

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 2006 - 2010

Annual Plan for Fiscal Year 2009

**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:** 04/2009

**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 2009 - 2014**

[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 list:
  - 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 2009**

[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 al068b02.
- FY 2006, FY 2007 FY 2008, Capital Fund Program Annual Statements (Table Library, pages 49-57)
- 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 2009 Capital Fund Program 5 Year Action Plan (pages 58-63)
- 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: Binder
X	Most recent board-approved operating budget for the public housing program	Agency Plan Binder
X	Section 8 Administrative Plan	Annual Plan:Binder Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	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

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

**A. Housing Needs of Families in the Jurisdiction Served by the PHA**

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Affordability	Supply	Quality	Accessability	Size	Location
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 Jurisdictions  
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:
- 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	83		85
Extremely low income <=30% AMI	83	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	70	84%	
Elderly families	4	5%	
Families with Disabilities	9	11%	
White	34	40.9%	
Black	48	57.8%	
Hispanic	1	1.3%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	44	37%	
2 BR	28	41%	
3 BR	10	14%	
4 BR	1	8%	
5 BR	0	0%	
5+ BR	0	0%	
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			

Housing Needs of Families on the Waiting List			
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	19		
Extremely low income <=30% AMI	19	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	14	74%	
Elderly families	5	26%	
Families with Disabilities	0	0%	
White - Non-His.	12	63%	
Black - Non-His.	7	37%	
Hispanic	0	.0%	
Native Indian	0	0%	
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input 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%, and 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%.

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)

**2. 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 2008 grants)</b>		
a) Public Housing Operating Fund	\$ 1,193,492.00*	
b) Public Housing Capital Fund	\$669,165.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,224,902.00 HAP \$ 166,332 Admin	
	\$1,391,234.00 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>		
CFP 2007	\$589,582.00	
<b>3. Public Housing Dwelling Rental</b>	<b>\$214,100.00</b>	<b>Daily Operations</b>
<b>4. Other income (list below)</b>		
Interest	\$10,808.00	
Other	\$24,047.00	
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$4,092,428.00</b>	
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): Waiting Lists broken down by AMP divisions.

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 over 74% of the families on it 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 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
- 2 Involuntary Displacement Due to Declared Government Disaster.
- 1 Working Preference

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**

- Yes  No Does the PHA give extensions on standard 60-day period to search for a unit?  
If yes, state circumstances below:

**(4) Admissions Preferences**

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

b. Preferences

1.  Yes  No Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Former Federal preferences (select all that apply)

- Involuntary Displacement (Disaster, Government Action,

Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable

#### **(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% of 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 not 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 amounts and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentages 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 areas: Central Office Cost Center,

Amp 1, Amp 2, Amp 3, Section 8, and Modernization. The Central Office Cost Center handles all financial and administrative matters. Each Amp is responsible for the management, maintenance, resident services for themselves. The Section 8 Division handles all Section 8 matters. The Modernization Division handles all Modernization 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	412	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)]

Select one:

- The PHA Grievance Procedures are provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The PHA Grievance Procedures are provided in the Attachments to this document. (see Table Library)

**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

-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:

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
1b. Development (project) number:	AL068-02
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>(09/03/09)</u>
5. Number of units affected:	16
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: 01/01/10 b. Projected end date of activity: 01/01/11

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Sheffield Homes
1b. Development (project) number:	AL068-01
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>(09/03/09)</u>
5. Number of units affected:	12
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: 01/01/10 b. Projected end date of activity: 01/01/11

**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:	Archer Village
1b. Development (project) number:	AL068-08
2. Designation type:	Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(07/01/09)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	58
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" 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>	
1 a.	Development name:
1 b.	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: Long Lowe	
1b. Development (project) number: AL068-02	
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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (10/30/09)	
5. Number of units affected: 16	
6. Coverage of action: (select one)	<input checked="" 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)]

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?  
11/13/00

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)	Est. Size	Allocation Method (waiting list/random selection/specific)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency programs**

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		

- 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**

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 (AL068-04) and Long Lowe Addition (AL068-08)

