



**BHA Bessemer Housing Authority**

**FISCAL YEAR 2010**

**5-YEAR AND**

**ANNUAL PLAN**

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	OMB No. 2577-0226 Expires 4/30/2011
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**1.0 PHA Information**  
 PHA Name: **HOUSING AUTHORITY OF THE CITY OF BESSEMER** PHA Code: **AL125**  
 PHA Type:  Small  High Performing  Standard  HCV (Section 8)  
 PHA Fiscal Year Beginning: (MM/YYYY) **07/2010**

**2.0 Inventory** (based on ACC units at time of FY beginning in 1.0 above)  
 Number of PH units: **1,344** Number of HCV units: **469**

**3.0 Submission Type**  
 5-Year and Annual Plan  Annual Plan Only  5-Year Plan Only

**4.0 PHA Consortia**  PHA Consortia: (Check box if submitting a joint Plan and complete table below.)

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:					

**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:  
**Executive Summary of the Annual PHA Plan and Mission Statement**  
 The Housing Authority of the City of Bessemer (BHA) manages 1,344 public housing rental units at seven (7) AMPS and administers 469 Section 8 vouchers. In addition, BHA manages one (1) bond financed 120 unit Senior Complex. The first of the developments was built in 1960 and the last was built in 1998. Because of various changes in federal housing policy, it is imperative that BHA engage new comprehensive strategies to accomplish its mission:  
***The Mission of the Housing Authority of the City of Bessemer is to increase the supply of, and maintain existing affordable rental housing; to encourage homeownership for low-income households and to promote training, educational opportunities and asset independence in a way that improves the health and community vitality of Bessemer, Alabama.***  
 In order to accomplish the mission in an increasingly complicated and volatile market, it is our intention to:

- Pursue varying and flexible partnerships and funding opportunities to develop additional affordable housing both for rental and homeownership.
- Increase efforts to broaden the BHA Commissioners policy making ability through information sharing, training and workshops culminating with the creation of an Annual Board/Staff Strategic Planning Workshops.
- Develop an enhanced real estate Asset Management model to provide for the direction of capital funds in a rational manner, including the potential submission of the Capital Funds Financing Program (CFFP) application.
- Focus and expand the current Family Self Sufficiency program with an emphasis on educational advancement, homeownership training, job training and asset independence.
- Develop additional partnerships with other authorities, municipalities, private entities, financial institutions to leverage funding for the benefit of residents and communities.
- Explore Section 32 Public Housing Homeownership at Asbury Howard, and the new "Transforming Rental Assistance" (TRA) initiative proposed in the 2011 budget at Southside Homes.
- Develop a lease/purchase program for the purpose of extending low-income homeownership for residents who otherwise are unable to purchase at present, but will be able to in the next few years in conjunction with the City of Bessemer's Neighborhood Stabilization Program (NSP) effort.
- Increase awareness of the impact of Green Energy Conservation; develop cost saving measures and public/private partnerships to enhance energy efficient developments.
- Initiate at least one (1) new affordable housing development with an emphasis on creating an affordable, mixed-financed housing community at Hillside; apply for Tax Credits from the Alabama Housing Finance Authority and other private financings.
- Expand efforts of the Bessemer Housing & Development Corporation, a BHA non-profit instrumentality formed in 2009 to impact neighborhood revitalization throughout the City of Bessemer.
- Strengthen program operations and fiscal management with the goal being High Performer designation in public housing, and continue to expand all aspects of Voucher Management included in the 2009 High Performance Rating.

Overall, the Housing Authority of the City of Bessemer will develop a comprehensive, detailed, and ambitious plan for the coming year through teamwork. Through teamwork, the plans can be achieved. We are hopeful that many of the items will be set into motion, for the betterment of the Authority and the residents which it serves. Additional focus and attention will be on customer service and producing measurable improvement standards.

5.2	<p><b>Goals and Objectives.</b> 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.</p> <p><b>See Attachment 5.2</b></p>
6.0	<p><b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  <b>See Attachment 6.0</b></p> <p>(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.  <b>The public may obtain copies of the BHA 5-year and Annual PHA Plans at the BHA Central Office located at: 1515 Fairfax Avenue South, Bessemer, AL 35021-1390, and at the following development management offices:</b></p> <ol style="list-style-type: none"> <li>1) Braswell Homes, 610 35<sup>th</sup> St., N.</li> <li>2) Kate Waller Homes, 1100 5<sup>th</sup> Ave., N.</li> <li>3) Sunset Homes, 1003 34<sup>th</sup> St., N.</li> <li>4) Davis Heights/Asbury Howard, 624 22<sup>nd</sup> St., S.</li> <li>5) Southside Homes, 2501 Clarendon Ave.</li> <li>6) Hillside Homes/Cobb Gardens, 3351 Clarendon Ave., S.</li> <li>7) Thompson Manor, 1520 Exeter Ct.</li> </ol>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership</b></p> <p><b>See Attachment 7.0</b></p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p> <p><b>See Attachment 8.0 for Summary</b></p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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.</p> <p><b>See Attached Annual Statement/Performance and Evaluation Report</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> 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.</p> <p><b>See Attached Capital Fund Program Five-Year Action Plan</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program. Application to be submitted in 2010.</p>
9.0	<p><b>Housing Needs.</b> 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><b>See Attachment 9.0</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>See Attachment 9.1</b></p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <ol style="list-style-type: none"> <li>(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.</li> <li>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</li> </ol> <p><b>See Attachment 10.0</b></p>

<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(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)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</li> <li>(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.</li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</li> </ul> <p><b>See Attachment 11.0 with the exclusion of (e) Form SF-LLL-A; and (g) Challenged Elements-None</b></p>
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**FY 2010 PHA ANNUAL PLAN UPDATE  
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## ATTACHMENT 5.2

### 5.2 Goals and Objectives

The Agency has included new goals and objectives to coincide with the revised mission statement as follows:

#### 1. **PHA Goal: Expand the supply of assisted housing**

BHA has revised its objectives to include the following:

- **Leverage private or other public funds to create additional housing opportunities**
- **Acquire or build units or developments**

**Note:** BHA will pursue additional partnerships and funding opportunities with other authorities, municipalities, private entities, and financial institutions in an effort to develop additional affordable housing, both for rental and homeownership.

#### 2. **PHA Goal: Increase assisted housing choices**

BHA has revised its objectives to include the following:

- **Implement voucher homeownership program**
- **Implement public housing or other homeownership programs**
- **Convert public housing to vouchers**

**Note:** The Agency will expand its FSS program to facilitate a Homeownership program for both Public Housing and Housing Choice Voucher residents. The PHA will also develop a Lease Purchase Program for qualified residents and other income eligibles.

#### 3. **PHA Goal: Promote self-sufficiency and asset development of assisted households**

BHA has revised its objective to include the following:

- **Increase the number and percentage of employed persons in assisted families.**

#### 4. **PHA Goal: Expand Environmental “Green” Improvements**

BHA has revised its objectives to include the following:

- **Provide “green/energy efficient” units for newly renovated, and existing units as needed**

#### 5. **PHA Goal: Ensure 504 and American with Disabilities Act (ADA) compliance**

BHA has revised its objectives to include the following:

- **Provide additional accessible units for applicants and residents with mobility disabilities as required at all existing and newly developed residential sites and common areas**
- **Provide 504 and ADA compliance for Main Office and all common areas**

#### **6. PHA Goal: Violence Against Women Act (VAWA)**

BHA has revised its objectives to include the following:

- **BHA will increase our efforts to identify applicants displaced by an act of domestic violence which is covered in the ACOP under Section VI, D, 2, Preference 3: “Displaced.”**
- **BHA will intensify the screening of applicants’ conduct and criminal histories to identify individuals who have a history involving crimes of physical violence to persons or property and disturbance of neighbors.**
- **BHA will establish contacts with appropriate counseling and enforcement entities for referrals to victims and to protect potential victims (child and adult).**

#### **7. PHA Goal: Increase Marketing Efforts**

BHA has revised its objectives to include the following:

- **BHA shall undertake affirmative measures for families and individuals to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.**

#### **8. Other PHA Goals and Objectives:**

- **Improve PHAS scores**
- **Continue to improve SEMAP scores**
- **Expand/increase partnerships with Family Self Sufficiency (FSS) participants, the City of Bessemer, private entities, and other municipalities**
- **Utilize new Maintenance Plan to improve safety, preventive maintenance, pest eradication, and other maintenance operational issues**

**ATTACHMENT 6.0**

**6.0 PHA Plan Update**

(a) The following elements have been revised since the prior submission plan:

**PUBLIC HOUSING**

**Establishment of Preferences for the Waiting List:**

**Preference 3: “Displaced” was revised to include individuals or families displaced “*within the City limits of Bessemer, Alabama.*”**

- 1.) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures [24 CFR Part 903.7 9 (D)]

With the exception of Preference 3: “Displaced” described in Section 6.0.a. above, the PHA has not incorporated any additional changes since its last Annual Plan submission.

- 2.) Financial Resources [24 CFR Part 903.7 9 (b)]

The following is a list of the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. The table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds are not stated.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2010 grants)</b>		
a) Public Housing Operating Fund	\$ 4,878,000	
b) Public Housing Capital Fund	\$ 3,569,709	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,911,906	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below) 2009 Recovery Act Capital Fund	\$1,472,508	
HCV Family Self-Sufficiency Program Coordinator Grant	\$ 36,533	FSS Program Coordination
<b>1. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>2. Public Housing Dwelling Rental Income</b>	\$ 785,455	Public Housing Operations
<b>3. Other income (list below)</b>		
Interest	\$ 35,347	Public Housing Operations
Misc. – Pest Control, Late Fees, Maintenance Charges	\$ 95,000	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		
Summer Food Service	\$ 220,000	Summer Lunch Program
<b>Total Resources</b>	<b>\$14,004,458</b>	

3.) Rent Determination [24 CFR Part 903.7 9 (d)]

N/A – No revisions

4.) Operations and Management [24CFR Part 903.7 9 (e)]

a. PHA Management Structure:

An organization chart showing the PHA's management structure is currently under construction and will be submitted at a later date.

The PHA will continue to administer the Public Housing and HCV Federal programs during the upcoming fiscal year.

The Public Housing Program provides a total of **1,344** units with an expected turnover rate of 11% (151) during the upcoming fiscal year.

The HCV Program administers a total of **469** Section 8 Vouchers with an expected turnover rate of 9% (41) during the upcoming fiscal year.

5.) Grievance Procedures [24CFR Part 903.7 9 (f)]

N/A – No revisions

6.) Designated Housing for Elderly and Disabled Families [24CFR 903.7 9 (i)]

N/A – No revisions

7.) Community Service and Self-Sufficiency [24 CFR Part 903.7 9 (l)]

N/A – No revisions

8.) Safety and Crime Prevention [24 CFR Part 903.79 (m)]

The PHA will continue measures to ensure the safety of its public housing residents as follows:

- Requesting crime data from the police department for analysis and action
- Scheduling regular meetings with police department, PHA staff, and residents
- Instituting Neighborhood Watch Program at remaining developments. Implementation has taken place thus far at: 1) Kate Waller Homes; 2) Braswell Homes; 3) Davis Heights/Asbury Howard; and 4) Sunset Homes.

9.) Pets [24 CFR Part 903.7 9 (n)]

The Pet Policy Lease Addendum has been revised and was approved by the Board of Directors in 2009. It is executed in accordance with Section IV (P) of the Dwelling Lease and is included as an attachment.

10.) Civil Rights Certification [24 CFR Part 903.7 9 (o)]

The Civil Rights Certification is included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

11.) Fiscal Year Audit [24 CFR Part 903.7 9 (p)]

The results of the most recent fiscal year audit for the PHA are attached.

12.) Asset Management [24 CFR Part 903.7 9 (q)]

Pursuant to HUD regulations, the PHA has successfully converted to required asset-based management.

**ATTACHMENT 7.0**

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers [24 CFR Part 903.7 9 (h)]**

- a.) Mixed Finance Modernization and Development.  
 The PHA does not plan to apply for a HOPE VI Revitalization grant in the Plan year; BHA will seek Mixed Finance, Homeownership and/or possibly Site-Based Conversion Funding in 3<sup>rd</sup> quarter 2010.
- b.) Demolition and/or Disposition [24 CFR Part 903.7 9 (h)]

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Hillside Homes 1b. Development (project) number: AL125-006
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (04/17/2007)
5. Number of units affected: 160
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 03/03/2009 b. Projected end date of activity: 06/30/2010

- c.) Conversion of Public Housing [24 CFR Part 903.7 9 (j)]

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: Southside Homes 1b. Development (project) number: AL125-005
5. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input checked="" type="checkbox"/> Other (explain below)

BHA's 2009 Annual Plan stated an assessment was underway for the potential conversion of Southside Homes based on a 15-year needs assessment. BHA will change its focus for this property and is now considering conversion to a Section 8 Project-Based Voucher Program. BHA will ensure compliance with Section 202 and ADA standards for elderly-designated apartments and compliance with Section 504 for handicapped-accessible apartments. Green/energy standards will be utilized throughout all sites.

d.) Conversion of Public Housing [24 CFR Part 903.7 9 (j)]

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: Asbury Howard
1b. Development (project) number: AL125-004
An assessment is underway for Asbury Howard, and possible conversion to a Section 32 Homeownership program. Plans for the conversion include the replacement of siding with partial installation of concrete boarding on exterior walls, updating and/or replacing HVAC units and appliances; replacing floor tile, and adding off-road parking as needed.

e.) Other Public Housing Plans

<b>Comprehensive Modernization of Public Housing Activity Description</b>
1a. Development name: Thompson Manor
1b. Development (project) number: AL125-007
A Comprehensive Modernization project is planned for Thompson Manor, the Authority's only "all elderly" site. Emphasis will be placed on green/energy efficiency standards, 504 and ADA compliance to ensure required HUD mandates for elderly communities are met. Efforts will also include the rehabilitation of the existing community building (which includes the Property Management Office). Bidding is projected to begin by March 31, 2010.

f.) Homeownership [24 CFR Part 903.7 0 (k)]

The PHA does not administer a Public Housing homeownership program at this time. However, plans are underway to administer a homeownership program in the near future.

The PHA currently administers a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR Part 982. The PHA will limit the number of families participating in the Section 8 homeownership program to 25 or fewer participants.

The PHA will establish eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria.

g.) Project-based Vouchers

The PHA will consider the use of the Section 8 Project-based Voucher Program. We will develop more detailed plans for Southside Homes and follow the legislative progress of the new *Transforming Rental Assistance (TRA)* Program.

