

| 1.0 | PHA Information PHA Name: <u>Housing Authority of the City of Prichard</u> PHA Code: <u>AL 169</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) <input checked="" type="checkbox"/> Troubled PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2009</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|--|--------------------|----------|--------------------------------------|-------------------------------|--------------------------------------|-------------------------------|------------------------------|-----|--------|--|--|--|--|--|--------|--|--|--|--|--|--------|--|--|--|--|--|
| 2.0 | Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>301 + 99 Section 32 homeownership units</u> Number of HCV units: <u>2,596</u> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.0 | Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.0 | PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 35%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) Included in the Consortia</th> <th rowspan="2" style="width: 20%;">Programs Not in the Consortia</th> <th colspan="2" style="width: 15%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 5%;">PH</th> <th style="width: 5%;">HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Participating PHAs | PHA Code | Program(s) Included in the Consortia | Programs Not in the Consortia | No. of Units in Each Program | | PH | HCV | PHA 1: | | | | | | PHA 2: | | | | | | PHA 3: | | | | | |
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| | | PH | HCV | | | | | | | | | | | | | | | | | | | | | | | | |
| PHA 1: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHA 2: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PHA 3: | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.0 | 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.1 | Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <i>The mission of the Housing Authority of the City of Prichard (HACP) is to promote and provide safe, decent, quality and affordable housing, supportive services and economic opportunities to eligible program participants while they strive to achieve self-sufficiency and economic independence. HACP is committed to administering its programs in an efficient, effective, ethical and professional manner.</i> <i>HACP will continue to establish and maintain partnerships with its program participants and appropriate community organizations in order to accomplish this mission.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5.2 | Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. <u>Goal: Expand the supply of assisted housing</u> <i>Objectives:</i> <ul style="list-style-type: none"> ○ Continue to apply for additional Housing Choice Vouchers when made available by HUD ○ Reduce public housing vacancies ○ Leverage private or other public funds to create additional housing opportunities ○ Build additional units ○ Administer Section 8 Project Based Assistance Program for Oleander Park Apartments, Ltd. ○ Implement additional Section 8 Project-Based Assistance Program for up to 100 new units ○ Utilize Tax Credits, Home Funds, FHLB, Foundations, Replacement Housing Factor, Private Sources, Capital Funds, etc. to increase affordable housing. ○ Submit a Section 32 Homeownership Plan for remaining units to be sold in Heritage Estates and Figures Way Sub-divisions. <u>Progress</u> <i>HACP has reduced vacancies in its public housing developments. Currently AMP 1 has a 95% occupancy rate, AMP 2 has a 98% occupancy rate and AMP 3 has a 99% occupancy rate. HACP plans to apply for CFRC grant funds in Category 2 and Category 4 to construct twenty (20) replacement housing units for units demolished at AL169-001. HACP currently administers the Section 8 Project Based Assistance Program for Oleander Park Apartments, Ltd.</i> <u>Goal: Improve the quality of assisted housing</u> <i>Objectives:</i> <ul style="list-style-type: none"> ○ Improve public housing management score ○ Improve voucher management score ○ Increase customer satisfaction ○ Review and revise annually, if necessary, the ACOP and Section 8 Administrative Plan to reflect changes in policies and procedures ○ Improve accuracy of the PIC database and 50058 ○ Improve customer relations ○ Build new administrative office ○ Secure land, design and construct a new maintenance facility ○ Provide replacement public housing | | | | | | | | | | | | | | | | | | | | | | | | | | |

Progress

HACP currently has an agreement with Mobile Housing Board to provide oversight and management for its HCV Program. HACP's administrative office is currently under construction and is scheduled to be completed by the end of August 2009. HACP constantly reviews its ACOP and Section 8 Administrative Plan.

Goal: Increase assisted housing choices

Objectives:

- o Conduct outreach efforts to potential voucher landlords
- o Implement voucher homeownership program
- o Implement public housing homeownership programs

Progress

HACP has implemented a voucher homeownership program and several families have purchased homes utilizing this program.

Goal: Provide an improved living environment

Objectives:

- o Implement measures to deconcentrate poverty in public housing households
- o Implement measures to promote income mixing in public housing
- o Implement public housing security improvement

Progress

HACP provides an improved living environment for its public housing households by: 1)working with the police department to establish community watch groups 2)implementing measures to deconcentrate poverty which in turn promotes income mixing.

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

Objectives:

- o Increase the number of employed persons in assisted families
- o Provide supportive services to improve assisted families employability
- o Provide supportive services to increase independence for elderly families
- o Provide supportive service to increase independence for families with disabilities
- o Market Section 8 Homeownership Program to existing voucher holders
- o Recruit FSS Program participants to the program
- o Refer families to homebuyer and credit counseling classes
- o Continue to administer HCV FSS Program
- o Continue to administer Public Housing FSS Program

Progress

HACP has fifty-two participants in the Section 8 Self-Sufficiency Program and eight graduates of the program. HACP has twenty-one participants in the Public Housing Self-Sufficiency Program. Several families have purchased homes utilizing the Section 8 homeownership program. HACP provides job preparation services, adult computer and adult education (GED) for assisted families.

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- o Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability
- o 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
- o Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required
- o Comply with the Violence Against Women Act and Department of Justice Reauthorization Act of 2005

Progress

HACP has adopted a Violence Against Women Act Policy for its Section 8 and Public Housing Programs. HACP has established policies to comply with all civil rights laws, including but not limited to Title VI of the Civil Rights Act of 1964, which forbids discrimination on the basis of race, color, religion, national origin or sex.

PHA Plan Update

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

PHA PLAN ELEMENTS:

6.0

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

A. PUBLIC HOUSING

Eligibility

- a. HACP verifies eligibility for admission to public housing when families are number ten (10) from being offered a unit.
- b. The non-income (screening) factors HACP uses to establish eligibility for admission to public housing are: Criminal or Drug-related activity, rental history, and housekeeping.
- c. HACP also request criminal records from the FBI through an NCIC authorized source and local and state law enforcement agencies.

Waiting List Organization

- a. HACP organize its public housing waiting list by a site-based method.
- b. Interested persons may apply for admission at the housing authority's office located 2430 W Main Street, Prichard, AL 36610.
- c. HACP will operate three (3) site-based waiting lists in the coming year. None of the housing authority's waiting list are new. Interested families may be on all three (3) waiting lists simultaneously. Interested persons seeking to obtain more information and to sign up to be on the site-based waiting list should contact management offices at developments with site-based waiting lists.

Assignment

- a. Applicants are given two (2) choices of vacant units before they fall to the bottom of the waiting list.
- b. This policy is consistent across all waiting list types.

Admissions Preferences

- a. Income targeting: HACP does not plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income.
- b. Transfer policies: Transfers will take precedence over new admissions in the following circumstances: emergencies, overhoused, underhoused, medical justification and administrative reasons determined by the HACP.
- c. Preferences: HACP has established preferences for admission to public housing other than date and time of application. The following are admission preferences that the PHA plan to employ in the coming year: Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) and Victims of domestic violence. Priority one (1) is given to Date and Time, Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) and Victims of domestic violence through an absolute hierarchy.

Occupancy

- a. To obtain information about the rules of occupancy of public housing, applicants and residents can use the HACP resident lease, The housing authority's Admissions and (Continued) Occupancy policy and written materials.
- b. Residents must notify the HACP of changes in family composition at an annual reexamination and lease renewal, any time family composition changes and at family request for revision.

Deconcentration and Income Mixing

- a. HACP's analysis of its family (general occupancy) developments determined concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing.
- b. HACP has not adopted any changes to its admissions policies or any other policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing.

B. SECTION 8

Eligibility

- a. HACP conducts criminal background checks only to the extent required by law or regulation
- b. HACP request criminal records from local law enforcement agencies for screening purposes
- c. HACP request criminal records from State law enforcement agencies for screening purposes
- d. HACP access FBI criminal records from the FBI for screening purposes through an NCIC authorized source
- e. HACP shares criminal or drug-related activities with prospective landlords

Waiting List Organization

- a. HACP's Section 8 tenant-based waiting list is not merged with any other programs
- b. Persons interested in applying for admission to the Section 8 tenant-based assistance program should contact the housing authority's main administrative office located 4559 St. Stephens Road.

Search Time

- a. HACP give extensions on standard 60-day period to search for a unit for circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial 60-day period. When families are unable to find suitable housing and request an extension in writing prior to the expiration date. HACP's maximum search time is one hundred twenty (120) days.

Admissions Preferences

- a. Income Targeting: HACP does not 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: HACP has established preferences for admission to Section 8 tenant-based assistance. Local preference for displaced families who claim they are being or have been displaced due to a formally recognized natural disaster or government action. The individual family must provide written verification by the displacing unit or agency of government or by a service agency such as the Red Cross or FEMA. At the time of application, initial determination of an applicant's entitlement to the HACP local preference for displace applicants may be made on the basis of the applicant's certification of their qualification for the preference. Before selection is made, this qualification must be verified.
- c. Priority one is given both to Date and Time and the above referenced preference.

Special Purpose Section 8 Assistance Programs

- a. Policies governing eligibility, selection and admissions to any special-purpose Section 8 Program administered by the HACP are contained in the Section 8 Administrative Plan and Briefing sessions and written materials.
- b. HACP announce the availability of any special-purpose Section 8 Programs to the public through published notices, radio and television.

2. FINANCIAL RESOURCES

| Financial Resources: Planned Sources and Uses | | |
|--|-------------------|---------------------------------------|
| SOURCES | PLANNED \$ | PLANNED USES |
| 1. Federal Grants (FY 2009 grants) | | |
| a) Public Housing Operating Fund | 736,426 | |
| b) Public Housing Capital Fund (based on 2008) | 627,267 | |
| c) Annual Contributions for Section 8 Tenant-Based Assistance | 12,386,608 | |
| d) Resident Opportunity and Self Sufficiency Grants | 340,838 | |
| Other Federal Grants (list below) | | |
| CFRC | 3,762,500 | Development Activities |
| ARRA Formula Grant AL09S16950109 | 793,996 | Public housing capital improvements |
| CFP AL1690000309G | 1,103,100 | Development Activities |
| CFP AL09P169501-07 | 29,968 | Public housing capital improvements |
| CFP AL09P169501-08 | 93,091 | Public housing capital improvements |
| ROSS AL169REF042A007 | 227,629 | Supportive services |
| ROSS AL169REL033A007 | 246,038 | Supportive services |
| ROSS AL169RFS005A007 | 17,649 | Supportive services |
| ROSS AL169REF061A006 | 160,247 | Supportive services |
| ROSS AL169RNN023A007 | 292,872 | Supportive services |
| Sub-total | 19,715,129 | |
| 2. Public Housing Dwelling Rental Income | 859,822 | Public housing operations |
| 3. Other income (list below) | | |
| Interest on investments | 87,440 | Development activities and operations |
| Sale of HOPE VI houses | 800,000 | Development activities |
| Prior year sales proceeds (HOPE 1) | 1,276,694 | Development activities |
| Prior year sales proceeds (5(H)) | 1,739,509 | Development activities |
| 4. Non-federal sources (list below) | | |
| Management and bookkeeping fees | 710,000 | Operations |
| Sub-total | 5,473,465 | |
| TOTAL RESOURCES | 26,291,694 | |

3. RENT DETERMINATION

A. PUBLIC HOUSING

Income Based Rent Policies

- a. *HACP employs discretionary policies for determining income based rent. HACP's minimum rent is fifty (50) dollars and the housing authority has not adopted any discretionary minimum rent hardship exemption policies.*
- b. *HACP does not plan to charge rents at a fixed amount or percentage less than 30% of adjusted income.*
- c. *HACP has ceiling rents for all of its developments.*
- d. *Residents are required to report all changes in family composition or status to the HACP in writing within 10 calendar days of the occurrence. Failure to report in writing within the 10 calendar days may result in a retroactive rent increase, but not a retroactive credit or rent reduction. Residents are also required to report interim increases in income if they have been granted interim rent reductions.*

HACP wishes to encourage families to improve their economic circumstances, so most changes in family income between reexaminations will not result in a rent change.

Complete verification of the circumstances applicable to rent adjustments must be documented and approved by the HACP.

*The HACP will process interim adjustments in rent as follows: (a) Income Change – HACP action: *Decrease in family income for any reason, except for decrease that lasts fewer than 60-days. The HACP will process an interim reduction in rent if the income decrease will last more than 60-days. *Decrease in income resulting from welfare fraud or from welfare cuts for failure to comply*

with economic self-sufficiency requirements are not eligible for rent reductions. *Increase in income because a person with income (from any source) joins the household. The HACP will process an interim increase. *Increase in earned income from existing employment of a current household member. The HACP will defer the increase to the next regular reexamination. *Increase in income from any new source. The HACP will process an interim increase unless the individual is eligible for an earned income disallowance. The disallowance will be granted. *Incremental increases in family income due to pay increases or raises from existing employment. The HACP will defer the increase to the next regular reexamination. *Increase in unearned income (e.g. COLA adjustment for Social Security). The HACP will defer the increase to the next regular reexamination.

- e. HACP does not 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.

Flat Rents

- a. In setting the market-based flat rents, HACP used a survey conducted by a consultant.

B. SECTION 8 TENANT-BASED ASSISTANCE

Payment Standards

- a. HACP has set its payment standard to 110% of FMR to increase housing opportunities and encourage families to move to low poverty areas. The payment standard is reviewed annually and adjusted to reflect current market trends.

Minimum Rent

- a. HACP's minimum rent is fifty (50) dollars. The housing authority has not adopted any discretionary minimum rent hardship exemption policies.

4. OPERATION AND MANAGEMENT

A. PHA MANAGEMENT STRUCTURE

An organization chart showing HACP's management structure and organization is attached. *All69a03*

B. HUD PROGRAMS UNDER PHA MANAGEMENT

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|-------------------------|--|-------------------|
| Public Housing | 301 | 30 |
| Section 8 Vouchers | 2064 | 135 |
| Section 8 Project Based | 56 | 0 |
| New Construction | 120 | 10 |
| HOPE VI | 66 | 0 |

C. MANAGEMENT AND MAINTENANCE POLICIES

Listed below is a list of HACP's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation and the policies governing Section 8 management.

1) Public Housing Maintenance and Management:

- Work Order System
- Pest Eradication Policy
- Maintenance Plan
- Uniform Inspection System
- Admissions and Occupancy Policy
- Admissions and Occupancy Procedures Manual
- Fair Housing Policy
- Grievance Procedures
- Tenant Selection and Assignment Plan
- Handicapped Policy
- Termination and Eviction
- Transfer and Transfer Waiting List
- Resident Initiative
- Section 3 Plan
- Pet Policy for Families
- Pet Policy for Elderly
- Procurement Policy and Procedures
- Personnel Policy
- Natural and National Disaster Policy/Plan
- VAWA Policy

2) Section 8 Management:

- Administrative Plan
- Section 8 Procedures Manual
- VAWA Policy

5. GRIEVANCE PROCEDURES

A. PUBLIC HOUSING

HACP has not established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing. Residents should contact the housing authority’s office located 2430 W Main Street, Prichard, AL 36610 to initiate the housing authority grievance process.

B. SECTION 8 TENANT-BASED ASSISTANCE

HACP has not 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 for at 24 CFR 982. Assisted families should contact HACP’s main administrative office located 4559 St. Stephens Road, Eight Mile, AL 36610 to initiate the informal review and informal hearing process.