**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 (AL068-04) and Long Lowe Addition (AL068-08)

**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 (AL068-04) and Long Lowe Addition (AL068-08)

**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.

**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) 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)]

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:

<b>Name</b>	<b>Title</b>	<b>Development</b>	<b>Address</b>
Mr. Floyd Malone	Chairman	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	1515 W. 20 <sup>th</sup> Ct, #9B
Ms. Martha Talley	Board Member	Manning Homes Addn.	1511 W. Popular St, #38A
Ms. Girneace Godbey	Board Member	Long Lowe Addn.	708 15 1/2 St, #28A
Ms. Annie Williams	Board Member	Long Lowe Addn	807 16 <sup>th</sup> Street

\*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 Boards?
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 matter, 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 Plans.
- 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)

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 is used to facilitate trips made by tenants and RAB members to conferences.

We have maximized our voucher management through increased monitoring of our program, and we have sought to increase voucher payment standards where we felt they were needed.

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.

### **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 a1068a01 is the Deconcentration Policy.
- Attachment a1068b01 is the Deconcentration Analysis in accordance with PIH Notice 2001-4 and 24 CFR Part 903
- Attachment

**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: AL09P06850 106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
Original Annual Statement		Reserve for Disasters/ Emergencies <input type="checkbox"/>		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)	
Performance and Evaluation Report for Period Ending:		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		\$37,385	\$37,385	
3	1408 Management Improvements	\$13,700	\$41,200	\$41,200	\$33,966
4	1410 Administration	\$63,400	\$63,400	\$63,400	\$17,632
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,650	\$1,200	\$1,200	\$1,200
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000	\$17,000	\$17,000	\$45
10	1460 Dwelling Structures	\$525,194	\$474,523	\$474,523	\$299,620
11	1465.1 Dwelling Equipment—Nonexpendable	\$21,750	\$6,000	\$6,000	\$4,752
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	\$2,100	\$2,100	\$600
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>\$643,408</b>	<b>\$357,815</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	12	\$10,150	\$0	\$11,540	\$0	
	Refrigerators	1465.01	12	\$11,600	\$6,000	\$13,189	\$4,752	
	Steel Storm Doors	1460	12	\$14,500	\$7,200	\$16,486	\$8,275	
	Front & Back Entrance Doors	1460	12	\$14,500	\$6,600	\$16,486	\$3,700	
	Interior Doors	1460	12	\$29,000	\$12,000	\$32,972	\$7,010	
	Floor Tile	1460	12	\$11,000	\$12,000	\$12,507	\$10,275	
	Cabinets	1460	12	\$52,200	\$24,000	\$59,349	\$13,800	
	Change Rheem Heaters	1460	12	\$27,000	\$12,000	\$30,698	\$5,700	
	Conversion of Efficiencies to 2 Br	1460	4	\$50,000	\$0	\$0	\$0	
	Conversion of Efficiencies to 1 Br	1460	3		\$7,500			
	Paint/Miscellaneous	1460	12	\$23,525	\$136,400	\$26,747	\$135,200	
	Relocation Costs	1495	12	\$4,350	\$2,100	\$4,946	\$600	
	LBP Testing	1430	12	\$1,650	\$1,200	\$1,875	\$1,200	
	<b>TOTAL</b>			<b>\$249,475</b>	<b>\$227,000</b>	<b>\$226,795</b>	<b>\$190,512</b>	
PHA Wide	Force Account Labor & Benefits	1460		\$303,469	\$256,823	\$256,823	\$115,660	
	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	\$17,632	
	Employee Benefits – Admin	1410		\$22,000	\$22,000	\$22,000		
	Computers/Office Equipment	1408		\$10,000	\$10,000	\$10,000		
	Landscaping/Tree Trimming	1450		\$5,000	\$17,000	\$5,000	\$45	
	Foot Patrol	1408		\$0	\$25,000	\$25,000	\$25,000	
	Training	1408		\$0	\$2,500	\$2,500	\$8,966	
	Operations	1406		\$0	\$37,985	\$50,190	0	
	<b>TOTAL</b>			<b>\$385,569</b>	<b>\$416,408</b>	<b>\$416,613</b>	<b>\$167,303</b>	
	<b>GRAND TOTAL</b>			<b>\$635,044</b>	<b>\$643,408</b>	<b>\$643,408</b>	<b>\$357,815</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: AL09P06850 106 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		7/18/10	7/18/10		
AMP – 1	7/18/08	7/18/08		7/18/10	7/18/10		
AMP – 2	7/18/08	7/18/08		7/18/10	7/18/10		
PHA-Wide	7/18/08	7/18/08		7/18/10	7/18/10		