## **ATTACHMENT 8.0**

### **8.0 Capital Improvements [24CFR Part 903.7 9 (g)]**

- **See Attached Annual Statement/Performance and Evaluation Report, form HUD-50075.1**
  
- **See Attached Capital Fund Program Five-Year Action Plan, form HUD-50075.2**

## ATTACHMENT 9.0

### 9.0 Housing Needs [24CFR Part 903.79 (a)]

PHA Housing Needs of Families have been updated for FY 2010. The data provided in the following table was based upon information in the 2010-2014 Consolidated Plan applicable to the jurisdiction:

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Loca-tion
Income <= 30% of AMI	1,111	5	2	3	2	2	1
Income >30% but <=50% of AMI	420	5	2	3	2	3	2
Income >50% but <80% of AMI	111	3	2	4	3	3	3
Elderly	320	5	3	3	4	2	2
Families with Disabilities	N/A						
Race/Ethnicity W	476	3	3	3	2	3	3
Race/Ethnicity B	1,141	5	3	2	3	2	1
Race/Ethnicity H	N/A						
Race/Ethnicity O	25						

Housing Needs of Families on the **Public Housing** and **Section 8-Tenant Based Assistance** Waiting Lists have changed as follows:

<b>Public Housing</b>	<b># of families</b>	<b>% of total families</b>	<b>Annual Turnover</b>
Waiting list total	670		151
Extremely low income <=30% AMI	670	100%	
Very low income (>30% but <=50% AMI)	0	0%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	326	49%	

Elderly families	25	4%	
Families with Disabilities	138	21%	
Race/ethnicity W	48	7%	
Race/ethnicity B	622	93%	
Race/ethnicity O	0	0%	
Characteristics by BR Size (PH Only)			
0BR	5	1%	
1BR	329	49%	
2 BR	239	36%	
3 BR	73	11%	
4 BR	17	3%	
5 BR	7	1%	

<b>Section 8 Tenant-Based</b>	<b># of families</b>	<b>% of total families</b>	<b>Annual Turnover</b>
Waiting list total	184		41
Extremely low income <=30% AMI	170	92.39%	
Very low income (>30% but <=50% AMI)	14	7.61%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	151	85.33%	
Elderly families	1	.05%	
Families with Disabilities	26	14.13%	
Race/ethnicity B	180	97.82%	
Race/ethnicity W	4	2.18%	
Race/ethnicity O	0	0%	



## **ATTACHMENT 9.1**

### **9.1 Strategy for Addressing Housing Needs [24 CFR Part 903.79 (a) ]**

The PHA has chosen to pursue the following strategies based on Community priorities regarding housing assistance, and results of consultation with local government.

Need: Shortage of affordable housing for all eligible populations

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

- Reducing time to renovate public housing units
- Seeking replacement of public housing units lost to the inventory through mixed finance development.
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

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

- 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.

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

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

- Employing admissions preferences aimed at families who are working

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly by:

- Applying for special-purpose vouchers targeted to the elderly, should they become available.
- Affirmatively market to local agencies on a regular basis

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities by:

- Carrying out the modifications needed in public housing based on the 504 Needs Assessment for Public Housing
- Applying for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively marketing to local non-profit agencies that assist families with disabilities

## **ATTACHMENT 10.0**

### **Additional Information**

#### a.) Progress in Meeting Mission and Goals

The Housing Authority of the City of Bessemer has upheld our commitment to meeting the missions and goals of the Authority as specified in previous plans. With the appointment of a new Executive Director in mid-2008, a newly appointed Executive Staff, and approximately 53 employees, the Authority not only met projected goals, but in some cases surpassed them.

As planned, the Agency has developed partnerships and funding opportunities with various institutes and agencies to enrich the lives of BHA individuals and families, as well as impact others in the community. BHA continues to seek funding opportunities to develop additional affordable housing for individuals and families as needed.

Neighborhood Stabilization Plans (NSP) are underway as agreements with the City for sales, and lease purchases of homes have been initiated. With the implementation of the NSP, the Authority is seeking to assist families in need of housing by accepting applications and assisting them in qualifying for the NSP Program. This Program will reach eligible families and simultaneously fund the development of additional affordable housing.

We have increased our occupancy levels to an average of 97% and 98%, and will continue to improve our scores as we consistently work to place eligible families in our housing communities. In the area of occupancy and admissions, our main focus for the year 2009 was in maintaining a well managed waiting list. Consequently, we have now adopted a "Preference System" that has thus far proven to ensure continuing compliance with regards to income targeting, deconcentration, and income mixing. By adopting this new system, we have expedited the application and move-in process in a more orderly and consistent manner.

The Authority has improved its overall Public Housing REAC score to the mid-70's in part due to the implementation of the new Maintenance Plan which includes a "Pest Eradication Policy," "Preventative Maintenance" and "Annual Facilities Maintenance" plan. Information is also included regarding "OSHA" safety precautions.

During the latter part of 2009, the Authority purchased a new two-way radio system for the purpose of improving communication and efficiency among Site personnel, Purchasing, and the Maintenance Department. This new

communication system has proven to be effective by reducing the work order processing time, and addressing resident concerns in a timely manner.

On September 1, 2009, the Housing Choice Voucher (HCV) Section 8 Program was awarded 70 Veterans Affairs Supportive Housing (VASH) vouchers (not included in total voucher count) to support homeless veterans and their families. With the addition of these and other Section 8 Vouchers, the agency's relationship with landlords continues to improve as we make a concerted effort to reach out to those in our area to provide updated information regarding our Housing Choice Voucher Program. We have continuously monitored our voucher payment standards which are currently at 100% fair market rate. Additionally, we will exercise caution in our approach to increase payment standards to avoid inflating the local rental market.

The HA's new "Preference System" also remains available for all HCV participants, and will be utilized as needed to those who qualify.

In 2009, the HA expanded its Family Self Sufficiency Program (FSS) Program to include a Resident Services Coordinator who has collaborated with local agencies and community leaders in an effort to assist FSS participants acquire the knowledge, skills and experience needed to attain economic independence. With the expansion of the Program, Public Housing has experienced an increase to an average of 35 participants with a monthly high of 38. The Section 8 FSS Program has also increased to an average of 36 participants with a monthly high of 39.

Since enrollment in March of 2004, one Section 8 FSS participant completed her Individualized Service Plan. Her determination and motivation resulted in the purchase of a new home in February, 2010. With continued enrollment efforts, we anticipate an increase in more opportunities for economic independence leading to homeownership.

BHA will continue to focus our attention on improving customer service to ensure our residents and clients are receiving the quality of service they deserve. We have been cognizant of the rules and regulations included in the Violence Against Women Act (VAWA), and as a result the Authority has provided housing for several families who were victims of domestic violence. We also have available a list of agencies who provide counseling and assistance to those families.

BHA will also continue to ensure the safety of our residents by utilizing the new Bessemer Police sub-station which held its grand opening in the Southside Homes Community in 2009. The Authority will continue to expand our "Neighborhood Watch" Program by increasing the involvement of residents in their respective communities. Bullet proof shields were provided to prevent vandalism of lighting, and some cameras were relocated to enhance security at other sites.

The authority takes pride in its efforts to ensure equal opportunity and affirmatively further fair housing. We provide training for our agency staff, and provide updated information for our residents and applicants to insure non-discrimination in accessibility to housing under our administration. We are also in compliance with handicap accessibility requirements.

The Housing Authority of the City of Bessemer is committed to improving the quality of assisted housing for all residents, and we will continue to utilize our resources to build alignments that promote affordable housing within the City and the surrounding regional areas.

b.) Significant Amendment and Substantial Deviation/Modification

BHA defines substantial deviation as significant amendments or modifications which materially impact the goals and objectives of the 5-year and/or Annual Plan. This would include any changes in the mission statement or a major revision or abandonment of one or more of the previous years goals. The following actions are defined as substantial deviations or significant amendments or modifications to the annual plan:

Mission

The agency's mission was revised to coincide with goals.

Goals and Objectives

Additional goals and objectives have been included in the 2010 Annual Plan.

Policies

Revisions were made to the PHA's ACOP, Section VI., D., Preference 3: "Displaced" to include "*within the City limits of Bessemer, Alabama.*"

## **Attachments 11.0 and 12.0**

### **11.0 Required Submission for HUD Field Office Review**

All required *certified documents* are included as a separate attachment.

### **12.0 Additional Attachments**

- a.) Audit Report
- b.) Admissions and Continued Occupancy Policy (ACOP)
- c.) Residents Comments to PHA Plan and BHA response
- d.) Certification of PHA Plans Consistency with Consolidated Plan

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 7/1/2010 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

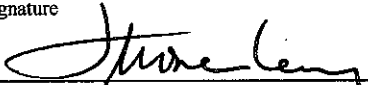
The Housing Authority of the City of Bessemer  
PHA Name

AL 125  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2014

Annual PHA Plan for Fiscal Years 2010 - 2011

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
<u>Jerone Levy</u>	<u>Chair person</u>
Signature	Date
	<u>15 APR 10</u>

**Civil Rights Certification**

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

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Housing Authority of the City of Bessemer

AL125

\_\_\_\_\_  
 PHA Name

\_\_\_\_\_  
 PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Jerone Levy

Title

Chairperson

Signature



Date

15 APR 10



# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

The Housing Authority of the City of Bessemer

Program/Activity Receiving Federal Grant Funding

Public Housing and Section 8 Housing Choice Voucher

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

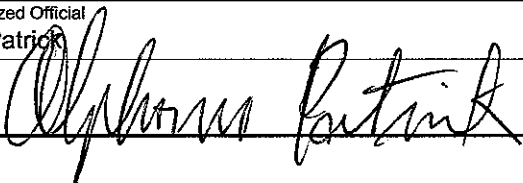
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Alphonso Patrick	Title Executive Director
Signature 	Date 4/9/10

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

The Housing Authority of the City of Bessemer

Program/Activity Receiving Federal Grant Funding

Public Housing and Section 8 Housing Choice Voucher

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

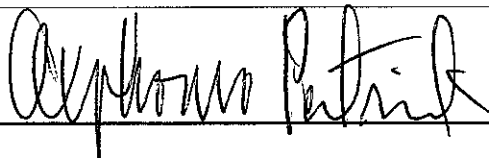
Name of Authorized Official

Alphonso Patrick

Title

Executive Director

Signature



Date (mm/dd/yyyy)

4/9/10

Previous edition is obsolete

form HUD 50071 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

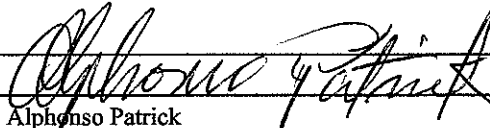
## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  <b>Congressional District, if known:</b> 7	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> The Housing Authority of the City of Bessemer 1515 Fairfax Avenue S./P.O. Box 1390 Bessemer, AL 35020/35021-1390  <b>Congressional District, if known:</b> 7	
<b>6. Federal Department/Agency:</b> U.S. Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> Public Housing/Section 8 Housing Choice Voucher  CFDA Number, if applicable: <u>N/A</u>	
<b>8. Federal Action Number, if known:</b> N/A	<b>9. Award Amount, if known:</b> \$ N/A	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): N/A	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): N/A	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Alphonso Patrick</u> Title: <u>Executive Director</u> Telephone No.: <u>(205) 481-4420; Ext. 205</u> Date: <u>4/9/10</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

BHA RAB COMMUNITY  
REQUEST LIST

APRIL 9, 2010

SUBMITTED TO: CARRINGTON 4/9/10 @ 11AM @MAIN OFFICE  
CC: M.FORTSON & MR. PATRICK

NEW REFRIGERATORS  
PAINT APARTMENTS INSIDE & OUT  
RESEAL AROUND BATHTUBS  
NEW PLAYGROUNDS  
CHILDREN PLAYING SIGNS  
WATCH FOR CHILDREN SIGNS  
CAMERAS POSTED IN COMMUNITIES  
CHOICE SCHOOL CHILDREN ATTEND BECAUSE HARD SO IS MAINLY LOW  
INCOME, POOR EDUCATION  
OFF ROAD PARKING  
POLICE PATROL AREA MORE  
LANDSCAPE APARTMENTS  
SPEED BUMPS  
ACTIVITIES FOR CHILDREN AT THEIR SITE SO THEY WON'T HAVE TO GO  
TO BOYS CLUB @ OTHER SITE  
SENIOR ACTIVITIES @ EACH SITE NOT JUST THOMPSON & JESS LANIER  
CHOICE OF CABLE PROVIDER INSTEAD OF BRIGHT HOUSE DUE TO NO  
SATELLITES  
HANDRAILS FOR STEPS  
DUMPSTERS  
HOST FUN DAY/COMMUNITY/HEALTH AWARENESS DAY  
OPEN SITE CENTER TO RESIDENTS TO USE  
COMMUNITY CLEANUP DAY  
MONEY MANAGEMENT CLASSES @ SITE  
ASSIGN PARKING  
TRANSPORTATION FOR ELDERLY TO SUPERMARKET  
COMMERCIAL TRASHCANS FOR RESIDENTS  
DAVIS HEIGHTS COMMUNITY SIGN  
RENT DROP BOX AT EACH SITE  
BHA RAB PICTURE ID'S  
BHA RAB BUSINESS CARDS



**Bessemer Housing Authority**

**Five-Year & Annual Plan 2010  
Resident Comment Sheet**

Leila Weatherly  
2421 Carolina Terrace  
Bessemer, AL 35020

4/12/10

I, along with my son (Marcus Wilbanks), have been living in the same apt for 13 years. My problem is with the issue of the Berkley Ave. tenants and non-tenants who visit them. They park their vehicles on the lot that's intended solely for the residents living in Apts. 2413-2421 on the Carolina Terrace blocks. There's one suggestion for this matter: apartment no. on each space. If I can get an OK from you on this option, I'll make sure we get this resolved. My opinion, basically, is that Berkley Ave. tenants should be parked in front of their residential apartments only.

Thanks

Leila Weatherly

**Bessemer Housing Authority**

Five-Year & Annual Plan 2010  
Resident Comment Sheet

Braswell Homes,

4-12-10

Donna Fuller: Vice President "RAB"

We at Braswell Homes needs and wants  
for our community:

We want drive way cut outs for parking  
for guest. to keep people from parking on grass.  
Our Chldred want a playground to play  
in to keep them off the streets, with playground  
chips for safety.

We have put signs up for people not to  
dump their trash in area, people have  
knocked them down and throw their trash there  
laneway.

We need our walk ways / side walks to  
be elevated where water stands when it rains.  
we need Storm windows + doors replaced to  
be able to open doors when its cool outside.

We need the ant beds to be gone, in  
front yards + back yards

We need speed bumps installed for  
speeding cars coming in the area  
driving fast, our kids should be safe  
as well.

We need for our neighbors to understand  
there should be no Barbeque grills on  
front porch. This should be mandatory  
because our homes could catch on fire.

we need for all residents to respect one another

**Bessemer Housing Authority**

**Five-Year & Annual Plan 2010  
Resident Comment Sheet**

at all times, to turn down their music  
for their listening pleasure only. Not for  
the whole neighborhood to hear.  
We want all people to be responsible  
for their garbage, and pick it up so  
it doesn't blow all over the neighborhood.

I Donna Fuller, resident of Braswell Homes  
was elected as Vice President of the Advisory  
Board "RAB" and these are our  
Comments + concerns for our community.





