$21,750	\$24,729	\$21,515	\$3,114
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	\$4,350	\$4,946	\$2,000	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$635,044</b>	<b>\$643,408</b>	<b>\$563,557</b>	<b>\$42,827</b>
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				

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006			
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	
68-5	Stoves	1465 01	30 of 66	\$10,150	\$11,540	\$10,040	\$2,000	
	Refrigerators	1465 01	30 of 66	\$11,600	\$13,189	\$11,475	\$1,114	
	Steel Storm Doors	1460	30 of 66	\$14,500	\$16,486	\$14,343	\$78	
	Front & Back Entrance Doors	1460	30 of 66	\$14,500	\$16,486	\$14,343		
	Interior Doors	1460	30 of 66	\$29,000	\$32,972	\$28,686	\$1,884	
	Floor Tile	1460	30 of 66	\$11,000	\$12,507	\$11,000	\$10,000	
	Cabinets	1460	30 of 66	\$52,200	\$59,349	\$51,634	\$654	
	Change Rheem Heaters	1460	30 of 66	\$27,000	\$30,698	\$26,707		
	Conversion of Efficiencies to 2BR	1460	4	\$50,000	\$0	\$0	\$0	
	Paint/Miscellaneous	1460	30 of 66	\$23,525	\$26,747	\$23,270	\$1,916	
	Relocation Costs	1495	30 of 66	\$4,350	\$4,946	\$2,000		
	LBP Testing	1430	30 of 66	\$1,650	\$1,875	\$1,000		
	<b>TOTAL</b>			<b>\$249,475</b>	<b>\$226,795</b>	<b>\$194,498</b>	<b>\$17,646</b>	
PHA Wide	Force Account Labor & Benefits	1460		\$303,469	\$256,823	\$237,609		
	Modernization Clerk	1410		\$17,600	\$17,600	\$17,600		
	Resident Mgmt	1408		\$3,700	\$3,700	\$3,700		
	Adm Salaries Prorated to CFP	1410		\$23,800	\$23,800	\$23,800		
	Employee Benefits – Admin	1410		\$22,000	\$22,000	\$22,000		
	Computers/Office Equipment	1408		\$10,000	\$10,000	\$0		
	Landscaping/Tree Trimming	1450		\$5,000	\$5,000	\$4,350	\$181	
	Foot Patrol	1408		\$0	\$25,000	\$25,000	\$25,000	
	Training	1408		\$0	\$2,500	\$0		
	Operations	1406		\$0	\$50,190	\$35,000		
	<b>TOTAL</b>			<b>\$385,569</b>	<b>\$416,613</b>	<b>\$369,059</b>	<b>\$25,181</b>	
	<b>GRAND TOTAL</b>			<b>\$635,044</b>	<b>\$643,408</b>	<b>\$563,557</b>	<b>\$42,827</b>	

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: Sheffield Housing Authority			Grant Type and Number Capital Fund Program No: AL09P06850106 Replacement Housing Factor No:				Federal FY of Grant: 2006
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-5	7/18/08	7/18/08		7/18/010	7/18/010		
AMP – 1	7/18/08	7/18/08		7/18/010	7/18/010		
AMP – 2	7/18/08	7/18/08		7/18/010	7/18/010		
PHA-Wide	7/18/08	7/18/08		7/18/010	7/18/010		

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$117,916		\$117,916	
3	1408 Management Improvements	\$30,000		\$20,000	
4	1410 Administration	\$58,958		\$58,958	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,238		\$1,238	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000		\$5,000	
10	1460 Dwelling Structures	\$309,603		\$289,603	
11	1465.1 Dwelling Equipment—Nonexpendable	\$16,435		\$16,435	
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	\$3,265		\$3,265	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$47,167		\$26,908	
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$589,582</b>		<b>\$539,323</b>	
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				