## 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: AL09P06850 107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
Original Annual Statement		Reserve for Disasters/ Emergencies <input type="checkbox"/>		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)	
Performance and Evaluation Report for Period Ending:		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	\$8,000	\$27,000	\$8,000	
3	1408 Management Improvements	\$28,700	\$10,000	\$28,700	
4	1410 Administration	\$89,600	\$58,900	\$89,600	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$900	\$900	\$900	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$17,000	\$17,000	\$17,000	
10	1460 Dwelling Structures	\$427,100	\$448,032	\$376,841	
11	1465.1 Dwelling Equipment—Nonexpendable	\$6,000	\$7,750	\$6,000	
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	\$2,100		\$2,100	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$10,182	\$20,000	\$10,182	
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$589,582</b>	<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.**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Sheffield Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: AL09P06850107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 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	
AMP 1	Stoves & Refrigerators	1465	13	\$6,000	\$7,750	\$6,000		
68-5	Phase II 13 of 66 units	1460	13	\$185,700	\$141,700	\$135,441		
	Work Scope to include:							
	New Windows & Doors,							
	Bathroom & Kitchen updates,							
	Cabinets (bath & kitchen),							
	Change Heaters, Floor Tile							
	Paint / Miscellaneous							
	Conversion of Efficiencies to 1Br.	1460	3	\$7,500	0	\$7,500		
	LBP Testing	1430	13	\$900	\$900	\$900		
	<b>Total</b>			<b>\$200,100</b>	<b>\$150,350</b>	<b>\$149,841</b>		
AMP-1	Paint Program (Occupied Units)	1460	15	\$5,000	\$30,000	\$5,000		
AMP-2	Paint Program (Occupied Units)	1460	15	\$5,000	\$30,000	\$5,000		
AMP-3	Paint Program (Occupied Units)	1460	15		\$30,000			
68-6 & 3A	Vent & Soffit	1460		\$6,000	\$6,000	\$6,000		
	<b>Total</b>			<b>\$16,000</b>	<b>\$96,000</b>	<b>\$16,000</b>		
68-5	Force Account Labor & Benefits	1460		\$220,000	\$210,332	\$220,000		
PHA Wide	Operations	1406		\$8,000	\$27,000	\$8,000		
68-5	Administration	1410		\$89,600	\$58,900	\$89,600		
68-5	Management Operations	1408		\$28,700	\$10,000	\$28,700		
PHA Wide	Site Improvement	1450		\$17,000	\$17,000	\$17,000		
68-5	Contingencies	1502		\$10,182	\$20,000	\$10,182		
	<b>Total</b>			<b>\$373,482</b>	<b>\$343,232</b>	<b>\$373,482</b>		
	<b>GRAND TOTAL</b>			<b>\$589,582</b>	<b>\$589,582</b>	<b>\$539,323</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: AL09P06850 107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
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			
AMP – 3	9/13/09			9/13/11			
PHA Wide	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: AL09P06850 108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement		Reserve for Disasters/ Emergencies		Revised Annual Statement (revision no: 1)	
Performance and Evaluation Report for Period Ending:		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	\$66,916			
3	1408 Management Improvements	\$28,700			
4	1410 Administration	\$89,600			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$900			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$17,000			
10	1460 Dwelling Structures	\$427,100			
11	1465.1 Dwelling Equipment—Nonexpendable	\$6,000			
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	\$2,100			
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency	\$30,849			
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$669,165</b>			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard				
26	Amount of line 21 Related to Energy Conservation Measures				