6. DESIGNATED HOUSING FOR ELDERLY AND DISABLED FAMILIES

HACP has not designated nor applied for approval to designate nor does HACP 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.

7. COMMUNITY SERVICE AND SELF-SUFFICIENCY

A. COORDINATION WITH THE WELFARE (TANF) AGENCY

Cooperative agreements

- a. HACP entered into a cooperative agreement with the TANF Agency on March 18, 2003 to share information and target supportive supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937.
- b. Other coordinated efforts between HACP and TANF includes: client referrals, information sharing regarding mutual clients (for rent determinations and otherwise) and coordinate the provision of specific social and self-sufficiency services and programs to eligible families.

B. SERVICES AND PROGRAMS OFFERED TO RESIDENTS AND PARTICIPANTS

Self-sufficiency Policies

- a. HACP will employ the following discretionary policies to enhance the economic and social self-sufficiency of assisted families in the following areas: Section 8 admissions policies and eligibility for section 8 homeownership option participation.

Economic and Social self-sufficiency programs

- a. HACP provides the following services and programs to enhance the economic and social self-sufficiency of residents:

| Services and Programs | | | | |
|---|----------------|--|---|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other | Access (development office/ PHA main office/ other provider name) | Eligibility (public housing or Section 8 participants or both) |
| Adult Education (GED) | 10 | Random | NNC | Both |
| ACT | 12 | Random | NNC | Both |
| Credit Counseling | Varies | Random | NNC/ Homeownership office | Both |
| Resident Association | 25 | Random | NNC | Both |
| Adult Computer | 8 | Random | NNC | Both |
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other | Access (development office/ PHA main office/ other provider name) | Eligibility (public housing or Section 8 participants or both) |
| After School Care | 20 | Random | NNC | Both |
| Financial Services Counseling | Varies | Random | NNC/Homeownership office | Both |
| Job Preparation Services | 10 | Random | NNC | Both |
| Section 8 FSS | 52 | Random | Section 8 office | Section 8 participants |
| Public Housing FSS | 21 | Random | Public Housing office | Public housing participants |
| ROSS NNC | Varies | Random | NNC | Public Housing participants |
| ROSS Family | Varies | Random | Homeownership office | Both |
| Section 8 - Homeownership | Varies | Specific Criteria | Section 8/ Homeownership office | Section 8 participants |

Family Self Sufficiency Programs

a. Participation Description

| Family Self-Sufficiency (FSS) Participation | | |
|---|--|--|
| Program | Required Number of Participants (start of FY 2009 Estimate) | Actual Number of Participants (As of: 30/06/2009) |
| Public Housing | 31 | 21 |
| Section 8 | 61 | 52 |

Welfare Benefit Reductions

- a. *HACP 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: 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 and establishing a protocol for exchange of information with all appropriate TANF agencies.*

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

- a. *A description of HACP's Community Service requirements implementation is included as attachment all169b03.*

8. SAFETY AND CRIME PREVENTION

A. NEED FOR MEASURES TO ENSURE THE SAFETY OF PUBLIC HOUSING RESIDENTS

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

- *Incidence of violent and/or drug-related crime in some or all of HACP's development*
- *Incidence of violent and/or drug-related crime in the areas surrounding or adjacent to housing authority developments*
- *Residents fearful for their safety and/or the safety of their children*
- *Observed lower-level crime, vandalism and/or graffiti*

Information and data HACP used to determine the need for housing authority actions to improve safety of residents

- *Safety and security survey of residents*
- *Analysis of crime statistics over time for crimes committed "in and around" the housing authority*
- *Police reports*

Developments most affected

- *R.V. Brown Drive*
- *Magnolia Trace*
- *Heritage Estates*

B. CRIME AND DRUG PREVENTION ACTIVITIES HACP PLANS TO UNDERTAKE IN THE NEXT FISCAL YEAR

Crime prevention activities HACP plan to undertake

- *Crime prevention through environmental design*
- *Activities targeted to at-risk youth, adults and seniors*
- *Volunteer Resident Community Watch Programs*

Developments most affected

- *R.V. Brown Drive*
- *Magnolia Trace*
- *Heritage Estates*

C. COORDINATION BETWEEN HACP AND THE POLICE

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

- *Police provide crime data to housing authority staff for analysis and action*
- *Police have established a physical presence on housing authority property*
- *Police regularly testify in and otherwise support eviction cases*
- *Police regularly meet with housing authority management and residents*
- *Agreement between HACP and local law enforcement agency for provision of above-baseline law enforcement services*

2. Developments most affected.

- *R.V. Brown Drive*

- Magnolia Trace
- Heritage Estates

9. PETS

A description of HACP's Pet Policy (Family & Elderly/Handicapped is included as attachment *al169c03*

10. CIVIL RIGHTS CERTIFICATION

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

11. FISCAL YEAR AUDIT

- a. HACP is 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)). The most recent fiscal audit was submitted to HUD. HACP has three (3) remaining Section 8 OIG audit findings.

12. ASSET MANAGEMENT

- a. HACP is engaging in 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.
- b. HACP has implemented development-based accounting

13. VIOLENCE AGAINST WOMEN ACT (VAWA)

HACP's Violence Against Women Act policy for Section 8 is included as *attachment al169d03*. HACP's Violence Against Women Act policy for Public Housing is included as *attachment al169e03*.

- (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The PHA Plan is available for review at HACP offices located:

4559 St. Stephens Road, Eight Mile, AL 36613; 705 Hinson Avenue Prichard, AL 36610; 2430 W. Main Street, Prichard, AL 36610; 4103-A St. Stephens Rd., Prichard, AL 36612 and 4503 Senator Drive, Prichard, AL 36613

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*

HOPE VI:

HACP was awarded a \$20,000,000 HOPE VI grant on March 19, 2003. Two hundred seventy-eight families were relocated from Bessemer Avenue Apartments. After the relocation process was successfully completed, the 360 dwelling units and non-dwelling structures at Bessemer Avenue Apartments were demolished. HACP has since totally completed the HUD approved Revitalization Plan, constructing 275 replacement units. On October 8, 2008, the Office of Public Housing Investments approved the HOPE VI Grant Close-out Report.

Development:

HACP plans to apply for CFRC grant funds in Category 2 and Category 4 to construct twenty (20) replacement housing units for units demolished at AL169-001.

Demolition:

HACP does not plan to conduct any demolition activities in the plan Fiscal Year.

Disposition:

HACP does not plan to conduct any disposition activities in the plan Fiscal Year.

Conversion of Public Housing:

HACP is not required to convert any buildings to tenant-based assistance and does not plan to voluntarily convert.

Homeownership Programs:

HACP has administered several affordable homeownership programs since 1992:

- *HOPE I: Development of eighty (80) units*
 - *Ponderosa Pines Estates – AL09P169-012; 50 units*
 - *Magnolia Trace Subdivision – AL09P169010; 30 units*
- *5(h): Development of one hundred seventy-three (173) units*
 - *Heritage Estates – AL09-P169-020; 83 units*
 - *Figures Way Subdivision – AL09-P169-017; 50 units*
 - *Norwood Pointe Subdivision – AL09-P169-022; 30 units*
 - *Bella Street Subdivision – AL09-P169-019; 10 units*

7.0

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| | <ul style="list-style-type: none"> ▪ <i>HOPE VI (Section 32): Development of one hundred fifteen (115) units</i> <ul style="list-style-type: none"> ➤ <i>The Oaks at Chancery – AL09P169024; 57 units</i> ➤ <i>Bessemer Avenue Homes – AL169026; 36 units</i> ➤ <i>Leacy Estates – AL169028; 22 units</i> <p>Project-based Vouchers: <i>Designating Project Based Vouchers instead of Tenant Based Vouchers allows the Housing Authority the opportunity to keep vouchers leased up, lessens the turnover rate, helps create additional affordable housing and expands housing opportunities. HACP currently manages 56 units under its Section 8 Project Based Voucher Program. General location: Mobile County, Census Tract 64.05.</i></p> |
| 8.0 | Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. |
| 8.1 | Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. <i>See Attachments al169f03; al169g03</i> |
| 8.2 | Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <i>See Attachment al169h03</i> |
| 8.3 | Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements. |
| 9.0 | <p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><i>HACP has a Section 8 waiting list total of 1,177 families, of those, 1,165 or 99% are extremely low income and 12 or 1% are very low income. Families with children make up 85% of the waiting list, elderly families consist of 2% and families with disabilities comprise 2% of the waiting list. Twenty families on the Section 8 waiting list are white and 1,157 families are black.</i></p> <p><i>HACP has a Public Housing waiting list total of 155 families, of those, 145 or 93% are extremely low income; 9 or 5.80% are very low income and 1 or .64% are low income. Families with children make up 79% of the waiting list, elderly families consist of 21% and families with disabilities comprise 19% of the waiting list. One hundred fifty families on the Public Housing waiting list are black; four are white and one is classified as Other.</i></p> <p>Characteristics by bedroom size:</p> <ul style="list-style-type: none"> ▪ <i>33 families are waiting on 1 bedroom units</i> ▪ <i>17 families are waiting on 2 bedroom units</i> ▪ <i>72 families are waiting on 3 bedroom units</i> ▪ <i>28 families are waiting on 4 bedroom units</i> ▪ <i>4 families are waiting on 5 bedroom units</i> ▪ <i>1 family is waiting on a 5+ bedroom unit</i> |

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

HACP will maximize the number of affordable units available within its current resources by:

- *Minimizing the number of public housing units off-line;*
- *Reducing turnover time for vacated public housing units;*
- *Reducing time to renovate public housing units;*
- *Increase Section 8 lease-up rates by marketing the program to owners outside of minority and poverty concentration;*
- *Increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of the program;*
- *Utilizing stimulus funds to rehabilitate units in the Heritage Estates Community.*

HACP will increase the number of affordable housing units by:

- *Applying for additional Section 8 units should they become available;*
- *Leveraging 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;*
- *Applying for CFRC grant funds to construct twenty (20) units of replacement housing for ALI69-001.*

HACP will target available assistance to families at or below 30% of AMI by adopting rent policies to support and encourage work.

HACP will target available assistance to families at or below 50% of AMI by employing admissions preferences aimed at families who are working and adopting rent policies to support and encourage work.

HACP will target available assistance to the elderly by seeking designation of public housing for the elderly and applying for special-purpose vouchers targeted to the elderly, should they become available.

HACP will target available assistance to families with disabilities by seeking designation of public housing for families with disabilities carrying out the modifications needed in public housing based on the section 504 needs assessment for public housing and applying for special-purpose vouchers targeted to families with disabilities should they become available and affirmatively market to local non-profit agencies that assist families with disabilities.

HACP will increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by Affirmatively market to races/ethnicities shown to have disproportionate housing needs.

HACP will conduct activities to affirmatively further fair housing by counseling section 8 tenants as to location of units outside Of areas of poverty or minority concentration and assist them to locate those units and market the section 8 program to owners outside of areas of poverty/minority concentrations.

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| 10.0 | <p>Additional Information. Describe the following, as well as any additional information HUD has requested. <u>Operating Budget Attachment al169i03</u> <u>Resident Advisory Board Comments Attachment al169j03</u> <u>CFRC Grant Attachment al169k03</u> <u>CFP Competitive Grant al169l03</u> <u>MOA Part A al169m03</u> <u>MOA Part B al169n03</u></p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. HACP continues to strive to make significant progress in meeting its 5 Year Plan, Mission and Goals.</p> <ul style="list-style-type: none"> ▪ <i>HACP has reduced the number of public housing vacancies in all of its developments</i> ▪ <i>Families have purchased homes utilizing the Section 8 homeownership Program</i> ▪ <i>Customer relations at the HACP has improved</i> ▪ <i>HACP’s administrative building is under construction</i> ▪ <i>Public housing units in the R.V. Brown development and the Magnolia Trace subdivision have been modernized</i> ▪ <i>HACP’s HOPE VI Program has been completed and the close-out report has been approved</i> ▪ <i>HACP has twenty-one participants in the Public Housing Self-Sufficiency Program</i> ▪ <i>HACP has fifty-two participants in the Section 8 Self-Sufficiency Program and eight graduates of the program</i> ▪ <i>HACP has increased public relations with all media outlets</i> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>Substantial Deviation:</p> <ul style="list-style-type: none"> ▪ <i>Any change to the Mission Statement;</i> ▪ <i>50% deletion from or addition to the goals and objectives as a whole; and</i> ▪ <i>50% or more decrease in the quantifiable measurement of any individual goal or objective</i> <p>Significant Amendment:</p> <ul style="list-style-type: none"> ▪ <i>Additions or non-emergency work items in excess of \$25,000 (items not included in the current Capital Funds Annual Statement or Five Year Action Plan) or any changes in excess of \$25,000 in use of replacement reserve funds;</i> ▪ <i>Any change in policy or operation being submitted to HUD that requires a separate notification to residents, such as changes in the Public Housing Conversion, Demolition/Disposition, Designated Housing or Public Housing Homeownership programs.</i> |
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| 11.0 | <p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> |
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

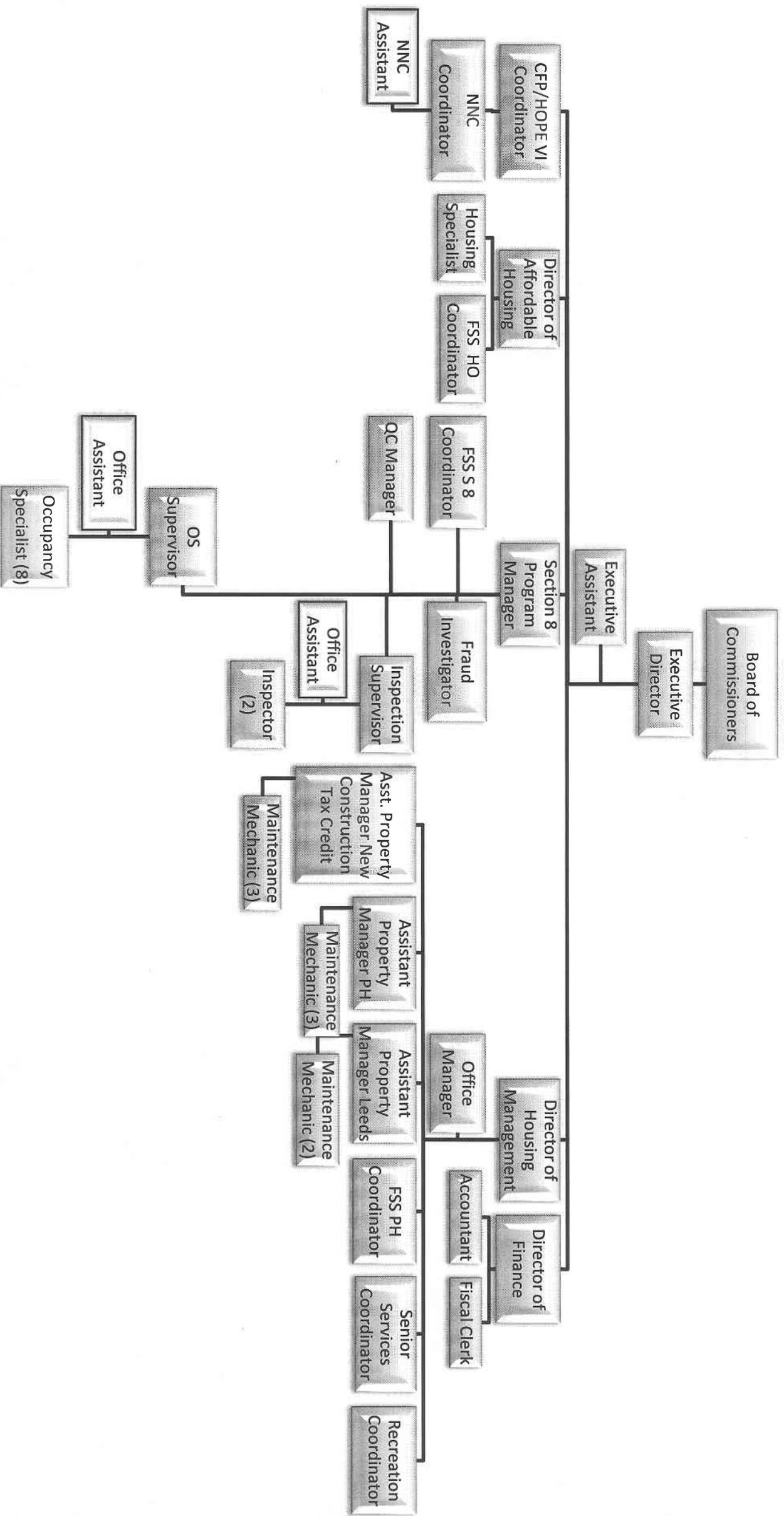
- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

HACP
 ORGANIZATION CHART
 Attachment AL169a03



Housing Authority of the City of Prichard
IMPLEMENTATION OF THE COMMUNITY SERVICE REQUIREMENT

Description of the Community Service Policy

The Housing Authority of the City of Prichard Community Service Policy is simple and definitive of Section 512 of the Quality and Work Responsibility Act of 1998. The Housing Authority of the City of Prichard believes that the community service requirement should not be received by the resident to be a punitive or demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them while gaining work experience. The requirement is easy and rewarding and the Housing Authority provides the residents with the name of agencies, the agencies point of contact and all required paper work necessary to accomplish the monthly service.