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
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	
68-5	Stoves	1465 01	22 of 66	\$7,731		\$7,731		
	Refrigerators	1465 01	22 of 66	\$8,704		\$8,704		
	Steel Storm Doors	1460	22 of 66	\$10,880		\$10,880		
	Interior Doors	1460	22 of 66	\$19,362		\$19,362		
	Front & Back Entrance Doors	1460	22 of 66	\$10,881		\$10,881		
	Cabinets	1460	22 of 66	\$39,170		\$39,170		
	Change Rheem Heaters	1460	22 of 66	\$20,260		\$20,260		
	Floor Tile	1460	22 of 66	\$8,255		\$8,255		
	Paint / Miscellaneous	1460	22 of 66	\$20,000		\$20,000		
	Relocation Costs	1460	22 of 66	\$3,265		\$3,265		
	Conversion of Efficiencies to 2BR	1460	2	\$30,000		\$10,000		
	LBP Testing	1460	22 of 66	\$1,238		\$1,238		
	<b>Total</b>			<b>\$179,746</b>		<b>\$159,746</b>		
AMP-1	Paint Program (Occupied Units)	1460	10	\$10,000		\$10,000		
AMP-2	Paint Program (Occupied Units)	1460	10	\$10,000		\$10,000		
	<b>Total</b>			<b>\$20,000</b>		<b>\$20,000</b>		
68-5	Force Account Labor & Benefits	1460		\$130,795		\$130,795		
68-5	Modernization Admin/Supervision	1406		\$117,916		\$117,916		
68-5	Administration	1410		\$58,958		\$58,958		
68-5	Management Operations	1408		\$30,000		\$20,000		
68-5	Landscaping	1450		\$5,000		\$5,000		
68-5	Contingencies	1502		\$47,167		\$26,908		
	<b>Total</b>			<b>\$389,836</b>		<b>\$359,577</b>		
	<b>GRAND TOTAL</b>			<b>\$589,582</b>		<b>\$539,323</b>		

**7 Capital Improvement Needs.**

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

PHA Name: Sheffield Housing Authority	<b>Grant Type and Number</b> Capital Fund Program No: AL09P06850107 Replacement Housing Factor No:	<b>Federal FY of Grant: 2007</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-5	9/13/09			9/13/11			
AMP – 1	9/13/09			9/13/11			
AMP – 2	9/13/09			9/13/11			

## 7 Capital Improvement Needs.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$117,916			
3	1408 Management Improvements	\$30,000			
4	1410 Administration	\$58,958			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,238			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000			
10	1460 Dwelling Structures	\$309,603			
11	1465.1 Dwelling Equipment—Nonexpendable	\$16,435			
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	\$3,265			
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$47,167			
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$589,582</b>			
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				

## 7 Capital Improvement Needs.

### Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Sheffield Housing Authority		Grant Type and Number Capital Fund Program Grant No: AL09P06850106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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	
68-5	Stoves	1465 01	12 of 66	\$4,200				
	Refrigerators	1465 01	12 of 66	\$6,000				
	Steel Storm Doors	1460	12 of 66	\$7,200				
	Front & Back Entrance Doors	1460	12 of 66	\$6,000				
	Interior Doors	1460	12 of 66	\$12,000				
	Floor Tile	1460	12 of 66	\$12,000				
	Cabinets	1460	12 of 66	\$24,000				
	Plumbing (Update)	1460	12 of 66	\$12,000				
	Change Rheem Heaters	1460	12 of 66	\$12,000				
	Paint/Miscellaneous	1460	12 of 66	\$20,046				
	Windows	1460	12 of 66	\$24,000				
	Lighting	1460	12 of 66	\$7,200				
	Bathrooms	1460	12 of 66	\$18,600				
	Venthoods & Backsplashes	1460	12 of 66	\$1,500				
	Mini Blinds	1460	12 of 66	\$1,500				
	Smoke Detector w/outside alarm	1495	12 of 66	\$1,800				
	Relocation Costs	1495	12 of 66	\$1,800				
	Landscaping	1450	12 of 66	\$12,000				
	LBP Testing	1430	12 of 66	\$900				
	<b>Total</b>			<b>\$184,746</b>				
AMP – 1	Occupied Painting	1460	10	\$10,000				
AMP – 2	Occupied Painting	1460	10	\$10,000				
	<b>Total</b>			<b>\$20,000</b>				



**7 Capital Improvement Needs.**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
PHA Name: Sheffield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program No: AL09P06850107 Replacement Housing Factor No:				Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
68-5	6/30/10			6/30/12			
AMP – 1	6/30/10			6/30/12			
AMP – 2	6/30/10			6/30/12			