5-YEAR & ANNUAL PLAN 2010 - MEETING 4/8/10 6:15 PM  
Southside Homes

RESIDENT SIGN IN SHEET:

1. Marcus Wilbanks
2. Erica Glass
3. Jeffery Wheeler
4. [Signature]
5. [Signature]
6. Bill Towell
7. Barbara Stone
8. Lyn Jelht
9. Tyoshia P. Brown
10. Maxie L. Chapple
11. Jara Adams
12. Curtis Jones
13. Alice Royal
14. Leila Weatherly
15. Chelsea Mahdi
16. Robert McDonald
17. MITCH EDWARDS ED. BEGC
18. Virginia Church
19. [Signature]
20. \_\_\_\_\_

5-YEAR & ANNUAL PLAN 2010 - MEETING 4/8/10 5:00 PM  
Kate Waller Homes

RESIDENT SIGN IN SHEET:

1. Angela Bennett
2. Cecilia Glass
3. Barbara Stone
4. Mel Demell
5. Gloria Collins
6. Donna Fuller
7. Lynn Galt
8. Dorothy R. Perry
9. Hilda Royal
10. Tyeshia D. Brown
11. Robert McDonald
12. Jeffrey Wheeler
13. Matthew Chapple
14. Jennifer M. King
15. Patricia
16. Etta William
17. Tara Adams
18. Jani J. Hill
19. Virginia Church
20. M. D. Scott

BHA's Response to the  
Resident Advisory Board (RAB) Comments

The majority of comments represented common issues for all sites. Our 5-year and Annual Plan addresses these issues, and we anticipate most of these areas of concern to be accomplished with Capital and Stimulus Recovery funds as indicated in the Plan.

The Plan covers issues relative to the restoration of building exteriors, sidewalks, landscaping, signage, security, railings for steps, and parking.

Plans for interior improvements during this time-frame include replacement of appliances, painting, upgrades to meet current green/energy efficient-standards.

Additionally, the Authority will re-implement the annual "Take Pride Day" initiative which includes a Community clean-up campaign involving residents and BHA staff, as well as community activities for children of all age groups.

The Authority Resident Services Department will continue its efforts in promoting the Family Self Sufficiency Program (FSS) by continuing programs relative to Money Management, Family Enrichment, Job Awareness, and weekly/monthly activities for the elderly.

Comments from the RAB are attached for review.

**Part I: Summary**

PHA Name: **BESSEMER HOUSING AUTHORITY** Grant Type and Number: **Capital Fund Program Grant No: AL09P12550107** FFY of Grant: **2007**  
 Replacement Housing Factor Grant No: **8/17/2008** Date of CFFP: **8/17/2008** FFY of Grant Approval: **2007**

Original Annual Statement  Reserve for Disaster/Emergencies  Revised Annual Statement (Revision no: 1 )  
 Performance and Evaluation Report for Program Year Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised :	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 20% of 21) 2	226,582	226,582	226,582	226,582
3	1408 Management Improvements	25,000	6,620	6,620	
4	1410 Administration (may not exceed 10% of line 21)	180,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	63,000	63,000	63,000	41,776
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	130,000	361,437	361,437	361,437
11	1465.1 Dwelling Equipment-Nonexpendable	951,500	1,229,483	1,229,483	625,884
12	1470 Nondwelling Structures	120,000			
13	1475 Nondwelling Equipment	378,700	378,700	378,700	
14	1485 Demolition	211,040			
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Cost				
17	1499 Development Activities 2				

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

**Part I: Summary**

PHA Name: **BESSEMER HOUSING AUTHORITY** Grant Type and Number: **Capital Fund Program Grant No: AL09P12550107**  
 Replacement Housing Factor Grant No: **Capital Fund Program Grant No: AL09P12550107**  
 Date of CERP: **8/17/2008**

FFY of Grant: **2007**  
 FFY of Grant Approval: **2007**

Original Annual Statement  Reserve for Disaster/Emergencies  Revised Annual Statement (Revision no: 1 )  
 Performance and Evaluation Report for Program Year Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	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 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	2,265,822	2,265,822	2,265,822	1,255,680
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 Cost				
24	Amount of line 20 Related to Security - Hard Cost				
25	Amount of line 20 Related to Energy Conservation				
Signature of Executive Director		Date		Signature of Public Housing Director	
X <i>[Signature]</i>		3/12/10		X	

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

**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No: AL09P12550107  
 CFFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2007

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AMP01	Replace PVC Plumbing w/ Cooper	1460	172	137,600	-			
Braswell Homes								
AMP02	Replace PVC Plumbing w/ Cooper	1460	136	108,800				
Kate Waller Homes								
AMP03	Replace PVC Plumbing w/ Cooper	1460	124	99,200				
Sunset Homes								
AMP04	Replace Kitchen Cabinets	1460	132		422,400	422,400	274,734	
Davis Heights	Replace Floor Tile	1460	132		224,430	224,430	224,430	
Asbury Howard	Replace front & Rear Exterior Lights	1460	264		21,120	21,120	21,120	
	Install Fire Suppressant Range Hoods	1460	132	23,100	72,600	72,600	72,600	
	Install New Wood Base	1460	132		33,000	33,000	33,000	
AMP05	Resurface Plaster Kitchen Walls	1460	400	173,000	-	-	-	
Southside Homes	Repair/Resurface Damaged Parking Lots	1460			361,437	361,437	361,437	
	Replace Stoves	1465.1	400	120,000	-	-	-	
	Replace Kitchen Cabinets	1460	200	198,000	-	-	-	
	Replace Front & Rear Exterior Lights	1460	800	-	64,000	64,000	-	
	Install Pipe/Cover Ditch	1450		130,000	-	-	-	
	Replace Sliding Closet Doors (Elderly)	1460	86	43,000	-	-	-	
	Install CCTV Monitoring System	1475		378,700	378,700	378,700	-	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No: AL09P12550107  
 CEFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2007

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AMP06	Demolish Housing Units	1485	108	211,040	-	-	-	
Hillside Homes	Reconstruct Short Front Porches	1460	76	32,500	32,500	32,500	-	
J.I.Cobb Gardens	Replace Back Porches & Fill Backyards	1460	30	26,800	26,800	26,800	-	
	Weather Strip Exterior Doors	1460	184		18,400	18,400	-	
	Replace Kitchen Cabinets	1460	92		32,933	32,933	-	
	Replace Floor Tile	1460	92		156,400	156,400	-	
	Install Fire Suppressant Range Hoods	1460	92	21,000	71,600	71,600	-	
	Replace Stair Rails	1460	82		24,600	24,600	-	
	Replace Rubber Stair Treads	1460	82		28,700	28,700	-	
AMP07	Replace Kitchen Cabinets	1460	56	55,500				
Thompson Manor	Install Fire Suppressant Range Hoods	1460	56					
	Replace Front & Rear Exterior Lights	1460	112					
	Replace Commodes & Lavatories and Replace Shut-Off Valves	1460	56					
PHA Wide	Operations	1406		226,582	226,582	226,582	226,582	
	Management Improvements	1408		25,000	6,620	6,620	-	
	Administrative Salaries	1410		160,000	-	-	-	
	Architect & Engineering Services	1430		63,000	63,000	63,000	41,776	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

**Part III: Implementation Schedule for Capital Fund Financing Program**

PIA Name: <b>BESSEMER HOUSING AUTHORITY</b>		Federal Fiscal Year of Grant: <b>2007</b>		Reasons for Revised Target Dates (1)		
Development Number/Name HA-Wide Activities	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date
001 Braswell Homes	8/17/2008		8/17/2010			
002a Kate Waller Homes	8/17/2008		8/17/2010			
002b Sunset Homes	8/17/2008		8/17/2010			
002c Deer Davis Heights	8/17/2008		8/17/2010			
003 Southside Homes	8/17/2008		8/17/2010			
005 Hillside Homes	8/17/2008		8/17/2010			
<b>PHA Wide:</b>	8/17/2008		8/17/2010			
<b>Operations</b>	8/17/2008		8/17/2010			
<b>Management</b>	8/17/2008		8/17/2010			
<b>Administration</b>	8/17/2008		8/17/2010			

1 Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1997, as amended.



**Part I: Summary**

PHA Name: **BESSEMER HOUSING AUTHORITY** Grant Type and Number: **Capital Fund Program Grant No: AI09P12550108** FFY of Grant: **2008**  
 Replacement Housing Factor Grant No: **9/30/2009** FFY of Grant Approval: **2008**  
 Date of CEFP: **9/30/2009**

Original Annual Statement  Reserve for Disaster/Emergencies  Revised Annual Statement (Revision no: 1 )  
 Performance and Evaluation Report for Program Year Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost :	
		Original	Revised :	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 20% of 21) :	355,996		355,996	355,996
3	1408 Management Improvements	25,000			
4	1410 Administration (may not exceed 10% of line 21)	180,000		180,000	180,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	71,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,076,333			
11	1465.1 Dwelling Equipment-Nonexpendable	28,000		5,099	5,099
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	225,633			
14	1485 Demolition	370,000		289,000	225,416
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Cost				
17	1499 Development Activities :				

1 To be completed for the Performance & Evaluation Report.  
 2 To be completed for the Performance & 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.

**Part I: Summary**

PHA Name: <b>BESSEMER HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: AL09P12550108	FFY of Grant: 2008
	Replacement Housing Factor Grant No:	FFY of Grant Approval: 2008
	Date of CRFP: 9/30/2009	

Original Annual Statement     Reserve for Disaster/Emergencies     Revised Annual Statement (Revision no: 1 )  
 Performance and Evaluation Report for Program Year Ending:     Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	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 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	2,311,962	0	790,095	745,511
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 Cost				
24	Amount of line 20 Related to Security - Hard Cost				
25	Amount of line 20 Related to Energy Conservation				
Signature of Executive Director		Date		Signature of Public Housing Director	
X <i>[Signature]</i>		3/12/10		X	

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

**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No: AL09P12550108  
 CFFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2008

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AMP01	Replace PVC Plumbing w/ Copper	1460	172	137,600				
Braswell Homes	Replace Washer Box & Plumbing	1460	172	12,900				
	Install CCTV Monitoring System	1475		225,633				
AMP02	Replace PVC Plumbing w/ Copper	1460	136	108,800				
Kate Waller Homes	Replace Washer Connection Valves	1460	136	6,900				
AMP03	Replace PVC Plumbing w/ Copper	1460	128	99,200				
Sunset Homes								
AMP04	Replace PVC Plumbing w/ Copper	1460	132	102,300				
Davis Heights	Replace Washer Connection Valves	1460	132	6,600				
Asbury Howard								
AMP05	Resurface Plaster Kitchen Walls	1460	400	140,000				
Southside Homes	Replace Kitchen Cabinets*	1460	100	73,200				
	Replace Washer Box & Plumbing	1460	400	40,000				
	Replace Sliding Closet Doors	1460	86	43,000				
	General Fund	1460		78,000				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>2</sup> To be completed for the Performance and Evaluation Report  
 Page 1  
 Form HUD-50075.1 (4/2008)

**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No: AL09P12550108  
 CFFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2008

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AMP06	Demolish Housing Units	1485	108	370,000		269,000	225,416	
Hillside Homes	Replace Washer Box & Plumbing	1460	98	15,000				
J.I Cobb Gardens	Replace Roof Vent Boots & Remove Unused Vents	1460	98	9,907				
	General Fund	1460		46,800				
AMP07	Replace Kitchen Cabinets	1460	56	87,426				
Thompson Manor	Install Fire Suppresant Range Hoods	1460	56	19,600				
	Replace Washer Connection Valves	1460	56	2,800				
	Replace Front & Rear Exterior Lights	1460	112	10,000				
	Replace Commodes & Lavs/Shut Off Valves	1460	56	36,400				
	Replace Refrigerators	1465.1	56	28,000		5,099	5,099	
PHA Wide	Operations	1406		355,996		355,996	355,996	
	Computer Upgrades	1408		25,000				
	Administrative Salaries	1410		160,000		160,000	160,000	
	Architect & Engineering Services	1430		71,000				

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.

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: <b>BESSEMER HOUSING AUTHORITY</b>				Federal Fiscal Year of Grant: <b>2008</b>	
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates (1)
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
001 Braswell Homes	9/30/2009		9/30/2011		
002a Kale Waller Homes	9/30/2009		9/30/2011		
002b Sunset Homes	9/30/2009		9/30/2011		
002c Deer Davis Heights	9/30/2009		9/30/2011		
003 Southside Homes	9/30/2009		9/30/2011		
005 Hillside Homes	9/30/2009		9/30/2011		
<b>PHA Wide:</b>					
Operations	9/30/2009		9/30/2011		
Management	9/30/2009		9/30/2011		
Administration	9/30/2009		9/30/2011		

\* Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 91 of the U.S. Housing Act of 1937, as amended.

**Part I: Summary**

PHA Name: **BESSEMER HOUSING AUTHORITY** Grant Type and Number: **Capital Fund Program Grant No: AL09P12550109** FFY of Grant: **2009**  
 Replacement Housing Factor Grant No: **1495.1** FFY of Grant Approval: **2009**  
 Date of CRRP: **10/31/2009**

Original Annual Statement  Reserve for Disaster/Emergencies  Revised Annual Statement (Revision no: 1 )  
 Performance and Evaluation Report for Program Year Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 20% of 21) <sup>3</sup>	481,943		481,943	
3	1408 Management Improvements	46,000			
4	1410 Administration (may not exceed 10% of line 21)	240,972		240,972	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs		75,000		
8	1440 Site Acquisition				
9	1450 Site Improvement		78,567		
10	1460 Dwelling Structures		1,487,234		
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Cost				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance & Evaluation Report  
<sup>2</sup> To be completed for the Performance & Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RH-F Funds shall be included here.

**Part I: Summary**

PHA Name: **BESSEMER HOUSING AUTHORITY** Grant Type and Number: **AL09P12550109** FFY of Grant: **2009**  
 Capital Fund Program Grant No: **AL09P12550109** Replacement Housing Factor Grant No: **AL09P12550109** FFY of Grant Approval: **2009**  
 Date of CERP: **10/31/2009**

Original Annual Statement  Reserve for Disaster/Emergencies  Revised Annual Statement (Revision no: 1 )  
 Performance and Evaluation Report for Program Year Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		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 20)				
20	Amount of Annual Grant (Sum of lines 2-19)	2,409,716	0	722,915	0
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 Cost				
24	Amount of line 20 Related to Security - Hard Cost				
25	Amount of line 20 Related to Energy Conservation				

Signature of Executive Director: *[Signature]* Date: **3/19/10** Signature of Public Housing Director: *[Signature]* Date: **3/19/10**

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

**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No: AU09P12550109  
 CFFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2009

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AMP01	Plumbing System Upgrades	1460	172	150,500				
Braswell Homes	Replacement Windows	1460	172	160,000				
AMP02	Plumbing System Upgrades	1460	136	119,000				
Kate Waller Homes	Replacement Windows	1460	136	124,000				
AMP03	Plumbing System Upgrades	1460	128	108,500				
Sunset Homes	Replacement Windows	1460	15	14,000				
AMP04	Plumbing System Upgrades - Davis Heights	1460	132	111,900				
Davis Heights	Replacement Windows	1460	132	175,000				
Asbury Heights								
AMP05	Replace Washer Box	1460	400	30,000				
Southside Homes	Repair Kitchen Cabinets & Walls	1460	400	358,000				
	Replace Sliding Doors	1460	400	43,000				
AMP06	Landscape & Building Continuity - J.I. Cobb	1450		78,567				
Hillside Homes	Replace Washer Box & Plumbing - J.I. Cobb	1460		15,000				
J.I. Cobb	Replace Roof Vent - J.I. Cobb	1460		9,907				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No. AL09P12550109  
 CFFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2009

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AMF07								
Thompson Manor	Replace Kitchen Cabinets	1460		68,427				
PHA Wide	Operations	1406		481,943		481,943		
	Computer Upgrades	1408		46,000				
	Administrative Salaries	1410		240,972		240,972		
	Architect & Engineering Services	1430		75,000				

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

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name:  Development Number/Name HA-Wide Activities	BESSEMER HOUSING AUTHORITY		Federal Fiscal Year of Grant: 2009		Reasons for Revised Target Dates (1)
	All Fund Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)			
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
001 Braswell Homes	9/30/2011		9/30/2012		
002a Kate Waller Homes	9/30/2011		9/30/2012		
002b Sunset Homes	9/30/2011		9/30/2012		
002c Deer Davis Heights	9/30/2011		9/30/2012		
003 Southside Homes	9/30/2011		9/30/2012		
005 Hillside Homes	9/30/2011		9/30/2012		
<b>PHA Wide:</b>					
<b>Operations</b>	9/30/2011		9/30/2012		
<b>Management</b>	9/30/2011		9/30/2012		
<b>Administration</b>	9/30/2011		9/30/2012		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1957, as amended.