The Community Service Policy allows the PHA to identify those residents required to participate in the community service requirement. Participants will be required to contribute 8 hours of community service each month or to participate in a self-sufficiency program for 8 hours each month. Identified residents are responsible to determine the appropriateness of the voluntary service within guidelines provided in the policy. Allowed activities that may be included are listed in the policy. Voluntary political activities are prohibited from being considered to meet the Community Service requirement. Participation in self-sufficiency activities that may be included are listed in the policy. A list of exemptions that may be claimed from the requirement is provided in the policy. Family obligations and PHA obligations are addressed in detail. Lease requirements and documentation and non-compliance are all clearly addressed.

COMMUNITY SERVICE POLICY

- A. Each non-exempt adult public housing resident must contribute eight (8) hours of community service or participate in a self-sufficiency program for eight (8) hours in each month. Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community Service does not include political activities.

Note:

For purposes of the community service requirement an adult is a person eighteen (18) years or older.

- B. Exempt: The following adult family members are exempt:
- (1) 62 years of age or older
 - (2) Persons with qualifying disabilities which prevent the individual's compliance. The individual must provide appropriate documentation to support the qualifying disability, which may include self certification. In addition, any person who is the primary caretaker of such individual is exempt.
 - (3) Persons engaged in work activities as defined in section 407.(d) of the Social Security Act.
 - (4) Persons participating at least eight (8) hours a month in a welfare-to-work program.

- (5) Person receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act.

C. Proof of Compliance: Each head of household must present to the HA office documentation that he/she and all other persons eighteen years of age or older living in the household, who are not exempt, have complied with this section. Documentation may include a letter from the agency on letterhead or other official document. Any such documentation shall be verifiable by the HA. Failure to comply with the Community Service Requirement and to provide appropriate verifiable documentation prior to the date required shall result in the lease not being renewed by the HA. Provided, however, that the HA may allow the family member who is not in compliance to complete the requirements within the following year as follows: The head of household and the person not in compliance shall sign an agreement stating that the deficiency will be cured within the next twelve months. Proof of compliance with the agreement shall be made by the head of household annually at re-certification. Failure to comply with the agreement shall result in the lease being terminated for such non-compliance, unless the person(s), other than the head of household, no longer resides in the unit and has been removed from the lease.

FAILURE TO COMPLY WITH THE COMMUNITY SERVICE REQUIREMENT AND TO PROVIDE APPROPRIATE VERIFIABLE DOCUMENTATION PRIOR TO THE DATE REQUIRED SHALL RESULT IN THE LEASE NOT BEING RENEWED BY THE HA.

D. Changes in Exempt or Non-Exempt Status will be handled during an interim or annual re-certification.

Attachment: AL169C03
Housing Authority of the City of Prichard
Pet Policy Addendum (Family & Elderly/Handicapped)

This policy is being Executed in accordance with Section XVI of the Dwelling Lease

Section I.

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

- 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. The Head of Household must register the pet with the housing authority. Registration includes the certification from a licensed veterinarian that the pet has obtained all required pet inoculations, information to identify the pet, and the name and address of the pet owner and the name and address of a responsible party to care for the pet if the owner is unable to. This information shall be updated annually as part of the reexamination process.
- B. If the pet is a dog or cat, it must be neutered/spayed by the age of six (6) months, and cats must be declawed by the age of three (3) months. The evidence can be provided by a statement/bill from a veterinarian and/or staff of the humane society. The evidence must be provided prior to the execution of this agreement and/or within 10 days of the pet becoming of the age to be neutered/spayed or declawed. Tenant must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Tenant shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Also, the weight of a cat cannot exceed 10 pounds (fully grown) and a dog may not exceed 20 pounds in weight (fully grown). All other four legged animals are limited to 10 pounds (fully grown).
- C. If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.
- D. If the pet is a fish, the aquarium must be twenty gallons or less, and the container must be placed in a safe location in the unit. The Tenant is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and nonhazardous manner.
- E. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations can be provided by a statement/bill from veterinarian or staff of the humane society and must be provided before the execution of this agreement.
- F. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Tenant's lawns. Also, all pets must

wear collars with identification at all times. Pets without a collar will be picked-up immediately and transported to the Humane Society or other appropriate facility.

- G. All authorized pet(s) must be under the control of an adult. An unleashed pet, or one tied to a fixed object, is not considered to be under the control of an adult. Pets which are unleashed, or leashed and unattended, on HA property may be impounded and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff has to take a pet to the Humane Society the Tenant will be charged \$50 to cover the expense of taking the pet(s) to the Humane Society.
- H. Pet(s) may not be left unattended for more than twenty-four consecutive hours. If it is reported to HA staff that a pet(s) has been left unattended for more than a twenty-four (24) consecutive hour period, HA staff may enter the unit and remove the pet and transfer the pet to the humane society. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Tenant. In the case of an emergency, the HA will work with the resident to allow more than 24 hours for the resident to make accommodations for the pet.

Note:

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

- I. Pet(s), as applicable, must be weighed by a veterinarian or staff of the humane society. A statement containing the weight of the pet must be provided to the HA prior to the execution of this agreement and upon request by the HA.
2. **Responsible Pet Ownership:** Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of by the tenant to avoid any unpleasant and unsanitary odor from being in the unit.
 3. **Prohibited Animals:** Animals or breeds of animals that are considered by the HA to be vicious and/or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, rottweiler, _oberman pinscher, pit bulldog, and/or any animal that displays vicious behavior. This determination will be made by a HA representative prior to the execution of this lease addendum.
 4. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other tenants. The terms, "disturb, interfere or diminish" shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities. This includes any pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more and therefore disturbs any person at any time of the day or night. The Housing Manager will terminate this authorization if a pet disturbs other tenants under this section of the lease addendum. The Tenant will be given one week to make other arrangements for the care of the pet or the dwelling lease will be terminated.

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

6. The Tenant is solely responsible for cleaning up the waste of the pet within the dwelling and on the premises of the public housing development. If the pet is taken outside it must be on a leash at all times. If there is any visible waste by the pet it must be disposed of in a plastic bag, securely tied and placed in the garbage receptacle for their unit. If the HA staff is required to clean any waste left by a pet, the Tenant will be charged \$25 for the removal of the waste.

7. The Tenant shall have pets restrained so that maintenance can be performed in the apartment. The Tenant shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the Tenant shall be charged a fee of \$25.00. If this same situation again occurs, the pet shall be removed from the premises. Pets that are not caged or properly restrained may be impounded by animal control officers or by HA staff and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a member of the HA staff takes a pet to the Humane Society the Tenant will be charged an additional \$50 to cover the expense of taking the pet(s) to the Humane Society. The housing authority shall not be responsible if any animal escapes from the residence due to maintenance, inspections or other activities of the landlord.

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

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

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

| Type of Pet | Fee | Deposit |
|--|-------|---------|
| Dog | \$150 | \$250 |
| Cat | \$100 | \$150 |
| Fish Aquarium | \$50 | \$100 |
| Fish Bowl (Requires no power and no larger than two gallons) | \$0 | \$25 |
| Caged Pets | \$100 | \$150 |

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

The entire annual fee and deposit (subject to the exception listed below) must be paid prior to the execution of the lease addendum. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy.

The annual fee shall be paid at the time of reexamination each year and all proof of inoculations and other requirements shall be made available to the HA at such time. The Annual Fee is not reimbursable. The deposit made shall be utilized to offset damages caused by the pet and/or tenant. Any balance, if any, from the deposit will be refunded to the tenant. **THERE SHALL BE NO REFUND OF THE ANNUAL FEE.**

It shall be a serious violation of the lease for any tenant to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of Paragraph IV (L) of the lease (a serious violation) and the HA will issue a termination notice. The tenant will be entitled to a grievance hearing in accordance with the provisions of Paragraph 5 of this Pet Policy or the Grievance Procedure, as applicable.

RESIDENT ACKNOWLEDGMENT

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

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

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

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

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

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

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

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

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

Head of Household Signature

Date

Housing Authority Representative Signature

Date

Attachment: AL169d03
Housing Authority of the City of Prichard

Violence Against Women Act

On January 5, 2006, President Bush signed into law the "Violence Against Women and Department of Justice Reauthorization Act of 2005" (Public Law 109-162). The law became effective that same day. In addition to reauthorizing many programs at the Department of Justice, the bill reauthorizes and expands provisions of the Violence Against Women Act (VAWA), which was originally enacted in 1994.

The law defines domestic violence as "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 cohabitated 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 adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies." Dating violence, sexual assault, and stalking are included in the definition of domestic violence.

VAWA prohibits the Housing Authority of the City of Prichard (HACP), landlords and owners from considering actual or threatened domestic violence, dating violence, or stalking as a cause for terminating the tenancy of the victim. Specifically, HACP and owners may not construe such violence or stalking as

- A serious repeated violation of the lease by the victim,
- Other good cause for terminating the tenancy, or
- Criminal activity justifying the termination of tenancy or program assistance of the victim.

VAWA does not, however, change existing eligibility requirements. Domestic violence victims must still otherwise qualify for admission and continued participation in the Housing Choice Voucher Program (HCVP).

HACP may deny, remove or terminate assistance to an individual perpetrator of such actions and continue to allow the victim or other household members to remain in the dwelling unit or receive housing assistance. VAWA authorizes owners and landlords to bifurcate a lease, allowing HACP to terminate the assistance of the perpetrator of violence without penalizing the victim. This does not limit the authority of the HACP to terminate assistance for other criminal activity or good cause.

A participant who is a victim of domestic violence, dating violence or stalking may request and be granted portability due to the incident or threat if they are otherwise compliant with all program obligations and the perpetrator has been removed from the dwelling unit.

In processing a request by a victim for continued assistance or for portability, the HACP may request certification of the domestic violence, dating violence or stalking to ensure that the actual or threatened abuse meets the requirements set forth in the VAWA. The

certification must include the name of the perpetrator and must be provided within 14 business days.

HACP shall keep all information and certification(s) obtained about the victim's status confidential. The information will not be entered into any shared database or provided to any related entity. HACP may disclose the information if the victim's request or consent to the disclosure in writing, the information is required for use in eviction proceedings related to whether the incident(s) in question qualify as a serious or repeated violation of the lease or criminal activity directly relating to domestic violence, dating violence or stalking; or is otherwise required by law.

Attachment: AL169e03
Housing Authority of the City of Prichard

***VIOLENCE AGAINST WOMEN AND DEPARTMENT OF JUSTICE
REAUTHORIZATION ACT OF 2005***

On January 5, 2006, President Bush signed into law the "Violence Against Women and Department of Justice Reauthorization Act of 2005" (Public Law 109-162). The law became effective that same day. In addition to reauthorizing many programs at the Department of Justice, the bill reauthorizes and expands provisions of the Violence Against Women Act (VAWA), which was originally enacted in 1994.

The law defines domestic violence as "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 cohabitated 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 adult person against a victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction receiving grant monies." Dating violence, sexual assault, and stalking are included in the definition of domestic violence.

The most significant affect the law has on Public Housing residents and applicants for housing at a public housing development is that an individual's status as a victim of domestic violence, dating violence, sexual assault or stalking is NOT an appropriate basis for denial of housing or eviction from public housing. The new law does NOT change existing eligibility and continuing occupancy requirements. Domestic Violence victims must still otherwise qualify for admission to and continuing occupancy of public housing.

The Housing Authority of the City of Prichard has long recognized the needs of victims. The Housing Authority is committed to these victims, as well as members of their immediate family, and to compliance with the VAWA law. The Housing Authority will require a certification as to the incident(s).

The PHA shall keep all information and certification(s) obtained by the PHA about a victim's status confidential. The information will not be entered into any shared database or provided to any related entity. However, the PHA may disclose the information if the victim requests or consents to the disclosure in writing; the information is required for use in eviction proceedings related to whether the incident or incidents in question qualify as a serious or repeated violation of the lease or criminal activity directly relating to domestic violence, dating violence or stalking; or is otherwise required by law.