## 7 Capital Improvement Needs.

<b>Capital Fund Program Five-Year Action Plan</b>					
<b>Part I: Summary</b>					
PHA Name Sheffield Housing Authority				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1 FFY 2008	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Work Statement for Year 5 FFY Grant: 2012 PHA FY:
	See				
AL68-1 Sheffield Homes					
AL68-2 Long Lowe					
AL68-3A Manning Homes	Annual				
AL68-3B Oak Hill Homes					
AL68-4 Long Lowe Addition					
AL68-5 Manning Homes Addition	Statement	\$382,708	\$382,708	\$382,708	\$299,912
AL68-6 Long Lowe Addition					
AL68-8 Archer Village					
All Projects					\$82,796
B. Physical Improvements Subtotal		\$382,708	\$382,708	\$382,708	\$382,708
C. Management Improvements		\$30,000	\$30,000	\$30,000	\$30,000
D. PHA-Wide Nondwelling Structures & Equipment					
E. Administration		\$58,958	\$58,958	\$58,958	\$58,958
F. Other – A & E Fees					
G. Operations		\$117,916	\$117,916	\$117,916	\$117,916
H. Demolition		\$0	\$0	\$0	\$0
I. Replacement Reserves		\$0	\$0	\$0	\$0
J. Mod Used for Development		\$0	\$0	\$0	\$0
K. Total CGP Funds		\$589,582	\$589,582	\$589,582	\$589,582
L. Total Non-CGP Funds		\$0	\$0	\$0	\$0
M. Grand Total		\$589,582	\$589,582	\$589,582	\$589,582

NOTE: Years two through five have the following items included in line B (Physical Improvements Subtotal): Fee's and Costs (1430), Site Improvement (1450), Dwelling Structures (1460), Dwelling Equipment – Nonexpendable (1465.1), Relocation Costs ((1495.1) and Contingencies (1502).

## 7 Capital Improvement Needs.

<b>Capital Fund Program Five-Year Action Plan</b>						
<b>Part II: Supporting Pages—Work Activities</b>						
Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2009 PHA FY:			Activities for Year: <u>3</u> FFY Grant: 2010 PHA FY:		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
<b>See</b>	68-5	Appliances	\$10,200	68-5	Appliances	\$10,200
<b>Annual</b>		Steel Storm Doors	\$7,200		Steel Storm Doors	\$7,200
<b>Statement</b>		Interior, Front & Back Entrance Doors	\$18,000		Interior, Front & Back Entrance Doors	\$18,000
		Floor Tile	\$12,000		Floor Tile	\$12,000
		Cabinets	\$24,000		Cabinets	\$24,000
		Plumbing (Update)	\$12,000		Plumbing (Update)	\$12,000
		Change Heaters	\$12,000		Change Heaters	\$12,000
		Windows	\$24,000		Windows	\$24,000
		Landscaping	\$12,000		Landscaping	\$12,000
		Relocation Costs	\$1,800		Relocation Costs	\$1,800
		Paint / Misc	\$24,846		Paint / Misc	\$24,846
		Lighting	\$7,200		Lighting	\$7,200
		LBP Testing	\$900		LBP Testing	\$900
		Bathrooms	\$18,600		Bathrooms	\$18,600
		Contingencies	\$47,167		Contingencies	\$47,167
		Management Opns	\$30,000		Management Opns	\$30,000
		Administration	\$58,958		Administration	\$58,958
		Mod. Admin / Supervision	\$117,916		Mod. Admin / Supervision	\$117,916
		Force Account Labor & Benefits	\$130,795		Force Account Labor & Benefits	\$130,795
	AMP 1	Occupied Painting	\$10,000	AMP 1	Occupied Painting	\$10,000
	AMP 2	Occupied Painting	\$10,000	AMP 2	Occupied Painting	\$10,000
<b>Total CFP Estimated Cost</b>			<b>\$589,582</b>			<b>\$589,582</b>