**Part I: Summary**

PHA Name: <b>BESSEMER HOUSING AUTHORITY</b>	Grant Type and Number Capital Fund Program Grant No: AL09SI2550109 Replacement Housing Factor Grant No: Date of CFRP: 3/5/2009
Original Annual Statement <input type="checkbox"/> Reserve for Disaster/Emergencies <input type="checkbox"/>	Revised Annual Statement (Revision no: 1 ) <input type="checkbox"/>
Performance and Evaluation Report for Program Year Ending: <input type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/>	
FY of Grant: 2009	FY of Grant Approval: 2009

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations (may not exceed 20% of 21) <sup>3</sup>	292,648	292,648	292,648	
3	1408 Management Improvements	292,648	292,648	292,648	
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	188,000	201,300	201,300	111,745
8	1440 Site Acquisition				
9	1450 Site Improvement	140,000	140,000	140,000	
10	1460 Dwelling Structures	2,013,191	2,292,539	2,292,539	276,456
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Cost				
17	1499 Development Activities <sup>4</sup>				

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

**Part I: Summary**

PHA Name: **BESSEMER HOUSING AUTHORITY** Grant Type and Number: **Capital Fund Program Grant No: AI09SI2550109**  
 Replacement Housing Factor Grant No: **3/5/2009**  
 Date of CRFP: **3/5/2009**

FFY of Grant: 2009  
 FFY of Grant Approval: 2009

Original Annual Statement  Reserve for Disaster/Emergencies  Revised Annual Statement (Revision no: 1 )  
 Performance and Evaluation Report for Program Year Ending:  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised:	Obligated	Expended
18a	1501 Collateralization of Debt service paid by the PHA				
18ba	9000 Collateralization of Debt service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of 20)	2,926,487	2,926,487	2,926,487	388,201
20	Amount of Annual Grant (Sum of lines 2-19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Cost				
24	Amount of line 20 Related to Security - Hard Cost				
25	Amount of line 20 Related to Energy Conservation		968,935		
Signature of Executive Director: <i>[Signature]</i> Date: <i>3/12/10</i>		Signature of Public Housing Director: <input checked="" type="checkbox"/>		Date:	

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

**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No: AL09812550109  
 CFFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2009

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
AL125-005	Site Improvements	1450	Lump Sum	95,000	95,000			
<b>HILLSIDE HOMES</b>								
	Finish grading & landscaping	1450	Lump Sum	45,000	45,000			
	Interior demolition per renovation	1460	25 apts	71,500	243,148			
	Replace cabinets and countertops	1460	25 apts	87,500	87,500			
	Install range hoods	1460	25 apts	6,750	-			
	Redesign pantry to accommodate w/d.	1460	25 apts	31,250	-			
	New ceramic tile floors, wainscot, and shower surrounds.	1460	25 apts	43,750	-			
	Install new Bathroom accessories.	1460	25 apts	13,750	-			
	Install new floor decking on 2nd floors	1460	25 apts	63,750	63,750			
	Install new V.C.T.	1460	25 apts	41,250	-			
	Install new rub. Treads & install new drywall	1460	25 apts	25,500	-			
	Construct new firewall in attics.	1460	25 apts	21,375	-			
	Frame new walls & install new drywall.	1460	25 apts	153,750	102,525	81,169	56,086	
	Construct new firewall in attics.	1460	25 apts	23,750	23,750			
	Paint new drywall.	1460	25 apts	38,375	38,375			
	Install new gyp bd ceiling & paint.	1460	25 apts	60,500	181,500			
	Install new hol met interior door frames.	1460	25 apts	30,000	30,000			
	Install new solid core interior doors.	1460	25 apts	40,000	40,000			
	Install new exterior finish hardware.	1460	25 apts	16,250	16,250			
	New hol met exterior doors & frames.	1460	25 apts	51,500	51,500			
	Install new exterior finish hardware.	1460	25 apts	20,000	20,000			
	Install new steel security screen doors.	1460	25 apts	21,250	21,250			
	Install new insulated metal windows.	1460	25 apts	95,000	95,000			
	Install new steel security screens.	1460	25 apts	41,250	41,250			

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Part II: Supporting Pages**

PHA Name: **BESSEMER HOUSING AUTHORITY**

Grant Type and Number  
 Capital Fund Program Grant No: AL09S12550109  
 CFFP (Yes/No): NO  
 Replacement Housing Factor Grant No:

Federal Fiscal Year of Grant: 2009

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	Repair, clean & paint masonry.	1460	25 apts	87,500	87,500			
	Install vinyl siding and soffits.	1460	25 apts	20,625	20,625			
	Install aluminum fascia.	1460	25 apts	13,750	13,750			
	Install aluminum gutters and downspouts.	1460	25 apts	10,000	10,000			
	Replace deteriorated wood roof fascia.	1460	25 apts	11,250	11,250			
	Replace deteriorated wood roof decking.	1460	25 apts	62,500	62,500			
	New asphalt composite shingle roofing.	1460	25 apts	70,000	70,000			
	New porches and design elements.	1460	25 apts	95,441	95,441			
	Electrical rough-in & trim-out.	1460	25 apts	211,875	211,875			
	Mechanical rough-in & trim-out	1460	25 apts	150,125	150,125			
	Plumbing rough-in & trim-out	1460	25 apts	282,125	268,825			
	Building Exterior site improvements (from 2013 Capital plan)	1460	Lump Sum	*	234,850	234,850	220,390	
<b>PHA Wide</b>	<b>1408 Management Improvements</b>	1408	Lump Sum	292,648	-			
	1410 Administration	1410	Lump Sum	292,648	292,648	292,648		
	1430 Fees & Costs	1430	Lump Sum	188,000	201,300	201,300	111,745	

<sup>1</sup> To be completed for the Performance and Evaluation Report of a Revised Annual Statement  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHIA Name: **BESSEMER HOUSING AUTHORITY** Federal Fiscal Year of Grant: 2009

Development Number/Name HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates (1)
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
	3/17/2010		3/17/2011		

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 91 of the U.S. Housing Act of 1937, as amended.

**Part I: Summary**

PHA Name:

**Bessemer Housing Authority**

Grant Type and Number:

Capital Fund Program Grant No: **AL09P125501 -10**

Replacement Housing Factor Grant No:

Date of CFFP:

FFY of Grant:

**2010**

FFY of Grant Approval:

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

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised 2	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>	481,943.00			
3	1408 Management Improvements	46,000.00			
4	1410 Administration (may not exceed 10% of line 20)	240,972.00			
5	1411 Audit	0.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	81,600.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	350,000.00			
10	1460 Dwelling Structures	1,206,201.00			
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 <sup>4</sup>				
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)	2,406,716.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	329,716.00			

<sup>1</sup> To be Completed for the Performance and Evaluation Report

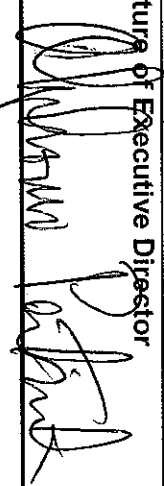
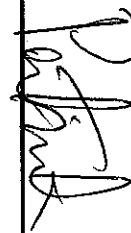
<sup>2</sup> To be Completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations

<sup>4</sup> RHF Funds shall be included here



**Part I: Summary**

PHA Name: <b>Bessemer Housing Authority</b>		Grant Type and Number: Capital Fund Program Grant No: <b>AL09P125501 -10</b>		FFY of Grant: <b>2010</b>	
		Replacement Housing Factor Grant No:		FFY of Grant Approval:	
		Date of CFFP:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance Evaluation Report for Period Ending		<input type="checkbox"/> Reserved for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Revised 2	Obligated	Total Actual Cost 1 Expended
Signature of Executive Director		Date	Signature of Public Housing Director		Date
		4/15/10			

**Part II: Supporting Pages**

PHA Name: **Housing Authority of the City of Bessemer**

Grant Type and Number:  
 Capital Fund Program Grant No: **AL09P125501 -10**  
 Replacement Housing Factor Grant No:  
 Date of CFFP: \_\_\_\_\_

FFY of Grant: **2010**  
 FFY of Grant Approval:

Development Number Name PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
<b>PHA Wide</b>	<b>Operations</b>	<b>1406</b>		<b>481,943.00</b>				
	<b>Management Improvements</b>	<b>1408</b>						
	Computer Upgrades			25,000.00				
	Various Training Sessions			12,500.00				
	Asset Management Advisory			8,500.00				
	<b>Total 1408</b>			<b>46,000.00</b>				
<b>PHA Wide</b>	<b>Administration</b>	<b>1410</b>		<b>240,972.00</b>				
	Funding for the PHA staff @ 10% of the annual grant amount in accordance with approved salary allocation plan or Prog Mgt. fees							
<b>PHA Wide</b>	<b>Fees &amp; Cost</b>	<b>1430</b>		<b>81,600.00</b>				
	A&E services based on % of the actual scope of design work.							
<b>AL 125-01</b>								
<b>Braswell Homes</b>	<b>Siding and Weatherization</b>	<b>1460</b>	<b>172 units</b>	<b>129,716.00</b>				
	<b>Plumbing</b>	<b>1460</b>	<b>172 units</b>	<b>75,000.00</b>				
<b>Total</b>	<b>Braswell Homes</b>			<b>204,716.00</b>				
<b>AL 125-02</b>								
<b>Kate Waller</b>	<b>Facility Upgrade Site Wide - Security</b>	<b>1450</b>	<b>136 units</b>	<b>125,000.00</b>				
	<b>Site Improvements</b>	<b>1450</b>	<b>136 units</b>	<b>25,000.00</b>				
	<b>Interior Remodeling</b>	<b>1460</b>	<b>128 units</b>	<b>75,000.00</b>				
	<b>Plumbing Upgrades</b>	<b>1460</b>	<b>128 Units</b>	<b>50,000.00</b>				
<b>Total</b>	<b>Kate Waller</b>			<b>275,000.00</b>				

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

**Part II: Supporting Pages**

PHA Name:

Housing Authority of the City of Bessemer

Grant Type and Number:

Capital Fund Program Grant No:

AL09P125501 -10

OFFP (Yes/No):

Replacement Housing Factor Grant No:

Federal FFY of Grant:

2010

Development Number Name PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds	Funds	
<b>AL 125-03</b>								
Sunset Homes	Siding and Weatherization	1460	128 units	50,000.00				
	HVAC Energy Upgrades	1460	128 Units	50,000.00				
<b>Total</b>	<b>Sunset Homes</b>			<b>100,000.00</b>				
<b>AL 125-04</b>								
Davis Heights/ Asbury Heights	Landscaping	1450	132 units	50,000.00				
	HVAC Energy Upgrades	1460	132 units	50,000.00				
	504 Compliance	1460	132 units	101,485.00				
<b>Total</b>	<b>Davis Heights/Asbury/Howard</b>			<b>201,485.00</b>				
<b>AL 125-05</b>								
Southside Homes	Site Improvements	1450	400 units	25,000.00				
	Flooring	1460	400 units	50,000.00				
	HVAC Energy Upgrades	1460	400 units	50,000.00				
	Plumbing Improvements	1460	400 units	25,000.00				
	504 Compliance	1460	400 units	450,000.00				
<b>Total</b>	<b>Southside Homes</b>			<b>600,000.00</b>				
<b>AL 125-06</b>								
Hillside Homes/ J.I. Cobb	Site Landscaping - J.I. Cobb	1450	60 units	175,000.00				
<b>Total</b>	<b>Hillside Homes/J.I. Cobb</b>			<b>175,000.00</b>				

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

**Part II: Supporting Pages**

PHA Name: **Housing Authority of the City of Bessemer** Grant Type and Number: Capital Fund Program Grant No: **AL09P125501 -10** Federal FFY of Grant: **2010**  
 OffPP (Yes/No): Replacement Housing Factor Grant No: **2010**

Development Number PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised 1	Funds	Funds	
AL 125-07								
Thompson	Site Improvements	1450	56 units	25,000.00				
Manor	Appliances	1460	56 units	25,000.00				
<b>Total</b>	<b>Thompson Manor</b>			<b>50,000.00</b>				

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  
 Page 5 of 6 Form HUD-50075.1 (4/2011)

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: **Housing Authority of the City of Bessemer**

Federal FFY of Grant:  
**2010**

Development Number PHA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Originals Obligated End Date	Actual Obligated End Date	Originals Expended End Date	Actual Expended End Date	
PHA Wide Operations	September 2, 2009		September 2, 2010		
PHA Wide Management Improvement	September 2, 2009		September 2, 2010		
PHA Wide Administration	September 2, 2009		September 2, 2010		
AL 125-01 Braswell Homes	February 2, 2011		September 2, 2012		
AL 125-02 Kate Waller	February 2, 2011		September 2, 2012		
AL 125-03 Sunset Homes	February 2, 2011		September 2, 2012		
AL 125-04 Davis Heights/ Asbury Homes	February 2, 2011		September 2, 2012		
AL 125-05 Southside Homes	February 2, 2011		September 2, 2012		
AL 125-06 Hillside/ J.I. Cobb Homes	February 2, 2011		September 2, 2012		

<sup>1</sup> Obligation and expenditure end date can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Capital Fund Program Five Year Action Plan

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/Number: Bessemer Housing		Locality (City/County & State)		<input checked="" type="checkbox"/> Original 5 - Year Plan		<input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014	
B.	Physical Improvements Subtotal (1430, 1450, 1460, 1465.1)	Annual Statement	1,504,716	1,499,716	1,504,716	1,501,716	
C.	Management Improvements (1408)		54,589	26,071	31,835	32,215	
D.	AMP - Wide Non-dwelling Structures and Equipment (1470, 1475)		125,000	158,518	147,754	150,374	
E.	Administration (1410)		240,614	240,614	240,614	240,614	
F.	Others (1411, 1440, 1492, 1495.1)						
G.	Operations (1406)		481,230	481,230	481,230	481,230	
H.	Demolition (1485)						
I.	Development (1499)						
J.	Capital Fund Financing - Debt Service						
K.	Total CFP Funds						
L.	Total Non- CFP Funds						
M.	Grand Total		2,406,149	2,406,149	2,406,149	2,406,149	