The following offenses are grounds for denial or termination of assistance for applicant/resident:

- a Criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of the tenancy or occupancy rights, if the tenant or immediate member of the

tenant's family is a victim of that domestic violence, dating violence, sexual assault or stalking;

- b Notwithstanding subparagraph a above, a public housing agency under this section may bifurcate a lease under this section, in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant:
- c Nothing in subparagraph a may be construed to limit the authority of a public housing agency, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up;
- d Nothing in subparagraph a limits any otherwise available authority of a public housing agency to evict a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the public housing agency does not subject an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate;
- e Nothing in paragraph a may be construed to limit the authority of a public housing agency to terminate the tenancy of any tenant if the public housing agency can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's tenancy is not terminated; and
- f Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.
- g The PHA shall not terminate or refuse to renew this lease due to an incident or incidents of actual or threatened domestic violence, dating violence, or stalking. These incident(s) will not be construed as 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 such violence.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

| | | | |
|------------------------|---|--|---|
| Part I: Summary | PHA Name: Housing Authority of the City of Frichard | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: FFY of Grant Approval: |
|------------------------|---|--|---|

| Line | Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: | Summary by Development Account | Original | Total Estimated Cost | | Obligated | Total Actual Cost ¹ | |
|------|--|--|----------|----------------------|---|-----------|--------------------------------|--|
| | | | | Revised ² | Final Performance and Evaluation Report | | Expended | |
| 1 | | Total non-CFFP Funds | | | | | | |
| 2 | | 1406 Operations (may not exceed 20% of line 21) ³ | | | | | | |
| 3 | | 1408 Management Improvements | | | | | | |
| 4 | | 1410 Administration (may not exceed 10% of line 21) | 50,000 | | | | | |
| 5 | | 1411 Audit | | | | | | |
| 6 | | 1415 Liquidated Damages | | | | | | |
| 7 | | 1430 Fees and Costs | 25,000 | | | | | |
| 8 | | 1440 Site Acquisition | | | | | | |
| 9 | | 1450 Site Improvement | | | | | | |
| 10 | | 1460 Dwelling Structures | 486,496 | | | | | |
| 11 | | 1465.1 Dwelling Equipment—Nonexpendable | 232,500 | | | | | |
| 12 | | 1470 Non-dwelling Structures | | | | | | |
| 13 | | 1475 Non-dwelling Equipment | | | | | | |
| 14 | | 1485 Demolition | | | | | | |
| 15 | | 1492 Moving to Work Demonstration | | | | | | |
| 16 | | 1495.1 Relocation Costs | | | | | | |
| 17 | | 1499 Development Activities ⁴ | | | | | | |

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

| Part I: Summary | | FFY of Grant: FFY of Grant Approval: | |
|--|--|---|--------------------------------------|
| PHA Name: Housing Authority of the City of Pritchard | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFPP: | | |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report | | | |
| Line | Summary by Development Account | Total Estimated Cost | Total Actual Cost ¹ |
| | | Original | Revised ² |
| | | Obligated | Expended |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | |
| 20 | Amount of Annual Grant: (sum of lines 2 - 19) | 793,996 | |
| 21 | Amount of line 20 Related to LBP Activities | | |
| 22 | Amount of line 20 Related to Section 504 Activities | | |
| 23 | Amount of line 20 Related to Security - Soft Costs | | |
| 24 | Amount of line 20 Related to Security - Hard Costs | | |
| 25 | Amount of line 20 Related to Energy Conservation Measures | | |
| Signature of Executive Director <i>Charles Plon</i> | | Date 3-5-09 | Signature of Public Housing Director |
| | | | Date |

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part II: Supporting Pages

| PHA Name: Housing Authority of the City of Pritchard | | Grant Type and Number Capital Fund Program Grant No: CFPP (Yes/No): Replacement Housing Factor Grant No: | | Federal FFY of Grant: | | Status of Work | |
|--|---|---|----------|-----------------------|-------------------|---------------------------------|--------------------------------|
| Development Number Name/PHA-Wide Activities | General Description of Major Work Categories | Development Account No. | Quantity | Total Estimated Cost | Total Actual Cost | | |
| | | | | Original | Revised | Funds Obligated ² | Funds Expended ² |
| AL169 - ALL | Purchase of Computer Software and Hardware | 1410 | | 50,000 | | | |
| AL169 - ALL | Fees and Cost | 1430 | | 25,000 | | | |
| AL169 - ALL | Rehabilitation of five (5) single family homes located in Heritage Estates | 1460 | | 486,496 | | | |
| | Add concrete porches for 24 apartments at R. V. Brown | | | | | | |
| | Painting 50 units | | | | | | |
| AL169 - ALL | Replace 150 Ranges @ \$450 ea | 1465.1 | | 232,500 | | | |
| | Replace 150 Refrigerators @ \$700 ea | | | | | | |
| | Replace 150 Hot Water Heaters @ \$400 ea | | | | | | |

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
² To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

| | |
|---|---|
| Part I: Summary PHA Name: Housing Authority of the City of Pritchard Date of CFFP: | Grant Type and Number Capital Fund Program Grant No: AL09P16950109 Replacement Housing Factor Grant No: |
| FFY of Grant: 2009 FFY of Grant Approval: | |

| Line | Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: | Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report | Original | Total Estimated Cost | | Obligated | Total Actual Cost ¹ | |
|------|---|---|----------|--------------------------------|----------------------|-----------|--------------------------------|--|
| | | | | Summary by Development Account | Revised ² | | Expended | |
| 1 | Total non-CFP Funds | | | | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | | 83,495 | | | | | |
| 3 | 1408 Management Improvements | | 83,495 | | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | | 41,748 | | | | | |
| 5 | 1411 Audit | | | | | | | |
| 6 | 1415 Liquidated Damages | | | | | | | |
| 7 | 1430 Fees and Costs | | | | | | | |
| 8 | 1440 Site Acquisition | | | | | | | |
| 9 | 1450 Site Improvement | | | | | | | |
| 10 | 1460 Dwelling Structures | | | | | | | |
| 11 | 1465:1 Dwelling Equipment—Nonexpendable | | | | | | | |
| 12 | 1470 Non-dwelling Structures | | | | | | | |
| 13 | 1475 Non-dwelling Equipment | | 208,739 | | | | | |
| 14 | 1485 Demolition | | | | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | | | | |
| 16 | 1495:1 Relocation Costs | | | | | | | |
| 17 | 1499 Development Activities ⁴ | | | | | | | |

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary

| | | |
|--|--|--|
| PHA Name: Housing Authority of the City of Prichard | Grant Type and Number Capital Fund Program Grant No: AL09P16950109 Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant: 2009 FFY of Grant Approval: |
|--|--|--|

| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost ¹ | |
|------|--|----------------------|----------------------|--------------------------------|----------|
| | | Original | Revised ² | Obligated | Expended |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2 - 19) | 417,477.00 | | | |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Activities | | | | |
| 23 | Amount of line 20 Related to Security - Soft Costs | | | | |
| 24 | Amount of line 20 Related to Security - Hard Costs | | | | |
| 25 | Amount of line 20 Related to Energy Conservation Measures | | | | |

Type of Grant: Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Signature of Executive Director: *Charles Plan* Date: *9-11-09*
 Signature of Public Housing Director: *R. Edwards* Date: *9-15-09*

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Attachment: *al169h03*

Part I: Summary

| PHA Name/Number of Prichard/ AL 169 | Housing Authority of the City | Locality (City/County & State) Prichard/Mobile Alabama | | | <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: | |
|---|---|---|--|--|--|--|
| | | Work Statement for Year 1 FFY ____ 2009 | Work Statement for Year 2 FFY ____ 2010 | Work Statement for Year 3 FFY ____ 2011 | Work Statement for Year 4 FFY ____ 2012 | Work Statement for Year 5 FFY ____ 2013 |
| PHA Wide Management Improvements Amp 2 – 169-000002 Thomas Hurst Norwood Pointe Figures Way Bella Street Heritage Estates Ponderosa Pines Magnolia Trace R.V. Brown Amp 1 – 169-000001 | | | | | | |
| A. | Development Number and Name Amp 1 – 169-000001 R.V. Brown Magnolia Trace Ponderosa Pines Heritage Estates Bella Street Figures Way Norwood Pointe | | | | | |
| B. | Physical Improvements Subtotal | 200,533 | 200,533 | 200,533 | 200,533 | 200,533 |
| C. | Management Improvements | 80,213 | 80,213 | 80,213 | 80,213 | 80,213 |
| D. | PHA-Wide Non-dwelling Structures and Equipment | 40,107 | 40,107 | 40,107 | 40,107 | 40,107 |
| E. | Administration | 80,213 | 80,213 | 80,213 | 80,213 | 80,213 |
| F. | Other | | | | | |
| G. | Operations | | | | | |
| H. | Demolition | | | | | |
| I. | Development | | | | | |
| J. | Capital Fund Financing – Debt Service | | | | | |
| K. | Total CFP Funds | | | | | |
| L. | Total Non-CFP Funds | | | | | |
| M. | Grand Total | | 401,066 | 401,066 | 401,066 | 401,066 |

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary (Continuation)

| PHA Name/Number Housing Authority of the City of Prichard/ AL 169 | | Locality (City/county & State) Prichard/Mobile Alabama | | | <input checked="" type="checkbox"/> Original 5-Year Plan | <input type="checkbox"/> Revision No: |
|---|------------------------------------|--|------------------------------------|------------------------------------|--|---------------------------------------|
| A. Development Number and Name | Work Statement for Year 1 FFY 2009 | Work Statement for Year 2 FFY 2010 | Work Statement for Year 3 FFY 2011 | Work Statement for Year 4 FFY 2012 | Work Statement for Year 5 FFY 2013 | |
| | Annual Statement | | 150,000 | | | |
| | 169-000001 | | | | | |
| | 169-000002 | 200,533 | 50,533 | | | |
| | 169-000003 | | | | | |
| | HA - Wide | | | 200,533 | 200,533 | |
| | | | | | | |
| | | | | | | |
| | HA - Wide Management Improvement | 200,533 | 200,533 | 200,533 | 200,533 | |

Attachment: AL169i03
Housing Authority of the City of Prichard
Operating Budget

AMP 1 BUDGET

Operating Budget

| | | | |
|--|----------------------------|--|-------------------|
| PHA Name | Prichard Housing Authority | Project Name | 6 Scattered Sites |
| Address | P O Box 10307 | Address | |
| City, State | Prichard, Alabama | City, State | Prichard, Alabama |
| AMP Project Number | 000001 | Fiscal Year Ending | 6/30/2009 |
| ACC Units | 140 | Estimated Occupancy Rate | 95% |
| Unit Months Available (UMAs) | 1,680 | Average Bedroom Size | 3 10 |
| Built Date | Various | Anticipated Number of Turnovers | 21 |
| Date of Last Renovation | Various | Project Expense Level (PEL) | |
| Occupancy Type (family, senior, mixed) | Family | Utility Expense Level (UEL) | |
| Type of Budget (Original, Revision #) | Original | HA Code | AL169 |
| Building Type (high-rise, garden, etc.) | High Fam Detach | | |

| FDS Line # | Account Title | Operating Fund | Capital Fund | Total Project Budget |
|--------------------------|-------------------------------|----------------|--------------|----------------------|
| Operating Income: | | | | |
| 11220 | Gross Potential Rent | 412,683 | | 412,683 |
| 11230 | Less Vacancy Loss Rent | (20,634) | | (20,634) |
| 70300 | Net Tenant Rental Revenue | 392,049 | | 392,049 |
| 11240 | Gross Potential Subsidy | | | |
| 11260 | Less Subsidy Loss - Vacancy | | | |
| 11250 | Less Subsidy Loss - Proration | | | |
| 70600 | Net Operating Subsidy | 593,042 | | 593,042 |
| 70600 | HUD PHA Operating Grant-CFP | | | |
| 70400 | Other Tenant Charges | | | |
| 70400 | Excess Utilities | | | |
| 71100 | Investment Income | | | |
| 71400 | Fraud Recovery | | | |
| 71500 | Non-Dwelling Rent | | | |
| 71500 | Other Income | | | |
| 70000 | Total Operating Income | 985,091 | | 985,091 |

| Operating Expenditures: | | | | |
|--------------------------------|------------------------------------|----------------|---------------|----------------|
| Administrative | | | | |
| 91100 | Administrative Salaries | 39,709 | | |
| 91500 | Employee Benefits - Administrative | 14,700 | 24,254 | 63,963 |
| 91200 | Auditing Fees | 1,200 | 9,000 | 23,700 |
| 91300 | Management Fees | 71,373 | | 1,200 |
| 91310 | Bookkeeping Fees | 11,970 | | 71,373 |
| 91400 | Advertising and Marketing | | | 11,970 |
| 91600 | Office Expenses | | | |
| 91700 | Legal Expense | 2,600 | | 2,600 |
| 91800 | Travel | 2,400 | | 2,400 |
| 91900 | Other Administrative Costs | 10,900 | | 10,900 |
| 91000 | Total Administrative | 176,052 | 33,254 | 209,306 |

| | | | | |
|-------|------------------------------|--|--|--|
| 92000 | Asset Management Fees | | | |
|-------|------------------------------|--|--|--|

| Tenant Services | | | | |
|------------------------|-------------------------------------|--------------|--|--------------|
| 92100 | Tenant Services - Salaries | | | |
| 92300 | Employee Benefits - Tenant Services | | | |
| 92200 | Relocation Costs | | | |
| 92400 | Tenant Services-Other | 6,686 | | |
| 92500 | Total Tenant Services | 6,686 | | 6,686 |

| Utilities | | | | |
|------------------|------------------------|---------------|--|---------------|
| 93100 | Water | 2,000 | | 2,000 |
| 93200 | Electricity | 14,200 | | 14,200 |
| 93300 | Gas | 1,000 | | 1,000 |
| 93400 | Fuel | | | |
| 93600 | Sewer | 250 | | |
| 93800 | Other | | | 250 |
| 93000 | Total Utilities | 17,450 | | 17,450 |

| FDS Line # | Account Title | Operating Fund | Capital Fund | Total Project Budget |
|---|---|-----------------|-----------------|----------------------|
| Maintenance | | | | |
| 94100 | Labor | 56,117 | 21,712 | 77,829 |
| 94500 | Employee Benefits - Maintenance | 20,800 | 8,000 | 28,800 |
| 94200 | Maintenance Materials | 47,400 | | 47,400 |
| | Maint. Contract | | | |
| 94300-010 | Garbage and Trash Removal Contracts | 5,600 | | 5,600 |
| 94300-020 | Heating & Cooling Contracts | | | - |
| 94300-030 | Snow Removal Contracts | | | - |
| 94300-040 | Elevator Maintenance | | | - |
| 94300-050 | Landscape & Grounds Contracts | 16,200 | | 16,200 |
| 94300-060 | Unit Turnaround Contract | | | - |
| 94300-070 | Electrical Contracts | 1,100 | | 1,100 |
| 94300-080 | Plumbing Contracts | 600 | | 600 |
| 94300-090 | Extermination Contracts | 17,374 | | 17,374 |
| 94300-100 | Janitorial Contracts | | | - |
| 94300-110 | Routine Maintenance Contracts | 2,400 | | 2,400 |
| 94300-120 | Other Misc Contract Costs | 4,200 | | 4,200 |
| 94000 | Total Maintenance | 171,791 | 29,712 | 201,503 |
| Protective Services | | | | |
| 95100 | Protective Services - Labor | - | - | - |
| 95500 | Employee Benefits - Protective Services | - | - | - |
| 95200 | Protective Services Contract Costs | - | - | - |
| 95300 | Protective Service Other | - | - | - |
| 95000 | Total Protective Services | - | - | - |
| Insurance | | | | |
| 96110 | Property | 49,131 | | 49,131 |
| 96120 | General Liability | 500 | | 500 |
| 96130 | Worker's Comp | 1,900 | | 1,900 |
| 96140 | Other Insurance | | | - |
| 96100 | Total Insurance Expense | 51,531 | - | 51,531 |
| General Expenses | | | | |
| 96200 | Other General Expense | | | - |
| 96210 | Compensated Absences | | | - |
| 96300 | Payments In Lieu of Taxes | 37,500 | | 37,500 |
| 96400 | Bad Debt-Tenants | | | - |
| 96800 | Severance Expense | | | - |
| 96000 | Total General Expenses | 37,500 | - | 37,500 |
| 96900 | Total Operating Expenditures | 461,010 | 62,966 | 523,976 |
| 97000 | Cash Flow from Operations | 524,081 | (62,966) | 461,115 |
| Other Financial Items-Sources & (Uses) | | | | |
| 10010 | Operating Transfers In | | | - |
| 10020 | Operating Transfers Out | | | - |
| 10091 | Inler AMP Excess Cash Transfer In | | | - |
| 10092 | Inler AMP Excess Cash Transfer Out | (76,771) | | (76,771) |
| 10093 | Transfers from Program to AMP | | | - |
| 10094 | Transfers from AMP to Program | | | - |
| 70610 | HUD Grants-Capital Contributions | | | - |
| 11020/96710 | Debt Service Payment (Principal & Interest) | | | - |
| 97100 | Extraordinary Maintenance | | | - |
| | Capital Expenditures | | | - |
| | Other Items (PYA) | | | - |
| | Total Other Financial Items | (76,771) | - | (76,771) |
| 10000 | Net Cash Flow | 447,310 | (62,966) | 384,344 |