## 7 Capital Improvement Needs.

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : <u>4</u> FFY Grant: 2011 PHA FY:			Activities for Year: <u>5</u> FFY Grant: 2012 PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
68-5	Appliances	\$10,200	All	New Office	\$92,796
	Steel Storm Doors	\$7,200	68-5	Management Opns	\$30,000
	Interior, Front & Back Entrance Doors	\$18,000	68-5	Interior, Front & Back Entrance Doors	\$9,000
	Floor Tile	\$12,000	68-5	Steel Storm Doors	\$3,600
	Cabinets	\$24,000	68-5	Appliances	\$5,100
	Plumbing (Update)	\$12,000	68-5	Floor Tile	\$6,000
	Change Heaters	\$12,000	68-5	Cabinets	\$12,000
	Windows	\$24,000	68-5	Plumbing (Update)	\$6,000
	Landscaping	\$12,000	68-5	Change Heaters	\$6,000
	Relocation Costs	\$1,800	68-5	Windows	\$12,000
	Paint / Misc	\$24,846	68-5	Landscaping	\$6,000
	Lighting	\$7,200	68-5	Relocation Costs	\$900
	LBP Testing	\$900	68-5	Paint / Misc	\$12,000
	Bathrooms	\$18,600	68-5	Lighting	\$3,600
	Contingencies	\$47,167	68-5	LBP Testing	\$450
	Management Opns	\$30,000	68-5	Bathrooms	\$9,300
	Administration	\$58,958	68-5	Contingencies	\$47,167
	Mod. Admin / Supervision	\$117,916	68-5	Mod. Admin / Supervision	\$117,916
	Force Account Labor & Benefits	\$130,795	68-5	Force Account Labor & Benefits	\$130,795
			68-5	Administration	\$58,958
AMP 1	Occupied Painting	\$10,000	AMP 1	Occupied Painting	\$10,000
AMP 2	Occupied Painting	\$10,000	AMP 2	Occupied Painting	\$10,000
Total CFP Estimated Cost		<b>\$589,582</b>			<b>\$589,582</b>





**APPENDIX F**

**BUILDING PERMITS ISSUED BY THE CITY OF SHEFFIELD**

	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004
Units in Single-Family Structures	4	3	7	8	10	23	12	10	19	20	20	2	2	7	8	9	9	10	11	5
Units in Multi-Family Structures			2		8	20	10	6	15	15	20	7	8	8						
Total Units	4	3	9	8	18	43	22	16	34	35	40	9	10	15	8	9	9	10	11	5

APPENDIX G

SHEFFIELD POPULATION AND HOUSING UNITS BY CENSUS TRACT

Area	Population				Housing Units								Projected Housing Demand To 2010					
	2000	1990	Diff	% Diff	2000			1990			Diff in Occupied		Replace	Substd	Growth	Total	Owned	Rental
					Total	Occupied	Vacant	Total	Occupied	Vacant	#	% Diff						
Census Tracts:																		
201	3,779	4,037	-258	-6.39%	1,887	1,714	173	1,866	1,745	121	-31	-1.78%	52	0		52	34	18
202	2,060	2,192	-132	-6.02%	1,100	921	179	1,077	944	133	-23	-2.44%	30	101		131	76	56
203	2,342	2,707	-365	-13.48%	1,116	990	126	1,161	1,073	88	-83	-7.74%	31	72		103	50	53
204	1,491	1,468	23	1.57%	664	625	39	615	574	41	51	8.89%	18	0	51	69	63	6
TOTAL	9,672	10,404	-732	-7.04%	4,767	4,250	517	4,719	4,336	383	-86	-1.98%	132	173	51	356	223	133

**APPENDIX H**

**CITY OF SHEFFIELD OCCUPIED UNITS BY AGE CATEGORY**

	<b>2000</b>	<b>% Total</b>	<b>1990</b>	<b>% Total</b>	<b>Diff</b>	<b>% Diff</b>
<b>OWNER OCCUPIED</b>						
Under 24	60	1.41%	49	1.13%	11	22.45%
25 to 34	277	6.53%	294	6.80%	-17	-5.78%
35 to 44	436	10.28%	447	10.33%	-11	-2.46%
45 to 54	483	11.38%	413	9.55%	70	16.95%
55 to 64	448	10.56%	498	11.51%	-50	-10.04%
65 to 74	447	10.53%	651	15.05%	-204	-31.34%
75 and older	539	12.70%	492	11.37%	47	9.55%
Subtotal	2,690	63.40%	2,844	65.74%	-154	-5.41%
<b>RENTER OCCUPIED</b>						
Under 24	165	3.89%	188	4.35%	-23	-12.23%
25 to 34	337	7.94%	386	8.92%	-49	-12.69%
35 to 44	326	7.68%	261	6.03%	65	24.90%
45 to 54	250	5.89%	168	3.88%	82	48.81%
55 to 64	142	3.35%	145	3.35%	-3	-2.07%
65 to 74	122	2.88%	177	4.09%	-55	-31.07%
75 and older	211	4.97%	157	3.63%	54	34.39%
Subtotal	1,553	36.60%	1,482	34.26%	71	4.79%
<b>TOTAL OCCUPIED</b>	<b>4,243</b>	<b>100%</b>	<b>4,326</b>	<b>100%</b>	<b>-83</b>	<b>-1.92%</b>