**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 II: Supporting Pages</b>								
PHA Name: Sheffield Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: AL09P06850108 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 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	
AMP 1	Stoves & Refrigerators	1465	13	\$6,000		\$6,000		
68-5	Phase III 13 of 66 units	1460	13	\$185,700		\$135,441		
	Work Scope to include:							
	New Windows & Doors,							
	Bathroom & Kitchen updates,							
	Cabinets (bath & kitchen),							
	Change Heaters, Floor Tile							
	Paint / Miscellaneous							
	Conversion of Efficiencies to 1Br.	1460	3	\$7,500		\$7,500		
	LBP Testing	1430	13	\$900		\$900		
	<b>Total</b>			<b>\$200,100</b>		<b>\$149,841</b>		
AMP-1	Paint Program (Occupied Units)	1460	5	\$5,000		\$5,000		
AMP-2	Paint Program (Occupied Units)	1460	5	\$5,000		\$5,000		
68-6 & 3A	Vent & Soffit	1460		\$6,000		\$6,000		
	<b>Total</b>			<b>\$16,000</b>		<b>\$16,000</b>		
68-5	Force Account Labor & Benefits	1460		\$220,000		\$220,000		
PHA Wide	Operations	1406		\$66,916		\$8,000		
68-5	Administration	1410		\$89,600		\$89,600		
68-5	Management Operations	1408		\$28,700		\$28,700		
PHA Wide	Site Improvement	1450		\$17,000		\$17,000		
68-5	Contingencies	1502		\$30,849		\$10,182		
	<b>Total</b>			<b>\$453,065</b>		<b>\$373,482</b>		
	<b>GRAND TOTAL</b>			<b>\$669,165</b>		<b>\$539,323</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: AL09P06850 108 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			
PHA Wide	6/30/10			6/30/12			

## 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: AL09P06850 109 Replacement Housing Factor Grant No:			Federal FY of Grant: 2009
<input checked="" type="checkbox"/> Original Annual Statement Reserve for Disasters/ Emergencies Performance and Evaluation Report for Period Ending:		Revised Annual Statement (revision no: ) 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	\$100,000			
3	1408 Management Improvements	\$20,000			
4	1410 Administration	\$63,504			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$1,000			
8	1440 Site Acquisition	\$10,000			
9	1450 Site Improvement	\$5,000			
10	1460 Dwelling Structures	\$289,000			
11	1465.1 Dwelling Equipment—Nonexpendable	\$15,500			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$15,000			
14	1485 Demolition	\$9,000			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$3,000			
18	1499 Development Activities	\$11,000			
19	1501 Collateralization or Debt Service	\$1,000			
20	1502 Contingency	\$46,578			
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$589,582</b>			
22	Amount of line 21 Related to LBP Activities	\$273,000			
23	Amount of line 21 Related to Section 504				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard				
26	Amount of line 21 Related to Energy Conservation Measures				

**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 II: Supporting Pages</b>								
PHA Name: Sheffield Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: AL09P06850109 Replacement Housing Factor			<b>Federal FY of Grant: 2009</b>		
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	
AMP 1								
68-5	Phase IV 13 of 66 units	1460	13	\$130,000				
	Work Scope to include:							
	New Windows & Doors,							
	Bathroom & Kitchen updates,							
	Cabinets (bath & kitchen),							
	Change Heaters, Floor Tile							
	Paint / Miscellaneous							
	Force Account Labor & Benefits	1460	3	\$143,000				
	LBP Testing	1430	13	\$1,000				
	Total			<b>\$274,000</b>				
PHA - Wide	Stoves & Refrigerators	1465.01	33	\$16,500				
	Force Account Labor & Benefits	1460		\$16,000				
	Site Acquisition	1440		\$10,000				
	Administrative Cost	1410		\$63,504				
	Foot Patrol	1408		\$20,000				
	Landscaping/Tree Trimming	1450		\$5,000				
	Demolition	1485		\$9,000				
	Collaterization or Debt Service	1501		\$1,000				
	Development Activities	1499		\$11,000				
	Non-Dwelling Equipment	1475		\$15,000				
	Amp Operations	1406		\$100,000				
	Contingency	1502		\$46,578				
	Total			<b>\$312,582</b>				
	<b>GRAND TOTAL</b>			<b>\$589,582</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: AL09P06850 109 Replacement Housing Factor No:				<b>Federal FY of Grant: 2009</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	6/30/11			6/30/13			
68-5	6/30/11			6/30/13			
68-6	6/30/11			6/30/13			
PHA - Wide	6/30/11			6/30/13			