Operating Budget (PUM Basis)

| | | | |
|--|----------------------------|--|-------------------|
| PHA Name | Prichard Housing Authority | Project Name | 6 Scattered Sites |
| Address | P O Box 10307 | Address | 0 |
| City, State | Prichard, Alabama | City, State | Prichard, Alabama |
| AMP Project Number | 00001 | Fiscal Year Ending | 6/30/2009 |
| ACC Units | 140 | Estimated Occupancy Rate | 95% |
| Unit Months Available (UMAs) | 1,680 | Average Bedroom Size | 3.10 |
| Built Date | Various | Anticipated Number of Turnovers | 21 |
| Date of Last Renovation | Various | Project Expense Level (PEL) | 0 |
| Occupancy Type (family, senior, mixed) | Family | Utility Expense Level (UEL) | 0 |
| Type of Budget (Original, Revision #) | Original | Estimated Unit Months Leased | 1,596 |
| Building Type (high-rise, garden, etc.) | ng Fam Detach | | |

| FDS Line # | Account Title | Total Project Budget | PUM |
|--------------------------|-------------------------------|----------------------|---------------|
| Operating Income: | | | |
| 11220 | Gross Potential Rent | 412,683 | 245.64 |
| 11230 | Less Vacancy Loss | (20,634) | (12.28) |
| 70300 | Net Tenant Rental Revenue | 392,049 | 233.36 |
| 11240 | Gross Potential Subsidy | - | 0.00 |
| 11260 | Less Vacancy Loss | - | 0.00 |
| 11250 | Less Proration Amount | - | 0.00 |
| 70600 | Net Operating Subsidy | 593,042 | 353.00 |
| 70600 | HUD PHA Operating Grant-CFP | - | 0.00 |
| 70400 | Other Tenant Charges | - | 0.00 |
| 70400 | Excess Utilities | - | 0.00 |
| 71100 | Investment Income | - | 0.00 |
| 71400 | Fraud Recovery | - | 0.00 |
| 71500 | Non-Dwelling Rent | - | 0.00 |
| 71500 | Other Income | - | 0.00 |
| 70000 | Total Operating Income | 985,091 | 586.36 |

| Operating Expenditures: | | | |
|--------------------------------|------------------------------------|----------------|---------------|
| Administrative | | | |
| 91100 | Administrative Salaries | 63,963 | 38.07 |
| 91500 | Employee Benefits - Administrative | 23,700 | 14.11 |
| 91200 | Auditing Fees | 1,200 | 0.71 |
| 91300 | Management Fees | 71,373 | 42.48 |
| 91310 | Bookkeeping Fees | 11,970 | 7.13 |
| 91400 | Advertising and Marketing | - | 0.00 |
| 91600 | Office Expenses | 2,600 | 1.55 |
| 91700 | Legal Expense | 2,400 | 1.43 |
| 91800 | Travel | 10,900 | 6.49 |
| 91900 | Other Administrative Costs | 21,200 | 12.62 |
| 91000 | Total Administrative | 209,306 | 124.59 |

| | | | |
|-------|-----------------------|---|------|
| 92000 | Asset Management Fees | - | 0.00 |
|-------|-----------------------|---|------|

| Tenant Services | | | |
|------------------------|-------------------------------------|--------------|-------------|
| 92100 | Tenant Service Salaries | - | 0.00 |
| 92300 | Employee Benefits - Tenant Services | - | 0.00 |
| 92200 | Relocation Costs | - | 0.00 |
| 92400 | Tenant Services-Other | 6,686 | 3.98 |
| 92500 | Total Tenant Services | 6,686 | 3.98 |

| Utilities | | | |
|------------------|------------------------|---------------|--------------|
| 93100 | Water | 2,000 | 1.19 |
| 93200 | Electricity | 14,200 | 8.45 |
| 93300 | Gas | 1,000 | 0.60 |
| 93400 | Fuel | - | 0.00 |
| 93600 | Sewer | 250 | 0.15 |
| 93800 | Other | - | 0.00 |
| 93000 | Total Utilities | 17,450 | 10.39 |

| FDS Line # | Account Title | Total Project Budget | PUM |
|---|---|----------------------|----------------|
| Maintenance | | | |
| 94100 | Labor | | |
| 94500 | Employee Benefits - Maintenance | 77,829 | 46.33 |
| 94200 | Maintenance Materials | 28,800 | 17.14 |
| | Maint Contract: | 47,400 | 28.21 |
| 94300-010 | Garbage and Trash Removal Contracts | | |
| 94300-020 | Heating & Cooling Contracts | 5,600 | 3.33 |
| 94300-030 | Snow Removal Contracts | - | 0.00 |
| 94300-040 | Elevator Maintenance | - | 0.00 |
| 94300-050 | Landscape & Grounds Contracts | - | 0.00 |
| 94300-060 | Unit Turnaround Contract | 16,200 | 9.64 |
| 94300-070 | Electrical Contracts | - | 0.00 |
| 94300-080 | Plumbing Contracts | 1,100 | 0.65 |
| 94300-090 | Extermination Contracts | 600 | 0.36 |
| 94300-100 | Janitorial Contracts | 17,374 | 10.34 |
| 94300-110 | Routine Maintenance Contracts | - | 0.00 |
| 94300-120 | Other Misc. Contract Costs | 2,400 | 1.43 |
| 94000 | Total Maintenance | 4,200 | 2.50 |
| | | 201,503 | 119.94 |
| Protective Services | | | |
| 95100 | Protective Services - Labor | | |
| 95500 | Employee Benefits - Protective Services | - | 0.00 |
| 95200 | Protective Services Contract Costs | - | 0.00 |
| 95300 | Protective Service Other | - | 0.00 |
| 95000 | Total Protective Services | - | 0.00 |
| Insurance | | | |
| 96110 | Property | | |
| 96120 | General Liability | 49,131 | 29.24 |
| 96130 | Worker's Comp | 500 | 0.30 |
| 96140 | Other Insurance | 1,900 | 1.13 |
| 96100 | Total Insurance Expense | - | 0.00 |
| | | 51,531 | 30.67 |
| General Expenses | | | |
| 96200 | Other General Expense | | |
| 96210 | Compensated Absences | - | 0.00 |
| 96300 | Payments In Lieu of Taxes | - | 0.00 |
| 96400 | Bad Debt-Tenants | 37,500 | 22.32 |
| 96800 | Severance Expense | - | 0.00 |
| 96000 | Total General Expenses | - | 0.00 |
| | | 37,500 | 22.32 |
| 96900 | Total Operating Expenditures | 523,976 | 311.89 |
| 97000 | Cash Flow from Operations | 461,115 | 274.47 |
| Other Financial Items-Sources & (Uses) | | | |
| 10010 | Operating Transfers In | | |
| 10020 | Operating Transfers Out | - | 0.00 |
| 10091 | Inter AMP Excess Cash Transfer In | - | 0.00 |
| 10092 | Inter AMP Excess Cash Transfer Out | - | 0.00 |
| 10093 | Transfers from Program to AMP | (76,771) | (45.70) |
| 10094 | Transfers from AMP to Program | - | 0.00 |
| 70610 | HUD Grants-Capital Contributions | - | 0.00 |
| 11020/96710 | Debt Service Payment (Principal & Interest) | - | 0.00 |
| 97100 | Extraordinary Maintenance | - | 0.00 |
| | Capital Expenditures | - | 0.00 |
| | Other Items (PYA) | - | 0.00 |
| | Total Other Financial Items | (76,771) | (45.70) |
| 10000 | Net Cash Flow | 384,344 | 228.78 |

Schedule of Project Positions & Salaries

PHA Name: Prichard Housing Authority

Project name: 6 Scattered Sites

For the year ended: 6/30/2009

of Employees:

| Title | Current Salary | Requested Salary | Operating Fund | Capital Fund |
|-------|----------------|------------------|----------------|--------------|
|-------|----------------|------------------|----------------|--------------|

Project Administration:

| | | | | |
|--|---------------|---------------|---------------|---------------|
| Donald Jackson 35% | 15,930 | 18,900 | 18,900 | |
| Charles Hall 35% | 23,548 | 24,254 | | 24,254 |
| Debra Gaines 25% | 5,609 | 6,170 | 6,170 | |
| Georgette Nicholson 50% | 13,308 | 14,639 | 14,639 | |
| | | | | |
| | | | | |
| Total Admin. Salaries | 58,395 | 63,963 | 39,709 | 24,254 |
| Admin. Employee Benefits 37% of sal | 21,600 | 23,700 | 14,700 | 9,000 |
| Total Administration | 79,995 | 87,663 | 54,409 | 33,254 |

Project Maintenance:

| | | | | |
|---|----------------|----------------|---------------|---------------|
| Carl Evans 100% | 38,704 | 39,672 | 39,672 | |
| Jerry Osbey 50% | 16,044 | 16,445 | 16,445 | |
| Eugene Williams 30% | 21,712 | 21,712 | | 21,712 |
| | | | | |
| | | | | |
| Total Maintenance Salaries | 76,460 | 77,829 | 56,117 | 21,712 |
| Maintenance Employee Benefits 37% of sal | 28,300 | 28,800 | 20,800 | 8,000 |
| Total Maintenance | 104,760 | 106,629 | 76,917 | 29,712 |

Tenant Services:

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| Total Tenant Services Salaries | | | | |
| Tenant Services Employee Benefits | | | | |
| Total Tenant Services | | | | |

Protective Services:

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| Total Protective Salaries | | | | |
| Protective Services Employee Benefits | | | | |
| Total Protective Services | | | | |

Total Project Payroll Costs:

| | | | | |
|--------------------------------|----------------|----------------|----------------|---------------|
| Total Salaries | 134,855 | 141,792 | 95,826 | 45,966 |
| Total Employee Benefits | 49,900 | 52,500 | 35,500 | 17,000 |
| Total Payroll Cost | 184,755 | 194,292 | 131,326 | 62,966 |

| | |
|------------------|------------|
| AMP 1 | |
| R V Brown | 39 |
| Magnolia Trace | 22 |
| Ponderosa Pines | 2 |
| Bella St | 1 |
| Norwood Point | 1 |
| Heritage Estates | 65 |
| Figures Way | 11 |
| | <u>141</u> |

| | |
|--------------|----|
| AMP 2 | |
| Thomas Hurst | 50 |

| | |
|---------------------|-----|
| AMP 3 | |
| Bessemer Family Ren | 110 |

AMP2 Budget

Operating Budget

| | | | |
|--|-----------|--|-----------|
| PHA Name Prichard Housing Authority | | Project Name Thomas Hurst | |
| Address P O Box 10307 | | Address 2430 W Main St | |
| City, State Prichard, Alabama 36610 | | City, State Prichard, AL 36610 | |
| AMP Project Number | 000002 | Fiscal Year Ending | 6/30/2009 |
| ACC Units | 50 | Estimated Occupancy Rate | 95% |
| Unit Months Available (UMAs) | 600 | Average Bedroom Size | 1.22 |
| Built Date | 7/31/2004 | Anticipated Number of Turnovers | 8 |
| Date of Last Renovation | N/A | Project Expense Level (PEL) | |
| Occupancy Type (family, senior, mixed) | Senior | Utility Expense Level (UEL) | |
| Type of Budget (Original, Revision #) | Original | HA Code | AL169 |
| Building Type (high-rise, garden, etc.) | Row | | |

| FDS Line # | Account Title | Operating Fund | Capital Fund | Total Project Budget |
|--------------------------------|-------------------------------------|----------------|--------------|----------------------|
| Operating Income: | | | | |
| 11220 | Gross Potential Rent | 37,482 | | 37,482 |
| 11230 | Less Vacancy Loss Rent | (1,874) | | (1,874) |
| 70300 | Net Tenant Rental Revenue | 35,608 | | 35,608 |
| 11240 | Gross Potential Subsidy | | | |
| 11260 | Less Subsidy Loss - Vacancy | | | |
| 11250 | Less Subsidy Loss - Proration | | | |
| 70600 | Net Operating Subsidy | 73,117 | | 73,117 |
| 70600 | HUD PHA Operating Grant-CFP | | | |
| 70400 | Other Tenant Charges | | | |
| 70400 | Excess Utilities | | | |
| 71100 | Investment Income | | | |
| 71400 | Fraud Recovery | | | |
| 71500 | Non-Dwelling Rent | | | |
| 71500 | Other Income | | | |
| 70000 | Total Operating Income | 108,725 | | 108,725 |
| Operating Expenditures: | | | | |
| Administrative | | | | |
| 91100 | Administrative Salaries | 39,709 | | 39,709 |
| 91500 | Employee Benefits - Administrative | 14,692 | | 14,692 |
| 91200 | Auditing Fees | 1,000 | | 1,000 |
| 91300 | Management Fees | 25,490 | | 25,490 |
| 91310 | Bookkeeping Fees | 4,275 | | 4,275 |
| 91400 | Advertising and Marketing | | | |
| 91600 | Office Expenses | 1,500 | | 1,500 |
| 91700 | Legal Expense | | | |
| 91800 | Travel | 10,900 | | 10,900 |
| 91900 | Other Administrative Costs | 11,900 | | 11,900 |
| 91000 | Total Administrative | 109,466 | | 109,466 |
| 92000 | Asset Management Fees | | | |
| Tenant Services | | | | |
| 92100 | Tenant Services - Salaries | | | |
| 92300 | Employee Benefits - Tenant Services | | | |
| 92200 | Relocation Costs | | | |
| 92400 | Tenant Services-Other | | | |
| 92500 | Total Tenant Services | | | |
| Utilities | | | | |
| 93100 | Water | 800 | | 800 |
| 93200 | Electricity | 10,800 | | 10,800 |
| 93300 | Gas | 900 | | 900 |
| 93400 | Fuel | | | |
| 93600 | Sewer | | | |
| 93800 | Other | | | |
| 93000 | Total Utilities | 12,500 | | 12,600 |