Part II: Supporting Pages- Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2010	Work Statement for Year FFY 2011	Work Statement for Year FFY 2012				
Sec	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Annual	AMP Wide Improvements			AMP Wide Improvements		
	Non-Dwelling Structures & Equipment		\$125,000	Non-Dwelling Structures & Equipment		\$158,518
	AMP Wide Total		\$125,000	AMP Wide Total		\$158,518
	Braswell Homes			Braswell Homes		
	Windows & Doors		\$129,716	Site Improvements		\$70,000
	Plumbing Fixtures		\$75,000	Landscaping		\$66,086
	AMP 1 Total		\$204,716	Facility Upgrade		\$30,000
	Kate Waller			Windows & Doors		\$75,000
	Site Improvements		\$125,000	504 Compliance		\$100,000
	Facility Upgrade-Site Wide		\$25,000	AMP 1 Total		\$341,086
	Interior Remodeling		\$75,000	Kate Waller		
	Plumbing Upgrade		\$50,000	Landscaping		\$50,000
	AMP 2 Total		\$275,000	Exterior Rehabilitation		\$50,000
	Sunset Homes			Facility Upgrade-Site Wide		\$44,000
	Sealing & Siding Exterior		\$50,000	Facility Upgrade-Equipment		\$45,000
	Electrical		\$50,000	Windows & Doors		\$65,000
	AMP 3 Total		\$100,000	AMP 2 Total		\$254,000
	Davis Heights/Asbury Howard			Sunset Homes		
	Landscaping		\$50,000	Site Improvements		\$25,000
	HVAC Upgrades		\$50,000	Facility Upgrade-Storage		\$75,000
	AMP 4 Total		\$100,000	Appliances		\$55,000
	Southside Homes			AMP 3 Total		\$155,000
	Site Improvements		\$25,000	Davis Heights/Asbury Howard		
	Flooring		\$50,000	Plumbing Fixtures		\$75,000
	HVAC Upgrades		\$50,000	Exterior Lighting		\$25,000
	Plumbing Upgrade - Water Meters		\$25,000	504 Compliance		\$294,630
	504 Compliance		\$450,000	AMP 4 Total		\$394,630
	AMP 5 Total		\$600,000	Southside Homes		
	Hillside Homes / J.L. Cobb Gardens			Landscaping		\$25,000
	Landscaping		\$175,000	Exterior Rehabilitation		\$25,000
	AMP 6 Total		\$175,000	Interior Remodeling		\$25,000
	Thompson Manor			AMP 5 Total		\$75,000
	Site Improvements		\$25,000	Hillside Homes / J.L. Cobb Gardens		
	Appliances		\$25,000	Landscaping		\$150,000
	AMP 7 Total		\$50,000	Plumbing Upgrade		\$25,000
				AMP 6 Total		\$175,000
				Thompson Manor		
				Site Improvements		\$50,000
				HVAC Upgrades		\$55,000
				AMP 7 Total		\$105,000
	Subtotal of Estimated Cost		\$1,629,716	Subtotal of Estimated Cost		\$1,658,234

Part II: Supporting Pages- Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2010	Work Statement for Year FFY 2013	Work Statement for Year FFY 2014				
See	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Annual Statement	AMP Wide Improvements			AMP Wide Improvements		
	Non-Dwelling Structures & Equipment			Non-Dwelling Structures & Equipment		
	AMP Wide Total		\$147,754	AMP Wide Total		\$150,374
	Braswell Homes		\$147,754	Braswell Homes		\$150,374
	Landscaping		\$50,000	Site Improvements		\$85,000
	HVAC		\$150,000	Sealing Exterior		\$75,000
	AMP 1 Total		\$200,000	Kitch & Bath Cabinets		\$50,000
	Kate Waller			AMP 1 Total		\$210,000
	Exterior Rehabilitation		\$75,000	Kate Waller		
	Kitch & Bath Cabinets		\$50,000	Interior Remodeling		\$75,000
	HVAC		\$125,000	Appliances		\$65,000
	504 Compliance		\$75,000	Plumbing Upgrade		\$50,000
	AMP 2 Total		\$325,000	AMP 2 Total		\$190,000
	Sunset Homes			Sunset Homes		
	Site Improvements		\$150,000	Parking Areas		\$82,754
	Kitch & Bath Cabinets		\$65,000	Windows & Doors		\$95,962
	HVAC Upgrades		\$100,000	Plumbing Fixtures		\$98,000
	504 Compliance		\$100,000	AMP 3 Total		\$276,716
	AMP 3 Total		\$415,000	Davis Heights/Asbury Howard		
	Davis Heights/Asbury Howard			Site Improvements		\$85,000
	Exterior Rehabilitation		\$50,000	Roofing		\$75,000
	Sealing & Siding Exterior		\$65,000	HVAC Upgrades		\$125,000
	Windows & Doors		\$50,000	Electrical		\$100,000
	Plumbing Fixtures		\$50,000	AMP 4 Total		\$385,000
	AMP 4 Total		\$215,000	Southside Homes		
	Southside Homes			Interior Remodeling		\$165,000
	Facility Upgrade-Storage		\$50,000	AMP 5 Total		\$165,000
	Windows & Doors		\$121,366	Hillside Homes / J.I. Cobb Gardens		
	Appliances		\$69,500	Site Improvements		\$50,000
	AMP 5 Total		\$240,866	Interior Remodeling		\$32,000
	Hillside Homes / J.I. Cobb Gardens			HVAC Upgrades		\$65,000
	Exterior Lighting		\$25,000	AMP 6 Total		\$147,000
	504 Compliance		\$50,000	Thompson Manor		
	AMP 6 Total		\$75,000	Site Improvements		\$75,000
	Thompson Manor			Plumbing Upgrade - Water Heaters		\$28,000
	Sealing & Siding Exterior		\$33,850	Electrical Upgrades		\$25,000
	AMP 7 Total		\$33,850	AMP 7 Total		\$128,000
	Subtotal of Estimated Cost		\$1,652,470	Subtotal of Estimated Cost		\$1,652,090



THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA  
REPORT ON EXAMINATION  
OF  
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA  
YEAR ENDED JUNE 30, 2009

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA  
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**THE HOUSING AUTHORITY OF THE CITY OF BESSEMER**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2009**

This section of the Authority's annual financial report presents Management's analysis of the Authority's financial performance during the Fiscal Year Ended June 30, 2009. The operation of The Housing Authority of the City of Bessemer is comprised of a Low Income Public Housing Program, a Section 8 Moderate Rehab Program, a Section 8 Housing Choice Vouchers Program, a Capital Fund Program and a Summer Food Service Program. The Public Housing Program is funded with rental revenue, miscellaneous tenant charges and Department of Housing and Urban Development (HUD) grants. The Section 8 Mod Rehab, Section 8 Housing Choice Vouchers and Capital Fund Programs are funded entirely by federal grants. The Summer Food Service Program is funded with U.S. Agriculture Department grants.

**FINANCIAL HIGHLIGHTS**

1. Total assets exceed total liabilities by	\$39,848,566
2. Unrestricted net assets equal	4,089,960
3. Total equity increased by	2,878,223

**REQUIRED FINANCIAL STATEMENTS**

The Financial Statements of the Authority report information using the Enterprise Fund accounting methods:

- . Statement of Net Assets – includes all of the Authority's assets and liabilities and provides information about the amounts and investments in assets and the obligations to Authority creditors. It also provides a basis of assessing the liquidity and financial flexibility of the Authority. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial health of the Authority is improving or deteriorating. This statement was formerly known as a Balance Sheet.
- . Statement of Revenues, Expenses and Changes in Net Assets - provides information as to the increase or decrease of current year revenues over expenses. This statement was formerly known as an Income Statement.
- . Statement of Cash Flows – provides information about net cash provided by, or used for operating activities, non-capital financing activities, capital and related financing activities and from investing activities.

## FINANCIAL ANALYSIS

### STATEMENT OF NET ASSETS

	<u>2009</u>	<u>2008</u>	<u>Variance</u>
Assets:			
Current & Restricted Assets	\$ 4,860,208	\$ 3,482,845	\$ 1,377,363
Capital Assets	<u>35,591,681</u>	<u>34,269,781</u>	<u>1,321,900</u>
<b>Total Assets</b>	<b><u>\$ 40,451,889</u></b>	<b><u>\$ 37,752,626</u></b>	<b><u>\$ 2,699,263</u></b>
Liabilities:			
Current Liabilities	\$ 421,444	\$ 576,170	\$ (154,726)
Non Current Liabilities	<u>181,879</u>	<u>206,113</u>	<u>(24,234)</u>
<b>Total Liabilities</b>	<b><u>\$ 603,323</u></b>	<b><u>\$ 782,283</u></b>	<b><u>\$ (178,960)</u></b>
Net Assets:			
Invested in Capital Assets net of Related Debt	\$ 35,591,681	\$ 34,269,781	\$ 1,321,900
Restricted Net Assets	166,925	299,028	(132,103)
Unrestricted Net Assets	<u>4,089,960</u>	<u>2,401,534</u>	<u>1,688,426</u>
<b>Total Net Assets</b>	<b><u>\$ 39,848,566</u></b>	<b><u>\$ 36,970,343</u></b>	<b><u>\$ 2,878,223</u></b>

As illustrated, in the Statement of Net Assets, the overall net assets of the Authority increased by \$2,878,223. An increase in Cash, Accounts Receivable – Other and amounts due from an affiliate, accounted for most of the change in current assets. Capital asset purchases exceeding Depreciation Expense, accounted for the increase in capital assets. A decrease in Accounts Payable accounted for most of the decrease in current and non-current liabilities.

### CHANGE IN UNRESTRICTED NET ASSETS

Unrestricted Net Assets, June 30, 2008	\$ 2,401,534
Results of Operations	(46,408)
Capital Asset Additions from Operations	(16,600)
Casualty Losses	(10,135)
Proceeds from the Sale of Capital Assets	4,474
Investment Income	39,636
Transfer from Restricted Net Assets	132,103
Depreciation Expense	<u>1,585,356</u>
Unrestricted Net Assets, June 30, 2009	<u>\$ 4,089,960</u>

While the results of operations are a significant measure of the Authority's activities, the analysis of the changes in Unrestricted Net Assets provides a clearer change in financial well-being.

**FINANCIAL ANALYSIS (continued)****STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

	<u>2009</u>	<u>2008</u>	<u>Variance</u>
Revenues:			
Tenant Rental Revenue	\$ 794,266	\$ 924,443	\$ (130,177)
Operating Grants	8,922,620	7,041,629	1,880,991
Capital Grants	2,905,203	2,947,909	(42,706)
Investment Income	39,636	73,516	(33,880)
Other Revenue	188,317	91,091	97,226
Loss on Disposal of Assets	(10,073)	-	(10,073)
Casualty Loss	(10,135)	-	(10,135)
<b>Total Revenues</b>	<b><u>\$ 12,829,834</u></b>	<b><u>\$ 11,078,588</u></b>	<b><u>\$ 1,751,246</u></b>
Expenses:			
Administrative Expenses	\$ 2,220,234	\$ 1,858,935	\$ 361,299
Tenant Services	218,176	169,992	48,184
Utilities	1,271,479	1,258,207	13,272
Maintenance & Operations	1,560,997	1,797,406	(236,409)
Protective Services	1,246	-	1,246
General Expense	465,335	519,427	(54,092)
HAP Payments	2,628,788	2,217,109	411,679
Depreciation	1,585,356	1,686,850	(101,494)
<b>Total Expenses</b>	<b><u>\$ 9,951,611</u></b>	<b><u>\$ 9,507,926</u></b>	<b><u>\$ 443,685</u></b>
<b>Excess (Deficiency) Revenues Over Expenses</b>	<b><u>\$ 2,878,223</u></b>	<b><u>\$ 1,570,662</u></b>	<b><u>\$ 1,307,561</u></b>

**REVENUES**

In reviewing the Statement of Revenues, Expenses and Changes in Net Assets, you will find that 92% of the Authority's revenue is derived from grants from the Department of Housing and Urban Development, 6% of the Authority's revenue is from dwelling rent, and 2% from investment income and other income.

**EXPENSES**

In reviewing the Statement of Revenues and Expenses and Changes in Net Assets, you will find that 22% of the Authority's expenses are for administrative, 16% for maintenance, 13% for utilities, 16% for depreciation, 26% for HAP payments, 5% for general expenses and 2% for tenant services.

**NET INCOME**

There was an increase in excess revenues over expenses from that of the prior year. The change was due to an increase in revenues exceeding an increase in expenses. The increase in revenues was due primarily to an increase in operating grants. There was an increase in operating subsidy in the Low Rent Program. The increase in Low Rent operating subsidy was a result of implementing the new subsidy funding method as required by HUD. Capital grants decreased due to the timing of the draws for modernization contracts. The decrease in tenant rental revenues was accounted for mostly by a decrease in tenant income levels. The increase in expenses was primarily due to increases in administrative expenses, tenant services, utility expenses and HAP payments. Administrative expenses increased due to an increase in employee benefits. Tenant services increased due to an increase in food costs associated with the Summer Food program. Utility expense increased due to an increase in usage. HAP payments increased due to an increase in the number of vouchers issued.

**FINANCIAL ANALYSIS (continued)**

**CAPITAL ASSETS**

As of year end, the Authority had 35.6 million invested in a variety of capital assets as reflected in the following schedule, which represents a 4% increase (additions, deductions and depreciation) from the end of last year.

	<u>2009</u>	<u>2008</u>	<u>Variance</u>	<u>% Change</u>
Land	\$ 1,457,446	\$ 1,457,446	\$ -	0%
Buildings	57,543,455	55,823,300	1,720,155	3%
Furniture & Equipment	3,818,778	3,716,506	102,272	3%
Construction in Process	5,895,798	4,822,873	1,072,925	22%
Accumulated Depreciation	<u>(33,123,796)</u>	<u>(31,550,344)</u>	<u>(1,573,452)</u>	<u>5%</u>
Net Capital Assets	<u>\$ 35,591,681</u>	<u>\$ 34,269,781</u>	<u>\$ 1,321,900</u>	<u>4%</u>

The following reconciliation summarizes the change in Capital Assets:

Beginning Balance, July 1, 2008	\$ 34,269,781
Additions:	
Capital Fund Program - Improvements	2,905,204
Operating Funds - Dwelling & Admin Equipment	16,600
Net Disposal of Capital Assets	(14,548)
Depreciation Expense	<u>(1,585,356)</u>
Ending Balance, June 30, 2009	<u>\$ 35,591,681</u>

## **ECONOMIC FACTORS AND EVENTS AFFECTING OPERATIONS**

Several factors that may affect the financial position of the authority in the subsequent fiscal year are as follows:

- Federal funding provided by Congress to the Department of Housing and Urban Development
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income
- Inflationary pressure on utility rates, supplies and other costs

### **REAC**

The Real Estate Assessment Center performs a financial evaluation of each Public Housing Authority as it compares to its peers. The evaluation is known as the Financial Assessment SubSystem (FASS). Preliminary scoring of FASS indicates that the Authority will be rated as a Standard Performer.