**7 Capital Improvement Needs.**

<b>Capital Fund Program Five-Year Action</b>					
PHA Name				<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b>	
Sheffield Housing Authority				<input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1 FFY 2009	Work Statement for Year 2 FFY Grant: 2010 PHA FY:	Work Statement for Year 3 FFY Grant: 2011 PHA FY:	Work Statement for Year 4 FFY Grant: 2012 PHA FY:	Work Statement for Year 5 FFY Grant: 2013 PHA FY:
	See				
AL068 - Amp 1		\$300,000	\$62,708	\$32,708	\$75,000
AL068 - Amp 2		\$31,000	\$150,000	\$30,000	\$110,000
AL068 - Amp 3	Annual	\$31,7 8	\$150,000	\$100,000	\$102,708
	Statement	\$382,708	\$382,708	\$382,708	\$299,912
					\$82,796
<b>B. Physical Improvements Subtotal</b>		\$362,708	\$362,708	\$162,708	\$287,708
<b>C. Management Improvements</b>		\$30,000	\$30,000	\$30,000	\$30,000
<b>D. PHA-Wide Nondwelling Structures &amp; Equip.</b>				\$200,000	\$75,000
<b>E. Administration</b>		\$58,958	\$58,958	\$58,958	\$58,958
<b>F. Other - A &amp; E Fees</b>					
<b>G. Operations</b>		\$117,916	\$117,916	\$117,916	\$117,916
<b>H. Demolition</b>		\$10,000	\$10,000	\$10,000	\$10,000
<b>I. Replacement Reserves</b>		\$0	\$0	\$0	\$0
<b>J. Mod Used for Development</b>		\$10,000	\$10,000	\$10,000	\$10,000
<b>K. Total CGP Funds</b>		\$589,582	\$589,582	\$589,582	\$589,582
<b>L. Total Non-CGP Funds</b>		\$0	\$0	\$0	\$0
<b>M. Grand Total</b>		\$589,582	\$589,582	\$589,582	\$589,582

## 7 Capital Improvement Needs.

<b>Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities</b>					
Activities for Year : 2 FFY Grant: 2010 PHA FY:			Activities for Year: 3 FFY Grant: 2011 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>
Amp - 1					
Phase V 15 of 66	Misc Interior	\$300,000	Amp - 1	Landscape	\$62,708
Amp - 2	Vacancies Turnaround	\$31,000	Amp - 2	Landscape	\$150,000
Amp - 3	Vacancies Turnaround	\$31,708	Amp - 3	Landscape	\$150,000
<b>Physical Needs Subtotal</b>		<b>\$362,708</b>	<b>Physical Needs Subtotal</b>		<b>\$362,708</b>
PHA - Wide			PHA - Wide		
Management Inpr. PHA - Wide Nondwell.		\$30,000	Management Inpr. PHA - Wide Nondwell.		\$30,000
Administration		\$58,958	Administration		\$58,958
Amp Operation		\$117,916	Amp Operation		\$117,916
Demolition		\$10,000	Demolition		\$10,000
Development		\$10,000	Development		\$10,000
<b>Total</b>		<b>\$226,874</b>	<b>Total</b>		<b>\$226,874</b>
<b>Total CFP Estimated Cost</b>		<b>\$589,582</b>			<b>\$589,582</b>