| FDS Line # | Account Title | Operating Fund | Capital Fund | Total Project Budget |
|---|---|-----------------|--------------|----------------------|
| Maintenance | | | | |
| 94100 | Labor | 16,445 | | |
| 94500 | Employee Benefits - Maintenance | 6,085 | - | 16,445 |
| 94200 | Maintenance Materials | 12,900 | - | 6,085 |
| | Maint Contract | | | 12,900 |
| 94300-010 | Garbage and Trash Removal Contracts | 5,400 | | |
| 94300-020 | Heating & Cooling Contracts | | | 5,400 |
| 94300-030 | Snow Removal Contracts | | | - |
| 94300-040 | Elevator Maintenance | | | - |
| 94300-050 | Landscape & Grounds Contracts | 6,500 | | - |
| 94300-060 | Unit Turnaround Contract | | | 6,500 |
| 94300-070 | Electrical Contracts | | | - |
| 94300-080 | Plumbing Contracts | | | - |
| 94300-090 | Extermination Contracts | 600 | | 600 |
| 94300-100 | Janitorial Contracts | 1,000 | | 1,000 |
| 94300-110 | Routine Maintenance Contracts | | | - |
| 94300-120 | Other Misc Contract Costs | 1,800 | | - |
| 94000 | Total Maintenance | 50,730 | - | 1,800 |
| Protective Services | | | | |
| 95100 | Protective Services - Labor | | | |
| 95500 | Employee Benefits - Protective Services | | | |
| 95200 | Protective Services Contract Costs | | | |
| 95300 | Protective Service Other | | | |
| 95000 | Total Protective Services | | | |
| Insurance | | | | |
| 96110 | Property | | | |
| 96120 | General Liability | 8,800 | | 8,800 |
| 96130 | Worker's Comp | 500 | | 500 |
| 96140 | Other Insurance | 1,200 | | 1,200 |
| 96100 | Total Insurance Expense | 10,500 | - | 10,500 |
| General Expenses | | | | |
| 96200 | Other General Expense | | | |
| 96210 | Compensated Absences | | | |
| 96300 | Payments In Lieu of Taxes | 2,300 | | |
| 96400 | Bad Debt-Tenants | | | 2,300 |
| 96800 | Severance Expense | | | |
| 96000 | Total General Expenses | 2,300 | - | 2,300 |
| 96900 | Total Operating Expenditures | 185,496 | - | 185,496 |
| 97000 | Cash Flow from Operations | (76,771) | - | (76,771) |
| Other Financial Items-Sources & (Uses) | | | | |
| 10010 | Operating Transfers In | | | |
| 10020 | Operating Transfers Out | | | |
| 10091 | Inter AMP Excess Cash Transfer In | 76,771 | | |
| 10092 | Inter AMP Excess Cash Transfer Out | | | 76,771 |
| 10093 | Transfers from Program to AMP | | | |
| 10094 | Transfers from AMP to Program | | | |
| 70610 | HUD Grants-Capital Contributions | | | |
| 11020/96710 | Debt Service Payment (Principal & Interest) | | | |
| 97100 | Extraordinary Maintenance | | | |
| | Capital Expenditures | | | |
| | Other Items (PYA) | | | |
| | Total Other Financial Items | 76,771 | - | 76,771 |
| 10000 | Net Cash Flow | 0 | - | 0 |

Operating Budget (PUM Basis)

| | | | |
|--|----------------------------|--|--------------------|
| PHA Name | Prichard Housing Authority | Project Name | Thomas Hurst |
| Address | P O Box 10307 | Address | 2430 W Main St |
| City, State | Prichard, Alabama 36610 | City, State | Prichard, AL 36610 |
| AMP Project Number | 00002 | Fiscal Year Ending | 6/30/2009 |
| ACC Units | 50 | Estimated Occupancy Rate | 95% |
| Unit Months Available (UMAs) | 600 | Average Bedroom Size | 1.22 |
| Built Date | 7/31/2004 | Anticipated Number of Turnovers | 8 |
| Date of Last Renovation | N/A | Project Expense Level (PEL) | 0 |
| Occupancy Type (family, senior, mixed) | Senior | Utility Expense Level (UEL) | 0 |
| Type of Budget (Original, Revision #) | Original | Estimated Unit Months Leased | 570 |
| Building Type (high-rise, garden, etc.) | Row | | |

| FDS Line # | Account Title | Total Project Budget | PUM |
|--------------------------|-------------------------------|----------------------|---------------|
| Operating Income: | | | |
| 11220 | Gross Potential Rent | | |
| 11230 | Less Vacancy Loss | 37,482 | 62.47 |
| 70300 | Net Tenant Rental Revenue | (1,874) | (3.12) |
| 11240 | Gross Potential Subsidy | 35,608 | 59.35 |
| 11260 | Less Vacancy Loss | - | 0.00 |
| 11250 | Less Proration Amount | - | 0.00 |
| 70600 | Net Operating Subsidy | 73,117 | 121.86 |
| 70600 | HUD PHA Operating Grant-CFP | - | 0.00 |
| 70400 | Other Tenant Charges | - | 0.00 |
| 70400 | Excess Utilities | - | 0.00 |
| 71100 | Investment Income | - | 0.00 |
| 71400 | Fraud Recovery | - | 0.00 |
| 71500 | Non-Dwelling Rent | - | 0.00 |
| 71500 | Other Income | - | 0.00 |
| 70000 | Total Operating Income | 108,725 | 181.21 |

| Operating Expenditures: | | | |
|--------------------------------|-------------------------------------|----------------|---------------|
| Administrative | | | |
| 91100 | Administrative Salaries | 39,709 | 66.18 |
| 91500 | Employee Benefits - Administrative | 14,692 | 24.49 |
| 91200 | Auditing Fees | 1,000 | 1.67 |
| 91300 | Management Fees | 25,490 | 42.48 |
| 91310 | Bookkeeping Fees | 4,275 | 7.13 |
| 91400 | Advertising and Marketing | - | 0.00 |
| 91600 | Office Expenses | 1,500 | 2.50 |
| 91700 | Legal Expense | - | 0.00 |
| 91800 | Travel | 10,900 | 18.17 |
| 91900 | Other Administrative Costs | 11,900 | 19.83 |
| 91000 | Total Administrative | 109,466 | 182.44 |
| 92000 | Asset Management Fees | - | 0.00 |
| Tenant Services | | | |
| 92100 | Tenant Service Salaries | - | 0.00 |
| 92300 | Employee Benefits - Tenant Services | - | 0.00 |
| 92200 | Relocation Costs | - | 0.00 |
| 92400 | Tenant Services-Other | - | 0.00 |
| 92500 | Total Tenant Services | - | 0.00 |
| Utilities | | | |
| 93100 | Water | 800 | 1.33 |
| 93200 | Electricity | 10,800 | 18.00 |
| 93300 | Gas | 900 | 1.50 |
| 93400 | Fuel | - | 0.00 |
| 93600 | Sewer | - | 0.00 |
| 93800 | Other | - | 0.00 |
| 93000 | Total Utilities | 12,500 | 20.83 |

| FDS Line # | Account Title | Total Project Budget | PUM |
|-------------|---|----------------------|-----------------|
| | Maintenance | | |
| 94100 | Labor | | |
| 94500 | Employee Benefits - Maintenance | 16,445 | 27.41 |
| 94200 | Maintenance Materials | 6,085 | 10.14 |
| | Maint. Contract: | 12,900 | 21.50 |
| 94300-010 | Garbage and Trash Removal Contracts | | |
| 94300-020 | Heating & Cooling Contracts | 5,400 | 9.00 |
| 94300-030 | Snow Removal Contracts | - | 0.00 |
| 94300-040 | Elevator Maintenance | - | 0.00 |
| 94300-050 | Landscape & Grounds Contracts | - | 0.00 |
| 94300-060 | Unit Turnaround Contract | 6,500 | 10.83 |
| 94300-070 | Electrical Contracts | - | 0.00 |
| 94300-080 | Plumbing Contracts | - | 0.00 |
| 94300-090 | Extermination Contracts | 600 | 1.00 |
| 94300-100 | Janitorial Contracts | 1,000 | 1.67 |
| 94300-110 | Routine Maintenance Contracts | - | 0.00 |
| 94300-120 | Other Misc. Contract Costs | - | 0.00 |
| 94000 | Total Maintenance | 1,800 | 3.00 |
| | | 50,730 | 84.55 |
| | Protective Services | | |
| 95100 | Protective Services - Labor | - | 0.00 |
| 95500 | Employee Benefits - Protective Services | - | 0.00 |
| 95200 | Protective Services Contract Costs | - | 0.00 |
| 95300 | Protective Service Other | - | 0.00 |
| 95000 | Total Protective Services | - | 0.00 |
| | Insurance | | |
| 96110 | Property | | |
| 96120 | General Liability | 8,800 | 14.67 |
| 96130 | Worker's Comp | 500 | 0.83 |
| 96140 | Other Insurance | 1,200 | 2.00 |
| 96100 | Total Insurance Expense | - | 0.00 |
| | | 10,500 | 17.50 |
| | General Expenses | | |
| 96200 | Other General Expense | - | 0.00 |
| 96210 | Compensated Absences | - | 0.00 |
| 96300 | Payments In Lieu of Taxes | - | 0.00 |
| 96400 | Bad Debt-Tenants | 2,300 | 3.83 |
| 96800 | Severance Expense | - | 0.00 |
| 96000 | Total General Expenses | - | 0.00 |
| | | 2,300 | 3.83 |
| 96900 | Total Operating Expenditures | 185,496 | 309.16 |
| 97000 | Cash Flow from Operations | (76,771) | (127.95) |
| | Other Financial Items-Sources & (Uses) | | |
| 10010 | Operating Transfers In | | |
| 10020 | Operating Transfers Out | - | 0.00 |
| 10091 | Inter AMP Excess Cash Transfer In | - | 0.00 |
| 10092 | Inter AMP Excess Cash Transfer Out | 76,771 | 127.95 |
| 10093 | Transfers from Program to AMP | - | 0.00 |
| 10094 | Transfers from AMP to Program | - | 0.00 |
| 70610 | HUD Grants-Capital Contributions | - | 0.00 |
| 11020/96710 | Debt Service Payment (Principal & Interest) | - | 0.00 |
| 97100 | Extraordinary Maintenance | - | 0.00 |
| | Capital Expenditures | - | 0.00 |
| | Other Items (PYA) | - | 0.00 |
| | Total Other Financial Items | 76,771 | 127.95 |
| 10000 | Net Cash Flow | 0 | 0.00 |

Schedule of Project Positions & Salaries

PHA Name: Prichard Housing Authority
 Project name: Thomas Hurst
 For the year ended: 6/30/2009
 # of Employees:

| Title | Current Salary | Requested Salary | Operating Fund | Capital Fund |
|--|----------------|------------------|----------------|--------------|
| Project Administration: | | | | |
| Donald Jackson 35% | 15,930 | 18,900 | 18,900 | |
| Georgelle Nicholson 50% | 13,308 | 14,639 | 14,639 | |
| Debra Gaines 25% | 5,609 | 6,170 | 6,170 | |
| | | | | |
| | | | | |
| | | | | |
| Total Admin. Salaries | 34,847 | 39,709 | 39,709 | - |
| Admin. Employee Benefits 37% of salaries | 12,893 | 14,692 | 14,692 | - |
| Total Administration | 47,740 | 54,401 | 54,401 | - |
| Project Maintenance: | | | | |
| Jerry Osbey 50% | 16,044 | 16,445 | 16,445 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Maintenance Salaries | 16,044 | 16,445 | 16,445 | - |
| Maintenance Employee Benefits 37% of sal. | 5,936 | 6,085 | 6,085 | - |
| Total Maintenance | 21,980 | 22,530 | 22,530 | - |
| Tenant Services: | | | | |
| | | | | |
| | | | | |
| Total Tenant Services Salaries | | | | |
| Tenant Services Employee Benefits | | | | |
| Total Tenant Services | | | | |
| Protective Services: | | | | |
| | | | | |
| | | | | |
| Total Protective Salaries | | | | |
| Protective Services Employee Benefits | | | | |
| Total Protective Services | | | | |
| Total Project Payroll Costs: | | | | |
| Total Salaries | 50,891 | 56,154 | 56,154 | - |
| Total Employee Benefits | 18,829 | 20,777 | 20,777 | - |
| Total Payroll Cost | 69,720 | 76,931 | 76,931 | - |

Resident Advisory Board Comments

Attachment: AL169j03

Members of the Resident Advisory Board for the Housing Authority of the City of Prichard (HACP) met on April 1, 2009. The purpose of the meeting was to give Resident Advisory Board members a chance to provide input for possible inclusion into the agency's Annual Plan.

Each member in attendance was given a comment sheet and was asked to use the sheet to list any comments and/or concerns they had regarding the Annual Plan, as well as, any comments concerning HACP housing sites. Additionally, they were asked to record any enhancements they felt would be beneficial to the Annual Plan.

As members raised issues/concerns they had regarding various topics, the group took time to discuss each matter. In general, the major topics for discussion included: neighborhood security/safety, HACP resident programs/services for youth, and homeownership.

- Members were generally complimentary of the physical appearance of the HACP complexes
- For the most part they (residents) feel safe in their complex; however, some members expressed dissatisfaction with the response time from the Prichard Police. (Residents were assured that HACP would address their concerns regarding security issues.)
- Members were interested in homeownership

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

| | | |
|---|---|--|
| Part I: Summary | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFPP: | FFY of Grant: FFY of Grant Approval: |
| PHA Name: Housing Authority of the City of Prichard | | |

| Line | Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account | Reserve for Disasters/Emergencies <input type="checkbox"/> | Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report | Total Estimated Cost | | Total Actual Cost ¹ | |
|------|--|---|--|----------------------|----------------------|--------------------------------|----------|
| | | | | Original | Revised ² | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | | | | | | |
| 3 | 1408 Management Improvements | | | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | | | 376,250 | | | |
| 5 | 1411 Audit | | | | | | |
| 6 | 1415 Liquidated Damages | | | | | | |
| 7 | 1430 Fees and Costs | | | 495,000 | | | |
| 8 | 1440 Site Acquisition | | | | | | |
| 9 | 1450 Site Improvement | | | 450,000 | | | |
| 10 | 1460 Dwelling Structures | | | 2,441,250 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | | | |
| 12 | 1470 Non-dwelling Structures | | | | | | |
| 13 | 1475 Non-dwelling Equipment | | | | | | |
| 14 | 1485 Demolition | | | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | | | |
| 16 | 1495.1 Relocation Costs | | | | | | |
| 17 | 1499 Development Activities ⁴ | | | | | | |

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

| | | | |
|--|--|------------------------|--|
| Part I: Summary | | FFY of Grant: | |
| PHA Name: Housing Authority of the City of Prichard | Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP: | FFY of Grant Approval: | |

Type of Grant
 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 ¹ | |
|--|--|----------------------|---|--------------------------------|-------------|
| | | Original | Revised ² | Obligated | Expended |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | |
| 20 | Amount of Annual Grant:: (sum of lines 2 - 19) | 3,762,500 | | | |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Activities | | | | |
| 23 | Amount of line 20 Related to Security - Soft Costs | | | | |
| 24 | Amount of line 20 Related to Security - Hard Costs | | | | |
| 25 | Amount of line 20 Related to Energy Conservation Measures | 330,000 | | | |
| Signature of Executive Director | | Date | Signature of Public Housing Director | | Date |

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

| | |
|---|---|
| Part I: Summary PHA Name: Pritchard Housing Authority 4559 St. Stephens Rd. Eight Mile, AL 36613 | Grant Type and Number Capital Fund Program Grant No: AL1690000309G Replacement Housing Factor Grant No: Date of CFFP: 09/18/2009 |
|---|---|