### **CONCLUSION**

The Housing Authority of the City of Bessemer's management is committed to staying abreast of regulations and appropriations as well as maintaining an ongoing analysis of all budgets and expenses to ensure that the Authority continues to operate at the highest standards established by the Real Estate Assessment Center and the Department of Housing and Urban Development.

### **CONTACT**

This financial report is designed to provide our residents, the citizens of the Bessemer area, all federal and state regulatory bodies, and any creditors with a general overview of the Authority's finances. If you have any questions regarding these financial statements or supplemental information, you may contact Alphonso Patrick, Executive Director, at 1515 Fairfax Avenue, South, Bessemer, AL 35021-1390.

YEAGER & BOYD, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
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FAX (205) 991-5450

Board of Commissioners  
The Housing Authority of the City of Bessemer  
Bessemer, Alabama

### INDEPENDENT AUDITORS' REPORT

We have audited the accompanying financial statements of the business-type activities which comprise the major fund of the Housing Authority of the City of Bessemer, Alabama, as of and for the year ended June 30, 2009, which collectively comprise the Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Authority as of June 30, 2009, and the changes in net assets and its cash flows, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated February 26, 2010 on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

The accompanying Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.



Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying Financial Data Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. Further, other supplementary data as listed in the table of contents is presented for Department of Housing and Urban Development information and is not a required part of the financial statements. The accompanying schedule of expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations", and is not a required part of the basic financial statements. Such supplementary data, including the schedule of expenditures of federal awards, has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

Birmingham, Alabama  
February 26, 2010

*Yeager & Boyd*  
Yeager & Boyd

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER

BESSEMER, ALABAMA

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Commissioners  
The Housing Authority of the City of Bessemer  
Bessemer, Alabama

We have audited the financial statements of the business-type activities of the Authority as of and for the year ended June 30, 2009, which collectively comprise the Authority's basic financial statements and have issued our report thereon dated February 26, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Authority's financial statements that is more than inconsequential will not be prevented or detected by the Authority's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Authority's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information of the Board of Commissioners, management and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Birmingham, Alabama  
February 26, 2010

*Tenger a Bond*

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER

BESSEMER, ALABAMA

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners  
The Housing Authority of the City of Bessemer  
Bessemer, Alabama

Compliance

We have audited the compliance of the Authority with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2009. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Authority's management. Our responsibility is to express an opinion on the Authority's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Authority's compliance with those requirements.

In our opinion, the Authority complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2009.

Internal Control Over Compliance

The management of the Authority is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Authority's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the entity's internal control over compliance.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our Consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the Board of Commissioners, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Birmingham, Alabama  
February 26, 2010

*Jaeger & Boyd*

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA  
 STATEMENT OF NET ASSETS  
 JUNE 30, 2009

<u>ASSETS</u>	<u>Enterprise Fund</u>
<u>Current Assets</u>	
Cash and Cash Equivalents	\$ 3,245,087
Accounts Receivable - Other	1,015,788
Tenants Accounts Receivable	54,739
(Allowance for Doubtful Accounts)	(22,053)
Accrued Interest Receivable	1,203
Investments	200,000
Prepaid Costs	61,942
Inventory less Obsolescence Allowance	37,927
Total Current Assets	<u>4,594,633</u>
<u>Restricted Assets</u>	
Restricted Cash	<u>265,575</u>
Total Restricted Assets	<u>265,575</u>
<u>Capital Assets</u>	
Land	1,457,446
Buildings	57,543,455
Furniture & Equipment	3,818,778
Construction in Progress	5,895,798
	<u>68,715,477</u>
(Less): Accumulated Depreciation	<u>(33,123,796)</u>
Net Capital Assets	<u>35,591,681</u>
Total Assets	<u>\$ 40,451,889</u>

See the accompanying notes to financial statements.

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA  
 STATEMENT OF NET ASSETS  
 JUNE 30, 2009

LIABILITIES AND NET ASSETS

Enterprise  
Fund

Current Liabilities

Accounts Payable	\$ 154,384
Accrued Payroll	76,820
Accrued Compensated Absences	20,812
Tenant Security Deposits	146,151
Deferred Revenues	23,277
Total Current Liabilities	<u>421,444</u>

Long Term Liabilities

Accrued Compensated Absences	83,229
Noncurrent Liabilities - Other	98,650
Total Long Term Liabilities	<u>181,879</u>
Total Liabilities	<u>603,323</u>

Net Assets

Investment in Capital Assets	35,591,681
Restricted Net Assets	166,925
Unrestricted Net Assets	4,089,960
Total Net Assets	<u>39,848,566</u>

Total Liabilities and Net Assets \$ 40,451,889

See the accompanying notes to financial statements.

**THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2009**

	<b>Enterprise Fund</b>
<u>Operating Revenues</u>	
Dwelling Rent	\$ 794,266
Operating Grants	8,922,620
Other Revenue	188,317
Total Operating Revenues	<u>9,905,203</u>
 <u>Operating Expenses</u>	
Administrative	2,220,234
Tenant Services	218,176
Utilities	1,271,479
Maintenance & Operations	1,560,997
Protective Services	1,246
General Expense	465,335
Housing Assistance Payments	2,628,788
Depreciation	<u>1,585,356</u>
Total Operating Expenses	<u>9,951,611</u>
 Operating Income (Loss)	 <u>(46,408)</u>
 <u>Non-Operating Revenues (Expenses)</u>	
Investment Income	39,636
Loss on Disposition of Capital Assets	(10,073)
Non Capitalized Casualty Loss	<u>(10,135)</u>
Total Non-Operating Rev/(Exp)	<u>19,428</u>
 Increase (Decrease) before Capital Contributions	 <u>(26,980)</u>
 Capital Contributions	 <u>2,905,203</u>
 Increase (Decrease) in Net Assets	 2,878,223
Net Assets, Beginning	<u>36,970,343</u>
Net Assets, Ending	<u>\$ 39,848,566</u>

See the accompanying notes to financial statements.



**THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2009**

	<b>Enterprise Fund</b>
<u>Cash flows from operating activities:</u>	
Cash Received from Dwelling Rent	\$ 715,554
Cash Received from Operating Grants	8,768,336
Cash Received from Other Sources	216,857
Cash Payments for Salaries and Benefits	(2,756,273)
Cash Payments to Vendors and Landlords	(5,713,413)
Net Cash provided (used) by operating activities	<u>1,231,061</u>
<u>Cash flows from non-capital financing activities:</u>	
Cash disbursed on receivable due from Affiliate	(367,679)
Net Cash provided (used) by non-capital financing activities	<u>(367,679)</u>
<u>Cash flows from capital and related financing activities:</u>	
Capital Grants Received	2,790,538
Capital Outlay	(2,921,804)
Cash paid out on Casualty Losses	(10,135)
Proceeds from Sale of Fixed Assets	4,474
Net Cash provided (used) by capital and related financing activities	<u>(136,927)</u>
<u>Cash flows from investing activities:</u>	
Cash Transfer from (to) Investments	635,173
Interest earned from cash and cash equivalents	51,107
Net Cash provided (used) by investing activities	<u>686,280</u>
Net Increase (decrease) in cash and cash equivalents	1,412,735
<u>Cash and cash equivalents, beginning of year:</u>	
Current assets	<u>2,097,927</u>
<u>Cash and cash equivalents, end of year:</u>	
Current and restricted assets	3,510,662
Total cash and cash equivalents, end of year	<u>\$ 3,510,662</u>
<b><u>Reconciliation of operating income to net cash provided by (used in) operating activities:</u></b>	
Operating Income (Loss)	\$ (46,408)
Adjustment to reconcile operating income (loss) to net cash provided by (used in) operating activities:	
Depreciation	1,585,356
Bad Debt Expense	81,397
Change in Tenants Accounts Receivable	(78,712)
Change in Accounts Receivable - Other	(140,804)
Change in Prepaid Costs	9,192
Change in Inventory	-
Change in Accounts Payable	(99,802)
Change in Accrued Wages and Payroll Taxes	(127,763)
Change in Tenant Security Deposits	18,854
Change in Deferred Revenue	(3,794)
Change in Other Liabilities	33,545
Net cash provided by (used in) operating activities	<u>\$ 1,231,061</u>

See the accompanying notes to financial statements.

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2009

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Housing Authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority is a Special Purpose Government engaged only in business-type activities and therefore, presents only the financial statements required for the enterprise fund, in accordance with GASB Statement 34 paragraph 138.

The Authority has multiple programs which are accounted for in one enterprise fund, which is presented as the "enterprise fund" in the basic financial statements as follows:

Enterprise Fund – In accordance with the Enterprise Fund Method, activity is recorded using the accrual basis of accounting and the measurement focus is on the flow of economic resources. Under the accrual basis of accounting revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. This required the Housing Authority to account for operations in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

Governmental Accounting Standards – The Housing Authority has applied all applicable Governmental Accounting Standards Board pronouncements as well as pronouncements issued by the Financial Accounting Standards Board on or before November 30, 1989, and those issued after November 30, 1989 except for those that conflict with or contradict Governmental Accounting Standards Board pronouncements.

Cash

The Housing Authority considers cash on hand and cash in checking to be cash equivalents. Cash on hand is not included in calculation of collateral required.

Accounts Receivable

Tenant accounts receivables are carried at the amount considered by management to be collectible. Tenant accounts receivable are immaterial for further disclosures. Other accounts receivable include amounts due from HUD for Grant Income.

Prepaid Items

Prepaid Items consists of payments made to vendors for services that will benefit future periods.

Inventory

Inventories consist of materials and supplies that have not been used or consumed. Inventory is valued at cost and recorded as an expense when it is consumed.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

NOTE A - SIGNIFICANT ACCOUNTING POLICIES- CONTINUED

Deferred Revenue

The Authority recognizes revenues as earned. The amount received in advance of the period in which it is earned is recorded as a liability under Deferred Revenue.

Revenue Accounting Policies

Dwelling rent income, HUD Grants received for operations, other operating fund grants and operating miscellaneous income are shown as operating income. HUD grants received for capital assets and all other revenue is shown as non-operating revenue.

These financial statements do not contain material inter-fund revenues and expenses for internal activity. The policy is to eliminate any material inter-fund revenues and expenses for these financial statements.

Capital Assets

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. The costs of maintenance and repairs are expensed, while significant renewals and betterments are capitalized. Small dollar value minor equipment items are expensed. Depreciation on assets has been expensed in the statement of income and expenses. Estimated useful lives are as follows:

Buildings	40 years
Improvements	25 years
Furniture fixtures and equipment	5 years

Cost Allocation Plan

In accordance with OMB Circular A-87, the Authority utilizes a Cost Allocation Plan. The Authority allocates indirect costs to programs on the basis of one of the following methods: direct salaries and wages, percentage of office square footage, number of vouchers and/or units, estimated/actual time spent, number of checks processed or the allotment stipulated in contractual agreements.

NOTE B - REPORTING ENTITY DEFINITION

The Housing Authority is a separate non-profit corporation with a Board of Commissioners. The applicable jurisdictions appoint the Board of Commissioners. However, the Housing Authority has complete legislative and administrative authority and it recruits and employs personnel. The Authority adopts a budget that is approved by the Board of Commissioners. Subsidies for operations are received primarily from HUD. The Authority has substantial legal authority to control its affairs without local government approval; therefore, all operations of the Authority are a separate reporting entity as reflected in this report. The Authority is responsible for its debts and is entitled to surpluses. No separate agency receives a financial benefit nor imposes a financial burden on the Authority. The Authority has no other organizational units except for: The Authority manages a Section 8 New Construction program for the elderly on behalf of the Bessemer Non-Profit Development Corporation. A separate audit report has been issued for that corporation, which is not a component unit of the Housing Authority because the Corporation has a separate Board of Directors. Expenses have been charged to that program at cost.

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

### NOTE C - CASH AND INVESTMENT DEPOSITS

*Custodial Credit Risk* – The Housing Authority policy is to limit credit risk by adherence to the list of HUD permitted investments, which are backed by the full faith and credit of or a guarantee of principal and interest by the U.S. Government.

*Interest Rate Risk* – The Housing Authority's formal investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from interest rate volatility.

The Housing Authority's cash and cash equivalents consist of cash held in interest bearing checking accounts totaling \$3,510,562. Investments consist of a brokerage account totaling \$200,000. The brokerage account is comprised of two certificates of deposit that bear interest at rates ranging from 3.49% to 3.51%, and have various maturity periods with penalties for early withdrawal. Any penalties for early withdrawal would not have a material effect on the financial statements. Deposits with financial institutions are secured as follows:

Insured by FDIC	\$ 749,864
Investments held in U.S. Treasury Obligations	-
Collateralized with specific securities in the Authority name which are held by the financial institution	2,960,698
Uncollateralized	-
	<u>\$ 3,710,562</u>

All investments are carried at cost plus accrued interest, which approximates market. The remaining \$100 is held in the form of petty cash or a change fund. The Authority had no realized gains or losses on the sale of investments. The calculation of realized gains or losses is independent of a calculation of the net change in the fair value of investments.

### NOTE D - CONTRACTUAL COMMITMENTS

The Authority had Outstanding Contractual Commitments as of the Balance Sheet Date as follows:

<u>Type Commitment</u>	<u>Amount</u>
Renovations	\$1,170,225

### NOTE E - SIGNIFICANT ESTIMATES

These financial statements are prepared in accordance with generally accepted accounting principles. The financial statements include some amounts that are based on management's best estimates and judgments. The most significant estimates relate to depreciation and useful lives. These estimates may be adjusted as more current information becomes available, and any adjustment could be significant.

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

### NOTE F – RISK MANAGEMENT

The Housing Authority is exposed to various risks of losses related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Housing Authority carries commercial insurance for all risks of loss, including workman's compensation, employee health and accident insurance. The Housing Authority has not had any significant reductions in insurance coverage or any claims not reimbursed.

### NOTE G - PENSION PLAN

The Authority provides pension benefits for all of its full-time employees through a defined contribution plan entitled "The Housing-Renewal and Local Agency Retirement Plan" administered by William M. Mercer, Inc. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Employees are eligible to participate the month after the date of employment. The Authority contributes approximately 13% of the employee's compensation, while the employee can contribute up to 10% of their salaries to the plan within current tax law limitations. The Authority's contributions for each employee (and interest allocated to the employee's account) are fully vested after 10 years of continuous service. Authority contributions for, and interest forfeited by, employees who leave employment before vesting are used towards administrative expenses of the plan. The Authority contributed \$214,685 during the 2009 fiscal year while the employees contributed \$6,640.

### NOTE H – INTERPROGRAM ACTIVITY

The Housing Authority manages several programs. Many charges, i.e., payroll, benefits, insurance, etc. are paid by the Housing Authority's various funds and subsequently reimbursed. Balances due for such charges are reflected in the Interprogram Due to/Due from account balances. Interprograms at June 30, 2009 consisted of the following:

Central Office Cost Center	\$	125,487
Public Housing Program		160,198
Capital Fund Program		(216,265)
Housing Choice Vouchers		(542)
Summer Food Service Program		(68,878)
	\$	<u>-</u>

### NOTE I – COMPENSATED ABSENCES

It is the Housing Authority's policy to permit employees to accumulate a limited amount of earned but unused annual leave. Employees receive 8 hours annual leave per month for full time employees. The maximum amount of annual leave that any employee may accrue is 320 hours. Upon separation from employment, an employee is entitled to receive pay for one-half of their accumulated sick leave up to a maximum of 600 hours (the maximum allowable accumulation). Leave accrued but not yet paid as of June 30, 2009, is shown as a liability allocated between current and noncurrent.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

NOTE J – CONCENTRATION OF RISK

The Housing Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on the availability of funding.