## 7 Capital Improvement Needs.

<b>Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities</b>					
Activities for Year : 4 FFY Grant: 2012 PHA FY:			Activities for Year: 5 FFY Grant: 2013 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>
Amp - 1	Windows	\$32,708	Amp - 1	Bathrooms	\$75,000
Amp - 2	Kitchens	\$30,000	Amp - 2	Bathrooms	\$110,000
Amp - 3	Bathrooms	\$100,000	Amp - 3	Kitchens	\$102,708
<b>Physical Needs Subtotal</b>		<b>\$162,708</b>	<b>Physical Needs Subtotal</b>		<b>\$287,708</b>
PHA - Wide			PHA - Wide		
Management Inpr.		\$30,000	Management Inpr.		\$30,000
PHA - Wide Nondwell.		\$200,000	PHA - Wide Nondwell.		\$75,000
Administration		\$58,958	Administration		\$58,958
Amp Operation		\$117,916	Amp Operation		\$117,916
Demolition		\$10,000	Demolition		\$10,000
Development		\$10,000	Development		\$10,000
<b>Total</b>		<b>\$426,784</b>	<b>Total</b>		<b>\$301,874</b>
<b>Total CFP Estimated Cost</b>		<b>\$589,582</b>			<b>\$589,582</b>

**ATTACHMENT a1068a01**  
**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.

**Attachment a1068b01**  
**Deconcentration Analysis - In accordance with PIH Notice 2001-4 and**  
**24 CFR Part 903**

Covered Developments	Total Annual Income	Average Income Per Dev.	Average Income of Covered Devs.	<b>Income Range</b>	<b>% of Median Income</b>	<b>Exempt</b>
AL068001	488,856	10,627	11,227	<b>95%</b>	<b>23%</b>	<b>Y</b>
AL068002	454,694	11,367		<b>101%</b>	<b>24%</b>	<b>Y</b>
AL068003	1,168,998	11,929		<b>106%</b>	<b>25%</b>	<b>Y</b>
AL068004	494,479	11,773		<b>105%</b>	<b>25%</b>	<b>Y</b>
AL068005	625,701	9,932		<b>88%</b>	<b>21%</b>	<b>Y</b>
AL068006	382,373	11,587		<b>103%</b>	<b>25%</b>	<b>Y</b>

**Attachment a1068c01**  
**SHEFFIELD HOUSING AUTHORITY**  
**VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

**I. Purpose and Applicability**

The purpose of this policy (herein called "Policy") is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth SHA's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by SHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

**II. Goals and Objectives**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by SHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between SHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by SHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by SHA.

**III. Other SHA Policies and Procedures**

This Policy shall be referenced in and attached to SHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of SHA's Admissions and Continued Occupancy Policy. SHA's annual public housing agency plan shall also contain information concerning SHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of SHA, the provisions of this Policy shall prevail.

#### **IV. Definitions**

As used in this Policy:

- A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”
- B. *Dating Violence* – means violence committed by a person—
- (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (a) The length of the relationship.
    - (b) The type of relationship.
    - (c) The frequency of interaction between the persons involved in the relationship.
- C. **Stalking – means –**
- (1) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
  - (2) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –
    - (a) that person;
    - (b) a member of the immediate family of that person; or
    - (c) the spouse or intimate partner of that person;
- D. *Immediate Family Member* - means, with respect to a person –
- (1) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
  - (2) any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

#### **V. Admissions and Screening**

*Non-Denial of Assistance.* SHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

## **VI. Termination of Tenancy or Assistance**

- A. *VAWA Protections.* Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by SHA:
1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
  2. In addition to the foregoing, tenancy or assistance will not be terminated by SHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
    - (a) Nothing contained in this paragraph shall limit any otherwise available authority of SHA or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant’s household. However, in taking any such action, neither SHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence dating violence or stalking than that applied to other tenants.
    - (b) Nothing contained in this paragraph shall be construed to limit the authority of SHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or SHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.
    - (c) The SHA may evict if the perpetrator, after being barred from said property, returns and cohabitates with the victim regardless of whether or not there are future acts of acts of domestic violence.
- B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, SHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by SHA. Leases used for all public housing operated by SHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families

assisted with Section 8 rental assistance administered by SHA, shall contain provisions setting forth the substance of this paragraph.