Type of Grant
 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 | Original | Total Estimated Cost | Revised ² | Obligated | Total Actual Cost ¹ |
|------|--|----------|----------------------|----------------------|-----------|--------------------------------|
| 1 | Total non-CFP Funds | | | | | |
| 2 | 1406 Operations (may not exceed 20% of line 21) ³ | | | | | |
| 3 | 1408 Management Improvements | | | | | |
| 4 | 1410 Administration (may not exceed 10% of line 21) | | 100,000.00 | | | |
| 5 | 1411 Audit | | | | | |
| 6 | 1415 Liquidated Damages | | | | | |
| 7 | 1430 Fees and Costs | | 153,500.00 | | | |
| 8 | 1440 Site Acquisition | | | | | |
| 9 | 1450 Site Improvement | | 120,000.00 | | | |
| 10 | 1460 Dwelling Structures | | 729,600.00 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | | |
| 12 | 1470 Non-dwelling Structures | | | | | |
| 13 | 1475 Non-dwelling Equipment | | | | | |
| 14 | 1485 Demolition | | | | | |
| 15 | 1492 Moving to Work Demonstration | | | | | |
| 16 | 1495.1 Relocation Costs | | | | | |
| 17 | 1499 Development Activities ⁴ | | | | | |

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

| | | | |
|--|---|-----------------------------|--|
| Part I: Summary | | FFY of Grant: 2009 | |
| PHA Name: Pritchard Housing Authority 4559 St. Stephens Rd. Eight Mile, AL 36613 | Grant Type and Number Capital Fund Program Grant No: AL1690000309G Replacement Housing Factor Grant No: Date of CFFP: 09/18/2009 | FFY of Grant Approval: 2009 | |

Type of Grant

- 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 ¹ | |
|---|--|----------------------|--------------------------------------|--------------------------------|----------|
| | | Original | Revised ² | Obligated | Expended |
| 18a | 1501 Collateralization or Debt Service paid by the PHA | | | | |
| 18ba | 9000 Collateralization or Debt Service paid Via System of Direct Payment | | | | |
| 19 | 1502 Contingency (may not exceed 8% of line 20) | | | | |
| 20 | Amount of Annual Grant:: (sum of lines 2 - 19) | 1,103,100.00 | | | |
| 21 | Amount of line 20 Related to LBP Activities | | | | |
| 22 | Amount of line 20 Related to Section 504 Activities | | | | |
| 23 | Amount of line 20 Related to Security - Soft Costs | | | | |
| 24 | Amount of line 20 Related to Security - Hard Costs | | | | |
| 25 | Amount of line 20 Related to Energy Conservation Measures | 729,600.00 | | | |
| Signature of Executive Director <i>Carla Plou</i> | | Date 10/14/2009 | Signature of Public Housing Director | | Date |

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Memorandum of Agreement (MOA)
Part A

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

OMB Approval No. 2577-0237
Expires 2/28/2011

Attachment: AL169m03

Public reporting burden for the collection of information required for Parts A and B of the Memorandum of Agreement is estimated to average 13.74 hours depending on size of Public Housing Agency (PHA). This includes the time for collecting, reviewing, and reporting the data. The information will be used for monitoring PHA progress in bringing performance up to standard levels. Response to this request for information is required in order to receive the benefits to be derived, including eligibility to apply for funding. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

MEMORANDUM OF AGREEMENT

This Agreement is made this the 9th day of September, 2009, by and between the Housing Authority of the City of Prichard, State of Alabama (PHA), and the Secretary of the United States Department of Housing and Urban Development (HUD) acting by and through the Director of the Alabama Field Office pursuant to the requirements of Section 6 (j)(2)(C) of the United States Housing Act of 1937, 42 U.S.C. 1437 ("the Act"), as implemented in the Public Housing Assessment System (PHAS), 24 CFR Part 902, et seq.).

The PHA entered into a Low Rent Public Housing Annual Contribution Contract ("ACC") Number A-3038 pursuant to the authority of the Act of 1937, as subsequently amended, with HUD. As a result, HUD provides funding to the PHA to operate and maintain affordable and decent, safe, and sanitary public housing to its low-income residents.

Under the authority of 6(j) of the Act, the PHA was evaluated in accordance with the provisions of PHAS and was designated as "troubled" as defined at 24 CFR Section 902.67(c).

Under the requirements of the Act and 24 CFR Section 902.75, those housing authorities which are designated as troubled must enter into a binding contractual agreement designated as a Memorandum of Agreement (MOA) with HUD. The primary purpose of this MOA is to "substantially improve" the Authority's PHAS score as that term is defined at 24 CFR Section 902.75 (g)(2). However, this MOA is not intended to reflect every performance defect that the PHA may have.

Accordingly the parties agree to the following:

1. The parties agree that this MOA is a binding contractual agreement between the PHA and HUD.
2. This MOA shall consist of:
 - a. This Part A, Terms and Conditions;
 - b. Part B, Performance Targets and Strategies, which sets out the:
 - 1) Baseline Data
 - 2) Strategies to be used by the PHA in achieving the performance targets within the time period of the MOA;

- 3) Target dates for completion of strategies; and,
- 4) Technical assistance to the PHA provided or facilitated by HUD; The description of the involvement of local public and private entities, including PHA resident leaders in carrying out the agreement and rectifying the PHA's problem in accordance with the requirements of 24 CFR Section 902.75(b)(8).

3. The PHA agrees that the performance targets, strategies, and time frames specified in this MOA are reasonable and that it will take all actions within its control to complete them as set out in this Agreement.

4. HUD agrees to provide technical assistance as stated in Part B to the Authority and, based upon the compliance with the MOA, give the PHA appropriate consideration for discretionary or competitive funding resources, as those resources are available to HUD.

5. The Executive Director of the PHA shall provide to the HUD staff (as designated in Part B), a written progress report based upon that reporting period's scheduled targets and strategies as set out in Part B. This report shall be furnished no later than the 15th of the succeeding month following the end of a scheduled reporting period and shall identify the accomplishment and/or failure of each task/goal to be completed that period. The Executive Director shall also complete quarterly and annual reports as required by Part B.

6. Subsequently, the designated HUD staff shall provide a response, no later than the 1st of the succeeding month after receipt of the written progress report provided, to the Executive Director of the PHA that identifies the current accomplishments/shortfalls for the period. The HUD response will be based upon that period's PHA progress report and supporting documents. The Executive Director shall include the report on the agenda for discussion or action for the immediately upcoming monthly PHA Board Meeting.

7. A substantial default of this agreement will occur if HUD determines that the PHA has failed to meet any of the terms of, or to make reasonable progress to meet any requirements included in this MOA. Such failure specifically includes but is not limited to, the failure to provide the written progress reports required under paragraph 5.

8. Failure by the PHA to achieve any of the performance targets or any of the terms of this MOA may result in HUD's imposition of sanctions, such as the imposition of management budget controls by HUD, declaration of substantial default, and subsequent actions, including but not limited to the appointment of a receiver, or other actions deemed appropriate by HUD.

9. This MOA does not supersede, modify or amend the ACC or in any way excuse the PHA from complying fully with its obligations under the ACC or the Act and its implementing regulations. HUD does not waive its rights under the ACC, the Act, or its implementing regulations. The PHA continues to be obligated to comply with all applicable requirements contained in the ACC, the Act, and its implementing regulations. The PHA's satisfaction of, or failure to meet, the goals set forth in this MOA does not limit, modify or preclude HUD's right to take any remedial action allowed by the ACC or any provision of the Act or its implementing regulations. If HUD determines that the PHA is in substantial default of the ACC, the Act, or its implementing regulations, this MOA shall terminate without further notice.

10. This MOA creates no third party benefits or right in any person or entity not a party to this Agreement.

11. The PHA affirmatively states that it has complied with all State and Local requirements precedent to entering into this MOA.

12. This agreement shall be in full force and effect, binding the parties from October 1, 2009 to September 30, 2010. This document may be amended by a document signed by all parties to this original agreement.

Housing Authority of the City of Prichard

Michael A Howard

By: *Michael Howard*
Chairperson

9/18/09

Date

Charles Pharr

By: Charles Pharr
Executive Director

9/18/09

Date

U.S. Department of Housing and Urban Development

R. Edmond Sprayberry

By: *R. Edmond Sprayberry*
Director, Field Office Name

9-28-2009

Date

**Memorandum of Agreement (MOA)
Part B**

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

Attachment: AL169n03

OMB Approval No. 2577-0237
Expires 2/28/2011

Public reporting and recordkeeping burden for the collection of information is estimated to average 13.74 hours for Parts A and B of the Memorandum of Agreement depending on the size of Public Housing Agency (PHA). In order for HUD to monitor the progress of a troubled PHA, they are required to submit periodic MOA performance progress reports. This information is required to obtain benefits. No assurance of confidentiality is needed. This includes the time for collecting, reviewing, and reporting the data. The information will be used for monitoring PHA progress in bringing performance up to standard levels. Response to this request for information is required in order to receive the benefits to be derived, including eligibility to apply for funding. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

PHA Name: Housing Authority of the City of Prichard PHA FYE: 6/30 MOA Term: 10/01/09 – 9/30/2010

Operational Area: **1. GOVERNANCE**

| Targets and Strategies | Baseline as of: | Final Performance Target | Estimated Completion Date | Lead staff for PHA and HUD |
|--|--------------------|---------------------------|---------------------------|------------------------------|
| <p>1.1 Establish appropriate oversight and monitoring by the Board of Commissioners. [Reference: 24 CFR 811.105; State Law, 1937 Act as amended]</p> <p>A.) Provide training to the Board of Commissioners and Appointing Officials to increase the knowledge of their roles and oversight responsibilities.</p> | 6/30/07 PHAS Score | Board establish oversight | 9/30/2010 | Executive Director and Board |
| <p>1.2 Monitor implementation of the MOA. [Reference: 24 CFR 902.75a]</p> <p>A.) Develop a process for reviewing MOA. B.) Present and evaluate progress of monthly MOA report at monthly Board of Commissioners Meetings. C.) Provide monthly reports to HUD by the 15th of following month.</p> | 6/30/07 PHAS score | Fully implement MOA | 9/30/2010 | Executive Director and Board |

Operational Area: **2. ORGANIZATION AND STAFFING**

| Targets and Strategies | Baseline as of: | Final Performance Target | Estimated Completion Date | Lead staff for PHA and HUD |
|---|-----------------|---|---------------------------|---|
| <p>2.1 Develop, adopt and implement PHAs Administrative and Operational policies and procedures manual for all agency departments [Reference: 24 CFR 85.36, 965.201, HUD Guidebooks 7401.1 & 7401.7; Public Reform Act of 1998]</p> | | Update/develop policies and procedures manuals. Provide list of policies with adopted dates | 9/30/2010 | Executive Director, Board and Director of Finance |
| A.) Update Personnel Policy Manual | | | | |
| B.) Develop/update a standard of conduct policy | | | | |
| C.) Develop/update use of PHA equipment and vehicles policy and procedures | | | | |
| D.) Update Travel Policy | | | | |
| E.) Update Procurement Policy | | | | |
| F.) Update Investment Policy | | | | |
| G.) Update Capitalization Policy | | | | |
| H.) Update Internal Controls Policy | | | | |
| I.) Develop/update a record retention policy | | | | |
| J.) Develop/update an Emergency Procedures Plan (e.g. for weather, natural disasters, etc.) | | | | |
| K.) Report monthly with progress report to Board/HUD | | | | |
| <p>2.2 Review, Develop/update and Implement Position Description and Staff Performance Standards. [Reference: HUD Guidebook 7401.7]</p> | | Update Job Descriptions | 9/30/2010 | Executive Director, Board and Director of Finance |
| A.) Develop and implement position descriptions and performance standards | | | | |
| B.) Conduct salary comparability study for all employees. | | | | |

Housing Authority of the City of Prichard

| | | | | | |
|---|--|--|-----------|---|--|
| C.) Implement recommendations of salary comparability study where possible. | | | | | |
| D.) Report monthly with progress report to Board/HUD. | | | | | |
| 2.3 Develop a training plan for staff on general Program administration. (Reference: HUD Guidebook 7401.7) | | | | | |
| | | Operating Budget Expense & Completed Training Agenda for Staff | 9/30/2010 | Executive Director, Board and Director of Finance | |
| A.) New employee orientation. | | | | | |
| B.) Ethics training to PHA staff and Commissioners | | | | | |
| C.) Formal and on the job program training. | | | | | |
| D.) Personnel policy basic training. | | | | | |
| E.) PHAS training. | | | | | |
| F.) Public Housing Management Certificate training. | | | | | |
| G.) Procurement Training. | | | | | |
| H.) Cross Training (PIC, PHAS, Occupancy, EIV) | | | | | |
| I.) Basic finance procedures for non-finance staff. | | | | | |
| J.) Conflict Resolution Training (250 units or more). | | | | | |
| K.) Report monthly with progress report to Board/HUD. | | | | | |
| 2.4 Establish and maintain employee records in accordance with Personnel Policy. (Reference: HUD Guidebooks 7401.1 and 7401.7) | | | | | |
| A.) Review/update tracking register to track accrued annual and sick leave. | | Executive Director Certification | 9/30/2009 | Executive Director, Board and Director of Finance | |
| B.) Acquire staff certification on issuance of job descriptions and performance standards. | | | | | |
| C.) Review, develop/update tracking log for staff reimbursement of mileage on personal auto use. | | | | | |
| D.) Obtain W-4 exemption forms on all staff. | | | | | |
| E.) Report monthly with progress report to Board/HUD. | | | | | |

| | | | | |
|--|--|---|------------------|--|
| 2.5 Develop and maintain current Reference Library for Commissioners and staff. | | Executive Director Certification | 9/30/2009 | Executive Director, Board and Director of Finance |
| A.) Maintain current employee address, phone number, and emergency contact information, etc. | | | | |
| B.) Report monthly with progress report to Board/HUD. | | | | |

Operational Area: **3. FINANCE AND PROCUREMENT**

| PHAS Performance Targets | | | | | | |
|--------------------------|--|-------------------------|--|--|--|--------------------------|
| Indicator #: | Name: | Baseline as of: 6/30/07 | 1 st qtr Performance Target | 2 nd qtr Performance Target | 3 rd qtr Performance Target | Final Performance Target |
| 3-1 | Current ratio | 7.5 | 8.0 | 9.0 | 9.0 | 9.0 |
| 3-2 | Expendable Fund Balance | 7.5 | 8.0 | 9.0 | 9.0 | 9.0 |
| 3-3 | Tenant Receivable/Outstanding | 0.2 | 2.0 | 3.0 | 4.0 | 4.0 |
| 3-4 | Occupancy Loss | 0.0 | 2.0 | 3.0 | 4.0 | 4.0 |
| 3-5 | Net Income/Loss Divided by the Expendable Fund Balance | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |
| 3-6 | Expense Management | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |

| Targets and Strategies | | | | | |
|--|--|-------------------------|--------------------------|---------------------------|---|
| Indicator #: | Name: | Baseline as of: 6/30/07 | Final Performance Target | Estimated Completion Date | Lead staff for PHA and HUD |
| 3.1 | Improve Current Ratio (Current assets divided by current liabilities). [Reference: 24 CFR 902, Subpart C] | 7.5 | 9.0 | 9/30/2010 | Executive Director, Board and Director of Finance |
| A.) To meet requirement of Asset Management – Compare adjusted unrestricted current assets to current liabilities for a Quick Ratio (QR) of 1.0 or above. | | | | | |
| B.) Review other sources of income, i.e., investments, waiver of PILOT, CFP use for operations, local funding, expand other HUD programs, increase occupancy, reduce accounts receivables. | | | | | |
| C.) Review expenses and reduce/eliminate where appropriate. | | | | | |

D.) Report monthly with progress report to Board/HUD.