NOTE K – CAPITAL ASSETS

A summary of capital assets at June 30, 2009 is as follows:

	LOW RENT AND COCC	CAPITAL FUND	TOTAL
Land	\$ 1,457,446	\$ -	\$ 1,457,446
Building and Improvements	57,543,455	-	57,543,455
Furniture, Fixtures and Equipment	3,818,778	-	3,818,778
Construction in Process	-	5,895,798	5,895,798
Less Accumulated Depreciation	<u>(33,123,796)</u>	<u>-</u>	<u>(33,123,796)</u>
Total Capital Assets	<u>\$ 29,695,883</u>	<u>\$ 5,895,798</u>	<u>\$ 35,591,681</u>

	July 1, 2008 Balance	Additions	Transfers & Deletions	June 30, 2009 Balance
Land	\$ 1,457,446	\$ -	\$ -	\$ 1,457,446
Construction in Process	<u>4,822,873</u>	<u>2,905,204</u>	<u>(1,832,279)</u>	<u>5,895,798</u>
Total Assets not being depreciated	6,280,319	2,905,204	(1,832,279)	7,353,244
Buildings and Improvements	55,823,300	-	1,720,155	57,543,455
Furniture and Equipment	<u>3,716,506</u>	<u>16,600</u>	<u>85,672</u>	<u>3,818,778</u>
Total Capital Assets	65,820,125	2,921,804	(26,452)	68,715,477
Less Accumulated Depreciation	<u>(31,550,344)</u>	<u>(1,585,356)</u>	<u>11,904</u>	<u>(33,123,796)</u>
Net Book Value	<u>\$ 34,269,781</u>	<u>\$ 1,336,448</u>	<u>\$ (14,548)</u>	<u>\$ 35,591,681</u>

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE L – ACCOUNTS RECEIVABLE – OTHER

Other Accounts Receivable at June 30, 2009 consisted of the following amounts:

Amount Due from Bessemer Non-profit Development Corp	\$	649,860
Amount Due from HUD - Capital Fund Program		350,926
Amount Due from HUD - Housing Choice Voucher Program		11,856
Amount Due from Fraud Recovery		3,146
Other Miscellaneous Accounts Receivable		-
Total Accounts Receivable - Other	\$	<u>1,015,788</u>

NOTE M - RELATED PARTY TRANSACTIONS

The Housing Authority manages the Bessemer Non-Profit Development Corporation. All costs associated with Bessemer Non-Profit Development Corporation are allocated to the Development Corporation. As explained in Note L, the Development Corporation owed the Housing Authority \$649,860 at the end of the fiscal year.

NOTE N – COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

NOTE O – RESTRICTED ASSETS AND RESTRICTED NET ASSETS

Restricted Assets consist of the following:

Restricted for FSS Escrows	\$	98,650
Restricted for HAP payments		166,925
Total Restricted Net Assets	\$	<u>265,575</u>

Restricted Net Assets consist of the following:

Restricted for HAP payments	\$	166,925
Total Restricted Net Assets	\$	<u>166,925</u>

NOTE P – SUBSEQUENT EVENTS

In preparing financial statements, management evaluated subsequent events through February 26, 2010, the date the financial statements were issued.

**THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA  
SCHEDULE OF ASSETS, LIABILITIES AND NET ASSETS BY PROGRAM  
JUNE 30, 2009**

**ASSETS**

	Summer Food Service Program	Public Housing Program	Sect. 8 Mod Rehab Program	Housing Choice Vouchers	Capital Fund Program	Central Office Cost Center	Elimination	Total
<b>Current Assets</b>								
Cash and Cash Equivalents	\$ 60,886	\$ 2,994,410	\$ -	\$ 145,076	\$ -	\$ 44,715	\$ -	\$ 3,245,087
Accounts Receivable - Other	-	3,146	-	11,856	223,919	776,867	-	1,015,788
Tenants Accounts Receivable	-	54,739	-	-	-	-	-	54,739
(Allowance for Doubtful Accounts)	-	(22,053)	-	-	-	-	-	(22,053)
Accrued Interest Receivable	-	1,022	-	181	-	-	-	1,203
Investments	-	169,913	-	30,087	-	-	-	200,000
Prepaid Costs	-	55,274	-	-	-	6,668	-	61,942
Inventory less Obsolescence Allowance	-	-	-	-	7,654	37,927	-	37,927
Interprogram due from	-	224,461	-	-	-	125,487	(357,602)	-
Total Current Assets	60,886	3,480,912	-	187,200	231,573	991,664	(357,602)	4,594,633
<b>Restricted Assets</b>								
Restricted Cash	-	35,307	-	230,268	-	-	-	265,575
Total Restricted Assets	-	35,307	-	230,268	-	-	-	265,575
<b>Capital Assets</b>								
Land	-	1,457,446	-	-	-	-	-	1,457,446
Buildings	-	56,479,422	-	-	-	1,064,033	-	57,543,455
Furniture & Equipment	-	3,546,740	-	-	-	272,038	-	3,818,778
Construction in Progress	-	-	-	-	5,895,798	-	-	5,895,798
(Less): Accumulated Depreciation	-	61,483,608	-	-	5,895,798	1,336,071	-	68,715,477
Net Capital Assets	-	(32,645,631)	-	-	-	(478,165)	-	(33,123,796)
Total Assets	\$ 60,886	\$ 32,354,196	\$ -	\$ 417,468	\$ 6,127,371	\$ 1,849,570	\$ (357,602)	\$ 40,451,889



**THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA  
SCHEDULE OF ASSETS, LIABILITIES AND NET ASSETS BY PROGRAM  
JUNE 30, 2009**

**LIABILITIES AND NET ASSETS**

	<u>Summer Food Service Program</u>	<u>Public Housing Program</u>	<u>Mod Rehab Program</u>	<u>Housing Choice Vouchers</u>	<u>Capital Fund Program</u>	<u>Central Office Cost Center</u>	<u>Elimination</u>	<u>Total</u>
<b>Current Liabilities</b>								
Accounts Payable	\$ -	\$ 129,803	\$ -	\$ -	\$ -	\$ 24,581	\$ -	\$ 154,384
Accrued Payroll	-	47,675	-	7,362	-	21,783	-	76,820
Accrued Compensated Absences	-	13,849	-	1,551	-	5,412	-	20,812
Tenant Security Deposits	-	146,151	-	-	-	-	-	146,151
Deferred Revenues	-	15,623	-	-	7,654	-	-	23,277
Interprogram due to	68,878	64,263	-	542	223,919	-	(357,602)	-
Total Current Liabilities	68,878	417,364	-	9,455	231,573	51,776	(357,602)	421,444
<b>Long Term Liabilities</b>								
Accrued Compensated Absences	-	55,377	-	6,206	-	21,646	-	83,229
Noncurrent Liabilities - Other	-	35,307	-	63,343	-	-	-	98,650
Total Long Term Liabilities	-	90,684	-	69,549	-	21,646	-	181,879
Total Liabilities	68,878	508,048	-	79,004	231,573	73,422	(357,602)	603,323
<b>Net Assets</b>								
Investment in Capital Assets	-	28,837,977	-	-	5,895,798	857,906	-	35,591,681
Restricted Net Assets	-	-	-	166,925	-	-	-	166,925
Unrestricted Net Assets	(7,992)	3,008,171	-	171,539	-	918,242	-	4,089,960
Total Net Assets	(7,992)	31,846,148	-	338,464	5,895,798	1,776,148	-	39,848,566
Total Liabilities and Net Assets	\$ 60,886	\$ 32,354,196	\$ -	\$ 417,468	\$ 6,127,371	\$ 1,849,570	\$ (357,602)	\$ 40,451,889

**THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA  
SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS BY PROGRAM  
FOR THE YEAR ENDED JUNE 30, 2009**

	Summer Food Service Program	Public Housing Program	Sect. 8 Mod Rehab Program	Housing Choice Vouchers	Capital Fund Program	Central Office Cost Center	Elimination	Total
<u>Operating Revenues</u>								
Dwelling Rent	\$ -	\$ 794,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 794,266
Operating Grants	216,277	5,378,555	-	2,827,093	364,506	136,189	-	8,922,620
Other Revenue	-	182,706	-	-	-	1,222,091	(1,216,480)	188,317
Total Operating Revenues	216,277	6,355,527	-	2,827,093	364,506	1,358,280	(1,216,480)	9,905,203
<u>Operating Expenses</u>								
Administrative	-	1,833,618	-	326,856	231,198	1,045,042	(1,216,480)	2,220,234
Tenant Services	208,934	9,242	-	-	-	-	-	218,176
Utilities	-	1,231,263	-	-	-	40,216	-	1,271,479
Maintenance & Operations	-	1,522,804	-	-	-	38,193	-	1,560,997
Protective Services	-	1,159	-	-	-	87	-	1,246
General Expense	-	392,002	-	-	-	73,333	-	465,335
Housing Assistance Payments	-	-	-	2,628,788	-	-	-	2,628,788
Depreciation	-	1,531,551	-	-	-	53,805	-	1,585,356
Total Operating Expenses	208,934	6,521,639	-	2,955,644	231,198	1,250,676	(1,216,480)	9,951,611
Operating Income (Loss)	7,343	(166,112)	-	(128,551)	133,308	107,604	-	(46,408)
<u>Non-Operating Revenues (Expenses)</u>								
Investment Income	-	30,009	-	5,790	-	3,837	-	39,636
Loss on Disposition of Capital Assets	-	-	-	(10,073)	-	-	-	(10,073)
Non Capitalized Casualty Loss	-	(10,135)	-	-	-	-	-	(10,135)
Total Non-Operating Rev/(Exp)	-	19,874	-	(4,283)	-	3,837	-	19,428
Increase (Decrease) before Capital Contributions and Transfers	7,343	(146,238)	-	(132,834)	133,308	111,441	-	(26,980)
Capital Contributions	-	-	-	-	2,905,203	-	-	2,905,203
Operating Transfers In (Out)	-	133,308	-	-	(133,308)	-	-	-
Increase (Decrease) in Net Assets	7,343	(12,930)	-	(132,834)	2,905,203	111,441	-	2,878,223
Net Assets, Beginning	(15,335)	30,026,800	61,999	409,299	4,822,873	1,664,707	-	36,970,343
Transfer of Net Assets	-	1,832,278	(61,999)	61,999	(1,832,278)	-	-	-
Net Assets, Ending	\$ (7,992)	\$ 31,846,148	\$ -	\$ 338,464	\$ 5,895,798	\$ 1,776,148	\$ -	\$ 39,848,566

**THE HOUSING AUTHORITY OF THE CITY OF BESSEMER, ALABAMA  
 STATEMENT AND CERTIFICATION OF PROGRAM COSTS  
 CAPITAL FUND PROGRAM  
 JUNE 30, 2009**

	Public Housing Capital Fund Program AL09P12550104	Public Housing Capital Fund Program AL09P12550105
Funds Approved	\$ 2,329,971	\$ 2,343,190
Funds Disbursed	<u>2,329,971</u>	<u>2,343,190</u>
Excess Funds Approved	<u>\$ -</u>	<u>\$ -</u>
Funds Advanced	\$ 2,329,971	\$ 2,343,190
Funds Disbursed	<u>2,329,971</u>	<u>2,343,190</u>
Excess Funds (Deficiency)	<u>\$ -</u>	<u>\$ -</u>

1. The distribution of costs as shown on the Actual Modernization Cost Certificates submitted to HUD for approval are in agreement with the Housing Authority's records.
2. All modernization costs have been paid and all related liabilities have been discharged through payment.

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA

SUMMARY SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2009

EXPENDITURES

Low Rent Public Housing Expenditures	
Total CFDA Number 14.850a	<u>\$ 5,378,555</u>
Section 8 Housing Choice Vouchers	
Total CFDA Number 14.871	<u>2,827,093</u>
Public Housing Capital Fund Program	
Total CFDA Number 14.872	<u>3,405,898</u>
Total HUD Expenditures	<u>11,611,546</u>
Summer Food Service Program for Children	
Total CDFA Number 10.559	<u>\$ 216,277</u>
Total Department of Agriculture Expenditures	<u>216,277</u>
TOTAL FEDERAL EXPENDITURES	<u>\$ 11,827,823</u>

Basis of Presentation:

The above schedule of expenditures of federal awards includes the federal grant activity of the Authority and is presented on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

HOUSING AUTHORITY OF  
THE CITY OF BESSEMER, ALABAMA  
FINANCIAL DATA SCHEDULE  
JUNE 30, 2009

ASSETS	STURGE FOOD SERVICE PROGRAM 10,559	LOW RESE 14,850A	REC 8 MOD AREAS 14,856	RECT 8 HOUSING CMO 14,971	CFP 14,972	CENTRAL OFFICE COST CENTER	REMARKS	TOTAL
CURRENT ASSETS								
CASH								
111 CASH UNREPLACED	60,886	2,846,273		145,074		44,715		3,098,938
112 CASH RESTRICTED HOUSING AND HWY								
113 CASH RESTRICTED CURRENT LIABILITIES								
114 CASH OTHER RESTRICTED		35,207		230,548				265,755
115 CASH TRUST SECURITY DEPOSIT		146,251						146,251
116 TOTAL CASH	60,886	3,027,731		375,622		44,715		3,539,954
ACCOUNTS AND NOTES RECEIVABLE								
121 A/A - PEA PROJECTS								
122 A/A - EOD PROJECTS				31,856		137,007		368,782
123 A/A - OTHER GOVT								
124 A/A - MISC								
125 A/A - TENANTS DELINQUENT RENT		54,739				649,860		649,860
126 A/A - ALLOWANCE FOR D.A. - TENANTS		(22,053)						(22,053)
127 A/A - ALLOWANCE FOR D.A. - OTHER								
128 NOTES AND RECEIVABLES RECEIVABLE								
129 PAID RECOVERIES		37,760						37,760
130 ALLOWANCE FOR PAID RECOVERIES		(24,614)						(24,614)
131 ALLOWANCE FOR INTEREST RECEIVABLE		2,022		181				1,803
132 TOTAL RECEIVABLES NET OF ALLOW		36,854		12,037		716,867		1,049,577
CURRENT INVESTMENTS								
133 INVESTMENTS - UNRESTRICTED		169,913		30,087				200,000
134 INVESTMENTS - RESTRICTED								
135 PREPAID INSURANCE		55,274				6,668		61,942
136 INVENTORIES - MATERIALS								
137 ALLOWANCE FOR OBSOLETE INV								
138 INVENTORY FOR OBSOLETE INV		234,461				(4,214)		230,247
139 INVENTORY TO BE PROVIDED								
140 TOTAL CURRENT ASSETS	60,886	3,516,319		427,468	231,573	993,664	(337,602)	4,860,208
NONCURRENT ASSETS								
FIXED ASSETS								
141 LAND		1,457,446						1,457,446
142 BUILDINGS		26,672,422				1,064,033		29,449,455
143 FURNITURE & EQUIPMENT - DEPRECIABLE		2,186,464						2,186,464
144 FURNITURE & EQUIPMENT - NONDEPRECIABLE		1,400,274				272,438		1,672,712
145 LEASEHOLD IMPROVEMENTS								
146 CONSTRUCTION IN PROGRESS								
147 ACCUMULATED DEPRECIATION		(32,645,631)				(479,465)		(33,125,096)
148 TOTAL FIXED ASSETS, NET OF DEPR		26,937,977				857,006		27,795,003
149 NOTES & RECEIVABLES RECEIVABLE - M/C								
150 NOTES & RECEIVABLES RECEIVABLE - PD								
151 OTHER ASSETS								
152 INVESTMENT IN JOINT VENTURES								
153 TOTAL NONCURRENT ASSETS		26,937,977				857,006		27,795,003
154 TOTAL ASSETS	60,886	3,516,319		427,468	231,573	1,850,670	(337,602)	4,860,208
LIABILITIES AND EQUITY								
CURRENT LIABILITIES								
155 BANK OVERDRAFT								
156 A/A > 90 DAYS		139,803				24,581		164,384
157 ACCRUED WAGE/PAYROLL TAXES PAYABLE		47,675		7,362		21,783		76,819
158 ACCRUED COMMERCE BANK INTEREST		13,849		1,551		5,412		20,812
159 ACCRUED INTEREST PAYABLE								
160 ACCOUNTS PAYABLE - EOD PEA PROGRAMS								
161 ACCOUNTS PAYABLE - PEA PROJECTS								
162 ACCOUNTS PAYABLE OTHER GOVT								
163 TOTAL LIABILITIES		161,327		7,915		31,776		201,018
EQUITY								
164 TOTAL EQUITY		3,516,319		427,468	231,573	1,818,894	(337,602)	4,659,190
165 TOTAL LIABILITIES AND EQUITY		3,516,319		427,468	231,573	1,850,670	(337,602)	4,860,208