*VII. Verification of Domestic Violence, Dating Violence or Stalking*

- A. *Requirement for Verification.* The law allows, but does not require, SHA or a section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., SHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by SHA. Section 8 owners or managers receiving rental assistance administered by SHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

- (1) *HUD-approved form* - by providing to SHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
  - (2) *Other documentation* - by providing to SHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
  - (3) *Police or court record* - by providing to SHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.
- B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by SHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

- C. *Waiver of verification requirement.* The Executive Director of SHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

### **VIII. Confidentiality**

- A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to SHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:
- (1) requested or consented to by the individual in writing, or
  - (2) required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
  - (3) otherwise required by applicable law.
- B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by SHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

### **IX. Transfer to New Residence**

*No right to transfer.* SHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of SHA, and this policy does not create any right on the part of any applicant to be granted a transfer.

### **XI. Relationships with Service Providers**

It is the policy of SHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If SHA staff become aware that an individual assisted by SHA is a victim of domestic violence, dating violence or stalking, SHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring SHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. SHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which SHA has referral or other cooperative relationships.

### **XII. Notification**

SHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

***XIII.Relationship with Other Applicable Laws***

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

***XIV.Amendment***

This policy may be amended from time to time by SHA as approved by the SHA Board of Commissioners.

**NOTIFICATION OF RIGHTS AND OBLIGATIONS  
VIOLENCE AGAINST WOMEN ACT**

**To:** [Public housing tenant name and address]

**From:** Sheffield Housing Authority

In January 2006, President Bush signed a law known as the Violence Against Women and Department of Justice Reauthorization Act of 2005. Portions of this law create new protections for victims of domestic violence, dating violence and stalking who are residents in public housing or who are assisted with section 8 rental assistance.

The following is a brief summary of the principal provisions of the new law, which is known as "VAWA". Additional details are set forth in the [brochure/housing authority VAWA policy] delivered with this notice.

**You should know that:**

1. **Admissions:** The housing authority may not deny admission to a public housing project to any applicant on the basis that the applicant is or has been the victim of domestic violence, dating violence, or stalking (see attached brochure for definitions of these terms), if the applicant otherwise qualifies for assistance or admission.

2. **Lease terms:**

- **An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a "serious or repeated" violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of the victim of that violence.**
- **Additionally, your tenancy will not be terminated as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of your household, a guest or another person under your control, and you or an immediate family member is the victim.**

**You should also know that there are some limitations to these protections:**

- **Your tenancy *may be* terminated if the housing authority can demonstrate "an actual and imminent threat" to other tenants or to persons employed at or providing services to the development.**
- **So long as the housing authority does not apply a more demanding standard to you than to other tenants, your tenancy *may be* terminated for lease violations that are not based on an incident or incidents of domestic violence, dating violence or stalking for which VAWA provides protections.**

- **If you claim protection under VAWA against termination of your tenancy, the housing authority may require you to deliver a certification concerning the incident or incidents that you believe raises the VAWA protections. If you do not deliver this certification within the time allowed, you will lose your legal protections under VAWA.**

3. **Certification:** There are three way to certify if the housing authority requests you to do so. The law allows you to fill out a HUD-approved form, which will be delivered to you by the housing authority, or you may provide a police report or court record, or you may have a professional person whom you consulted about the domestic violence, dating violence or stalking provide documentation as described more fully in the attached brochure. You must deliver the certification in one of these three ways within 14 business days after your receipt of the housing authority's request for certification.

4. **Confidentiality:** Information provided by you about an incident or incidents of domestic violence, dating violence or stalking involving you or a member of your household will be held by the housing authority in confidence and not shared without your consent, except that this information may be disclosed in an eviction proceeding or otherwise as necessary to meet the requirements of law.

5. **Removal of Perpetrator of Physical Violence:** VAWA contains a new provision of federal law that allows the housing authority to terminate the tenancy of, and evict, an individual tenant or other lawful occupant who engages in criminal acts of physical violence against family members. This action may be taken against the individual alone, without evicting, terminating the tenancy of, removing or otherwise penalizing other household members.

**For additional information, please consult the attached [brochure/ housing authority VAWA policy] or you may contact \_\_\_\_\_ at Tel. No. \_\_\_\_\_  
E-mail \_\_\_\_\_.**

[Optional acknowledgment of receipt]

**I certify that I have received a copy of this Notification and the [brochure/housing authority VAWA policy] this date.**

\_\_\_\_\_

\_\_\_\_\_

Print Name

Date: \_\_\_\_\_