3.2 Increase the Expendable Fund Balance (Expendable fund balance divided by monthly operating expenses). [Reference: 24 CFR 902, Subpart C]

7.5

9.0

9/30/2010

Executive Director, Board and Director of Finance

A.) To meet requirements of Asset Management – Compare the net available unrestricted resources to the average monthly operating expenses for a Month Expendable Net Asset Ratio (MENAR) of 1.0 or above.

B.) Analyze income and expenses to assure a balanced budget or positive cash flow.

C.) Report monthly with progress report to Board/HUD.

3.3 Reduce Tenant Receivables/Outstanding (Average number of days tenant receivables are outstanding. The gross tenant accounts receivables at year end divided by the total tenant revenue/365). [Reference: 24 CFR 902, Subpart C]

0.2

4.0

9/30/2010

Executive Director, Board, Director of Finance and Director of Housing Management

A.) To meet requirements of Asset Management – Collect at least 95% of rent charges (over last month or last 12 months – PHA choice TBD).

B.) Develop adequate system to track percentage of rents collected on a monthly basis to include

- List of units
- Rent charged
- Rent paid
- Payment date

C.) Assure the rent collection policies include the following and are uniformly applied.

- 1.) Timely evictions
 - 2.) Effective write-off policies
 - 3.) Use of Collection Agency
 - 4.) Home visits
 - 5.) Repayment Agreements
- D.) Report monthly with progress report to Board/HUD.

| | | | | |
|---|-----|-----|-----------|--|
| <p>3.4 Reduce the Occupancy Loss which measures the vacancy rate for the year. (One minus unit months leased divided by unit months available.) [Reference: 24 CFR 902, Subpart C]</p> <p>A.) Develop marketing strategies to increase occupancy B.) Analyze and develop system to track units approved for non dwelling purposes and/or CFP. C.) Report monthly with progress report to Board/HUD.</p> | 0.0 | 4.0 | 9/30/2010 | Executive Director, Board and Director of Housing Management |
| <p>3.5 Improve Net Income/Loss Ratio. (Measures how the year's operations have affected the PHA's viability.) [Reference: 24 CFR 902, Subpart C]</p> <p>A.) To meet requirements of Asset Management – Compare the adjusted operating income to the project's annual debt service for Debt Service Coverage Ratio (DSCR) of no less than 1.0. B.) Analyze income and expenses to assure a balanced budget or positive cash flow. C.) Revised budget based on analysis. D.) Assure income and expenses comply with latest approved budget. E.) Report monthly with progress report to Board/HUD</p> | 1.5 | 1.5 | 9/30/2010 | Executive Director, Board and Director of Finance |
| <p>3.6 Expense Management/Utilities. Review and adjust or reduce expenses as appropriate. (The expense per unit/month for key expenses, including: administration, general (PILOT), tenant services, protective services, maintenance and operations and utility expenses as adjusted for PHA size and geographical area.) [Reference: 24 CFR 902, Subpart C]</p> <p>A.) Analyze spending patterns and develop recommendation for cost-cutting strategies. B.) Verify that cost are correctly classified and allocated. C.) Report monthly with progress report to Board/HUD.</p> | 1.5 | 1.5 | 9/30/2010 | Executive Director and Board |

3.7 Improve financial management of the PHA.
 [Reference: HUD Guidebook 7510.1 & 7475.1]

| | | | | | | |
|---|--|--|--|--|-----------|------------------------------|
| A.) Review and if necessary update and implement Financial Management Policies to include | | | | | 9/30/2010 | Executive Director and Board |
| 1.) Disposition Policy | | | | | | |
| 2.) Capitalization Policy | | | | | | |
| 3.) Collection Losses/Charge-off policy | | | | | | |
| 4.) Check writing authorization policy | | | | | | |
| 5.) Cash Overages/Shortages policy | | | | | | |
| 6.) Investment policy | | | | | | |
| 7.) Cash Management/Internal Procedures policy | | | | | | |
| 8.) Petty Cash policy | | | | | | |
| 9.) Procurement policy | | | | | | |
| B.) Report monthly with progress report to Board/HUD. | | | | | | |

3.8 Comply with OMB Circular A-133 by completing and submitting the Annual Audit. [Reference: OMB Circular A-133, 24 CFR 990.120, OIG]

| | | | | | | |
|--|--|--|--|--|-----------|---|
| A.) Determine audit requirement for PHA. | | | | | 9/30/2010 | Executive Director, Board and Director of Finance |
| B.) Review Request for Proposal for Auditor. | | | | | | |
| C.) Assure timely submission of unaudited and audited reports to REAC. | | | | | | |
| D.) Executive Director and Board review completed audit. | | | | | | |
| E.) Assure timely submission to Mayor and Field Office. | | | | | | |
| F.) Assure findings are resolved timely. | | | | | | |
| G.) Resolve any questioned costs | | | | | | |
| H.) Report monthly with progress report to Board/HUD. | | | | | | |

3.9 Determine the PHA's total Financial Resources
 (Include other Federal, State, local and Non-profit, etc.)
 [Reference: Public Housing Reform Act of 1998, Five Year Plan]

| | | | | | | |
|---|--|--|--|--|-----------|--|
| A.) Evaluate and report on the PHA's long term financial stability. | | | | | 9/30/2010 | Executive Director and Director of Finance |
| B.) Analyze future income streams from dwelling and | | | | | | |

Operational Area: **4. HOUSING MANAGEMENT**

| 4.1 <u>Comply with current requirements regarding admission and occupancy of Public Housing.</u> [Reference: 24 CFR 960.205; Public Housing Reform Act of 1998, Section 578; HUD Guidebook 7465.1, Chapter 5] | PHAS 2007 | Implement Financial Management Policies | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing Management |
|---|-----------|---|-----------|--|
| A.) Review, and revise as necessary, the PHA's Public Housing Management and Admissions and Occupancy policies to comply with current requirements of the Public Housing Reform Act of 1998. Include as a minimum: 1.) One Strike Policy | | | | |
| a. Establish the One Strike screening criteria b. Develop screening methods that prohibit Admission of any household that includes a member who the housing authority determines is: illegally using a controlled substance or alcohol; subject to a lifetime registration required under a State sex offender program; or whose behavior would adversely affect other housing tenants in accordance with the One-Strike screening criteria. | | | | |
| 2.) Revise tenant selection and admission procedures to eliminate outdated requirements and local preferences. | | | | |
| 3.) Develop a Deconcentration Policy. a. Identify and promote the positive aspects of the development and its residents b. Identify target populations based on types and locations of vacancies. c. Conduct outreach and marketing efforts, to include advertising, in accordance with the Admissions and Occupancy Policy. | | | | |
| 4.) Current Income Limits | | | | |
| 5.) Resident Charges List | | | | |

| | | | | | |
|---|------------------|--|------------------|--|--|
| 6.) Utility Allowances | | | | | |
| 7.) Security Deposit | | | | | |
| 8.) Rent Collection Policy | | | | | |
| 9.) Grievance Policy | | | | | |
| 10.) Pet Policy | | | | | |
| 11.) Establish a Minimum and Flat Rent | | | | | |
| 12.) Evaluate the need for Transitional Ceiling Rents – Mixed Rent to encourage working families. | | | | | |
| 13.) Evaluate the feasibility of site based waiting lists. | | | | | |
| 14.) Establish a contingency plan to allow over-housing when units would otherwise remain vacant. | | | | | |
| 15.) Transfer Policy | | | | | |
| 16.) Non-Smoking Policy in public housing. | | | | | |
| 17.) Satellite Dish Policy | | | | | |
| B.) Post revised policies for 30-day comment period. | | | | | |
| C.) Adopt and implement revised policies. | | | | | |
| D.) Provide training on revised policies to staff. | | | | | |
| E.) Communicate with residents regarding the impact of revised policies. | | | | | |
| F.) Report monthly with progress report to Board/HUD. | | | | | |
| 4.2 Reduce vacancy loss. [Reference: Public Housing Reform Act of 1998] | PHAS 2007 | Implement Financial Management Policies | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing Management | |
| A.) Analyze vacancy trends and root causes. | | | | | |
| B.) Develop and implement a plan to address problems identified; may include deprogramming request, demo/dispo request, conversion request, improving services, and improving curb appeal, etc. | | | | | |
| C.) Establish method for routine coordination between maintenance and leasing staffs. | | | | | |
| D.) Establish a procedure to authorize over-housing families when units would otherwise remain vacant. | | | | | |
| E.) Attract additional qualified applicants by: | | | | | |
| 1. Identifying and promoting the positive aspects | | | | | |

| | | | | | | |
|--|---|--|--|--|--|--|
| | of the development and its residents. | | | | | |
| | 2. Identifying target populations based on types and locations of vacancies. | | | | | |
| | 3. Conducting outreach and marketing efforts, to include advertising, in accordance with the Admissions and Occupancy Policy. | | | | | |
| | F.) Report monthly with progress report to Board/HUD. | | | | | |

| PHAS Performance Targets Indicator #: Name: | Revised Baseline as of: | 1 st qtr Performance Target | 2 nd qtr Performance Target | 3 rd qtr Performance Target | 4 th qtr Performance Target | Final Performance Target |
|--|---|--|--|--|--|---|
| 4.3 – Sub-Indicator 1: Vacant Unit Turnaround Time | FY 2007 PHAS Score released 7/22/08 Failed – Score of “0” for 113 Average Turnaround Days | Improve average by 40 days | Improve average by 40 days | Improve average by 40 days | Reach average turnaround time of less than 21 days | 7/31/2010- Reach average turnaround time of less than 21 days |
| Targets and Strategies | Revised Baseline as of: | Final Performance Target | Estimated Completion Date | Lead staff for PHA and HUD | | |

4.4 Reduce vacant unit turnaround time.

[Reference: 24 CFR 901.10 & 902.43(a)(1)]

| A. Develop a system that tracks Vacancy Rate and Unit Turnaround time to ensure a Vacancy Rate below 3% or at or below 2% with an Average Turnaround time of less than 21 days. The system must include at a minimum: | As of 7/22/08 MASS Certification Review (Average 113 days turnaround per review) | Reach average turnaround time of less than 21 days | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing Management |
|---|--|--|-----------|---|
| 1. Date the unit becomes vacant | | Develop Vacancy Rate and Unit Turnaround Time system | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing Management |
| 2. Date the unit is assigned to maintenance or deferred to modernization | | | | |
| 3. Date completed by maintenance and returned to occupancy | | | | |
| 4. Date leased | | | | |
| 5. Total number of turnaround days | | | | |
| 6. Total number of maintenance days exempted for capital fund or for other reasons | | | | |
| 7. Total number of units | | | | |
| 8. Units available for occupancy | | | | |
| 9. Units available for occupancy that are vacant | | | | |
| 10. Number of days units are in each category | | | | |
| 11. Reason why units are unavailable for occupancy or vacant | | | | |

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|--|------------------|--|------------------|--|--|--|
| 12.) Report monthly with progress report to Board/HUD. | | | | | | |
| B. Develop a plan to address making viable units market ready. Include repairs and upgrades needed to meet current market standards | PHAS 2007 | Develop Unit Marketability Plan | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing Management | | |
| A.) Identify units that need to be deferred to mod or demolished/disposed of | | | | | | |
| B.) Evaluate the feasibility of contracting vs. in-house vacancy preparation by maintenance | | | | | | |
| C.) Complete all make ready work within 10 days | | | | | | |
| D.) Improve coordination between maintenance and housing management to: | | | | | | |
| 1. Provide project availability dates | | | | | | |
| 2. Schedule move-in inspections in a timely manner | | | | | | |
| 3. Prioritize vacant unit prep to ensure waiting list needs are met | | | | | | |
| 4. Notify applicants in a timely manner to minimize lease up time; and | | | | | | |
| 5. Minimize downtime by notifying maintenance of vacancies promptly | | | | | | |
| E.) Submit an updated Vacant Unit Turnaround Log to Board/HUD | | | | | | |
| F.) Report monthly with progress report to Board/HUD. | | | | | | |
| 4.5 Develop and maintain waiting list in accordance with Admissions and Occupancy Policy [Reference: HUD Guidebook 7465.1; Public Housing Reform Act of 1998] | PHAS 2007 | Provide copies of waiting list and sample letters | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing | | |

| | | | | | | |
|---|--------------|---|-----------|---|-------------------|--|
| | | | | | Management | |
| A.) Develop all application files in accordance with Admissions and Occupancy Policy | | | | | | |
| B.) Develop formal letter of eligibility/ineligibility | | | | | | |
| C.) Develop formal letter of offer for vacant units | | | | | | |
| D.) Develop transfer list in accordance with Admissions and Occupancy Policy | | | | | | |
| E.) Purge waiting list every twelve months | | | | | | |
| F.) Report monthly with progress report to Board/HUD. | | | | | | |
| 4.6 Resolve legal and operational problems with existing dwelling lease. (Reference: 24 CFR 966.1-7) Alabama Tenant Landlord Law | PHAS 2007 | Provide copies of waiting list and sample letters | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing Management | | |
| A.) Review/Revise dwelling lease; verify compliance with requirements of Public Housing Reform Act of 1998. | | | | | | |
| B.) Provide families 30-day comment period. | | | | | | |
| C.) Execute lease/lease addendum with all adult members of household signing; provide 30-day notice of rent changes. | | | | | | |
| D.) Enforce dwelling lease provisions. | | | | | | |
| E.) Report monthly with progress report to Board/HUD. | | | | | | |
| 4.7 Establish an accurate unit inventory and amend the ACC to agree with the actual number of units if necessary. [Reference: 24 CFR 990.101, 990.102, 990.109, 990.405; HUD Guidebook 7465.1] | PHAS 2007 | Develop an Accurate Inventory Supportive to a Decrease in | 9/30/2010 | Board of Commissioners, Executive Director and Director of Housing Management | | |

| | Occupancy Loss | | | |
|---|-----------------------|--|--|--|
| A.) Verify the number, unit address, development name, unit number, bedroom size, structure type, number of buildings on a site and number of sites in each development. | | | | |
| B.) Compile and reconcile accurate accounting records of total unit inventory. | | | | |
| C.) Identify units no longer used for dwelling purposes (e.g. police substations, resident groups, management offices, businesses, nursing services, health centers, storage areas, undercover, mothballed units, demolished and temporarily boarded, etc.) | | | | |
| D.) Identify units used as employee units and/or custodian/caretaker units. | | | | |
| E.) Adjust (reconcile) all records/databases, (e.g. occupancy, accounting, maintenance) to show current use of all units. | | | | |
| F.) Develop a written system to track and monitor units used for non-dwelling and employee purposes. Include procedures for: | | | | |
| 1) Assessing continued need. | | | | |
| 2) Determining the need for units to be used For non-dwelling and employee purposes. | | | | |
| 3) Requesting HUD approval to remove units used for non-dwelling and employee purposes from the rent rolls. | | | | |
| 4) Requesting waiver of requirements governing operating subsidy for eligible units. | | | | |
| G.) Report monthly with progress report to Board/HUD. | | | | |
| | | | | |
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| 4.8 <u>Guidance on requirement for PHAs to record current Declaration of Trust (DOTs) against all public housing.</u> [Reference: PIH Notice 2009-28 (HA)] | | | | | 9/30/2010 | Executive Director, Board and Director of Finance. |
|--|--|--|--|--|-----------|--|
| A. Ensure that a current DOT is recorded against all public housing property. | | | | | | |
| B. Ensure that PHA is in full compliance with DOT requirements within twelve months. | | | | | | |
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