HOUSING AUTHORITY OF  
THE CITY OF BESSEMER, ALABAMA  
FINANCIAL DATA SCHEDULE  
JUNE 30, 2009

	FOUNDER FOOD SERVICE PROGRAM	LOW RENT	SEC 8 MOD REHAB	SEC 8 HOUSING CRO	CFF	GENERAL OFFICE	TOTAL
	30,559	14,850a	14,856	14,871	14,872	ELIMINATION	
341 TRUST SECURITY DEPOSIT		146,151					146,151
342 DEFERRED REVENUE		25,423					25,423
343 CURRENT PORTION OF LF DEBT CAPITAL							
344 CURRENT PORTION OF LF DEBT OPERATING							
345 OTHER CURRENT LIABILITIES							
346 ACCRUED LIABILITIES - OTHER		64,243		542	229,913		(137,602)
347 INTERPROGRAM DOW TO		67,384		9,455	333,373	51,776	(137,602)
348 TOTAL CURRENT LIABILITIES							421,444
NONCURRENT LIABILITIES							
351 LONG TERM DEBT NET OF CURRENT CAPITAL							
352 LONG TERM DEBT NET OF CURRENT OPERATING							
353 LONG TERM PORTION OF COMBANCED ASSESS		35,377		6,206		21,646	81,229
354 NONCURRENT LIABILITIES OTHER		35,307		63,243			88,650
355 TOTAL NONCURRENT LIABILITIES		70,684		69,449		21,646	181,879
360 TOTAL LIABILITIES		508,648		79,904	231,373	73,422	601,333
EQUITY							
501 INVESTMENT IN GENERAL FIXED ASSETS							
CONTRIBUTED CAPITAL							
502 FRANCHISE NOTES (IND)							
503 LONG TERM DEBT - FUD GUARANTEE							
504 NET FUD FEA CONTRIBUTIONS							
505 OTHER FUD CONTRIBUTIONS							
506 OTHER CONTRIBUTIONS							
508 TOTAL CONTRIBUTED CAPITAL							
508.1 INVESTMENT IN CAPITAL ASSETS		38,837,377		5,895,738		857,308	35,591,611
RESERVED FUD BALANCE							
509 RESERVED FOR OPERATING ACTIVITIES							
510 TOTAL RESERVED BALANCE							
511.1 RESTRICTED NET ASSETS				166,925			166,925
512 UNRESTRICTED FUD BALANCE/N/A		7,922		371,539		318,242	4,089,960
513 TOTAL EQUITY		31,846,148		338,464	5,895,738	3,776,248	39,859,598
600 TOTAL LIABILITIES AND EQUITY		32,354,796		417,468	6,137,371	1,849,570	40,451,819
REVENUE							
702 NET TRAFFIC CAPITAL REVENUE							
704 TRAFFIC REVENUE - OTHER		794,246					794,246
705 TOTAL TRAFFIC REVENUE		794,246					794,246
706 FUD FEA GRANTS		5,378,555		2,827,093		346,506	8,702,743
706.1 CAPITAL GRANTS RECEIVED						2,903,203	2,903,203
706.2 OTHER GOVT GRANTS		216,277					216,277
710 SEC 8 INCOME				5,790		3,837	39,626
711 INVESTMENT INCOME - UNRESTRICTED		30,009					
712 MORTGAGE INTEREST INCOME							
714 FRAUD RECOVERY							
715 OTHER REVENUE		182,766					
716 GAIN ON SALE OF REAL ESTATE				(10,073)		1,222,091	(10,073)
720 INVESTMENT INCOME - RESTRICTED							
700 TOTAL REVENUE		6,395,536		2,822,810	3,269,769	1,362,117	12,839,569
EXPENSES							
ADMINISTRATIVE							
511 ADMINISTRATIVE SALARIES		527,176		147,462		567,847	1,222,485
512 AUDITING FEES		27,308					27,308
513 OUTSIDE MANAGEMENT FEES		894,058		91,262			(1,216,480)
514 COMBANCED ASSESS							
515 EMPLOYEE BENEFIT CONTRIBUTION		284,605		51,602		339,044	509,212
516 OTHER OPERATING ADMINISTRATIVE		138,517		36,930		304,151	461,238

HOUSING AUTHORITY OF  
THE CITY OF BESSEMER, ALABAMA  
FINANCIAL DATA SCHEDULE  
JUNE 30, 2009

	STURM POND SERVICE PROGRAM 30,519	LOW REHT 14,050A	SEC 8 MOD REHB 14,956	SEC 8 RODING ORO 14,071	CTF 14,072	CENTRAL OFFICE COST CENTER	REPARATION	TOTAL
931	8,970	-	-	-	-	-	-	8,970
932	-	6,474	-	-	-	-	-	6,474
933	-	-	-	-	-	-	-	-
934	139,864	2,768	-	-	-	-	-	142,632
935	-	-	-	-	-	-	-	-
936	-	386,805	-	-	-	16,416	-	403,221
937	-	330,462	-	-	-	39,916	-	370,378
938	-	20,897	-	-	-	4,784	-	25,681
939	-	-	-	-	-	-	-	-
940	-	-	-	-	-	-	-	-
941	-	793,099	-	-	-	-	-	793,099
942	-	-	-	-	-	-	-	-
943	-	598,098	-	-	-	-	-	598,098
944	-	293,303	-	-	-	7,187	-	300,490
945	-	385,642	-	-	-	31,006	-	416,648
946	-	287,781	-	-	-	-	-	287,781
947	-	-	-	-	-	-	-	-
948	-	-	-	-	-	-	-	-
949	-	-	-	-	-	-	-	-
950	-	3,159	-	-	-	-	-	3,159
951	-	-	-	-	-	-	-	-
952	-	-	-	-	-	87	-	87
953	-	-	-	-	-	-	-	-
954	-	-	-	-	-	-	-	-
955	-	-	-	-	-	-	-	-
956	-	308,680	-	-	-	73,333	-	382,013
957	-	-	-	-	-	-	-	-
958	-	-	-	-	-	-	-	-
959	-	-	-	-	-	-	-	-
960	-	81,397	-	-	-	-	-	81,397
961	-	-	-	-	-	-	-	-
962	-	-	-	-	-	-	-	-
963	-	-	-	-	-	-	-	-
964	-	1,325	-	-	-	-	-	1,325
965	208,934	4,990,008	-	356,856	293,338	1,196,871	(1,216,480)	5,737,467
966	-	-	-	-	-	-	-	-
967	-	-	-	-	-	-	-	-
968	-	-	-	-	-	-	-	-
969	-	-	-	-	-	-	-	-
970	7,143	1,191,448	-	2,435,954	3,038,511	169,246	-	7,102,302
971	-	-	-	-	-	-	-	-
972	-	-	-	-	-	-	-	-
973	-	10,135	-	-	-	-	-	10,135
974	-	-	-	2,628,708	-	-	-	2,628,708
975	-	-	-	-	-	53,801	-	53,801
976	-	1,531,591	-	-	-	-	-	1,531,591
977	-	-	-	-	-	-	-	-
978	-	-	-	-	-	-	-	-
979	-	-	-	-	-	-	-	-
980	208,934	6,531,774	-	2,955,644	331,198	1,359,676	(1,216,480)	9,961,746
1001	-	-	-	-	-	-	-	-
1002	-	333,308	-	-	(133,308)	-	-	(33,308)
1003	-	-	-	-	-	-	-	-
1004	-	133,308	-	-	(133,308)	-	-	-
1005	-	-	-	-	-	-	-	-
1006	7,143	(12,930)	-	(132,834)	2,905,263	111,441	-	2,878,223
1100	-	-	-	-	-	-	-	-
1101	(15,133)	30,526,800	61,959	409,259	4,822,873	2,464,707	-	36,970,240
1102	-	3,823,278	(61,959)	61,959	(1,822,278)	-	-	-
1103	-	-	-	-	-	-	-	-
1104	(7,922)	31,846,148	-	398,464	5,995,798	1,776,148	-	39,848,566
1105	-	-	-	-	-	-	-	-
1106	-	16,149	-	-	-	-	-	16,149
1107	-	-	-	5,028	-	-	-	5,028
1108	-	13,664	-	4,600	-	-	-	18,264

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA

SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS

JUNE 30, 2009

**Section I: Summary of Auditor's Results:**

**FINANCIAL STATEMENTS**

Type of auditor's report issued: Unqualified  
Internal Control over financial reporting:  
Are material weaknesses identified?  Yes  No  
Are significant deficiencies that are not considered  
to be material weaknesses identified?  Yes  None  
Reported  
Is noncompliance that could have a material effect  
on the financial statements identified?  Yes  No

**FEDERAL AWARDS**

Internal control over major programs:  
Are material weaknesses identified?  Yes  No  
Are significant deficiencies that are not considered  
to be material weaknesses identified?  Yes  None  
Reported  
Type of report issued on compliance with requirements  
applicable to each major program: Unqualified  
Are there any audit findings that are required to be  
reported in accordance with Section 510(a) of OMB  
Circular A-133?  Yes  No

Identification of major programs:

<u>Name of Federal Program</u>	<u>CFDA No.</u>
Low Rent Public Housing	14.850a
Capital Fund Program	14.872

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Is the auditee identified as a low-risk auditee?  Yes  No



THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA

SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS

JUNE 30, 2009

**Section II: Financial Statement Findings:**

**Prior Year Findings and Questioned Costs**

**Finding 08 – 01 – Internal Control and Financial Management Systems**

**Summer Food Service Program – CFDA No. 10.559; Grant period – year ended June 30, 2008**

**Low Rent Public Housing – CFDA No. 14.850a; Grant period – year ended June 30, 2008**

**Moderate Rehabilitation – CFDA No. 14.856; Grant period – year ended June 30, 2008**

**Housing Choice Vouchers – CFDA No. 14.871; Grant period – year ended June 30, 2008**

**Capital Fund Program – CFDA No. 14.872; Grant period – year ended June 30, 2008**

**Questioned Costs – None identified**

**Criteria**

The Authority must comply with all HUD regulations regarding standards for financial management systems found in 24CFR Part 85, Section 85.20. Such regulations require standards for financial management systems as follows:

1. Accounting Records
2. Internal Control
3. Budget Control
4. Allowable Cost
5. Source Documentation
6. Cash Management

In addition, per the Government Auditing Standards January 2007 Revision (GAO-07-162G), Section 5.13; "Auditors should include all significant deficiencies in the auditors' report on internal control over financial reporting and indicate those that represent material weaknesses."

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA

SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS

JUNE 30, 2009

**Section II: Financial Statement Findings: - Continued**

**Prior Year Findings and Questioned Costs - Continued**

**Finding 08 – 01 – Internal Control and Financial Management Systems - Continued**

**Condition and Cause**

A review of the Authority's internal control and financial management systems during the audit period revealed the following significant deficiencies that represent material weaknesses:

1. The Board of Commissioners did not receive sufficient financial information during the year.
2. The Authority had a significant back log in its accounting during the audit period. At one point there was no general ledger or financial statements for the entire audit period.
3. The Authority did not implement project based accounting for the Low Rent Public Housing Program, which was required as of the beginning of the audit period.
4. The Authority did not monitor actual expenses as compared to the operating budget during the audit period.
5. The Authority had a number of internal control deficiencies related to cash and investments, specifically in the areas of bank reconciliations and maximizing investments.
6. The Authority's inventory of capital assets was not reconciled to the general ledger. In addition, the Authority could not locate its capitalization policy.
7. The Authority's Capital Fund Program (CFP) account structure needed revamping for consistency and better tracking of financial data and did not have a good audit trail to support draw downs .
8. The Authority's adjustments to tenant accounts receivable was not properly controlled.
9. The Authority paid invoices without a formal approval process and without sufficient separation of duties.
10. The Authority's payroll activity had not been recorded in the general ledger for the entire year. Payroll processing procedures also lacked sufficient separation of duties.

**Recommendation**

We recommend a review of the general ledger be performed on a regular basis in order to analyze the reasonableness and completeness of the financial data. In addition, we recommend that accurate and reliable financial information be presented to the Board of Commissioners on a timely and regular basis.

**Current Status**

Alphonso Patrick, Executive Director took steps to ensure that accurate and reliable accounting records have been produced for the current audit period and to correct the recording of the financial transactions in the future.

**Current Year Findings and Questioned Costs**

None

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA

SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS

JUNE 30, 2009

**Section III: Federal Award Findings and Questioned Costs:**

**Prior Year Findings and Questioned Costs:**

**Finding 08 – 01 – Internal Control and Financial Management Systems**

See Current Year Finding 08-01 in Section II.

**Finding 08 – 02 – Section 8 HQS Inspection Deficiencies**

**Housing Choice Vouchers – CFDA No. 14.871; Grant period – year ended June 30, 2008**

**Questioned Costs – Not determinable**

**Criteria**

The Annual Contributions Contract, OMB Circular A-87, Allowable Cost Principles, and HUD Accounting guidelines were used as the authoritative literature in determining this finding. 24CFR Part 982 gives the requirements for appropriate payments from authorized receipts, and compliance with the housing assistance payments contract. The annual contributions contract also specifically requires appropriate internal controls be established to safeguard assets.

**Condition & Cause**

HQS inspections were tested for compliance in the current fiscal year. Of the 10 HQS inspections selected for review, 4 revealed HQS deficiencies in relation to re-inspections that did not occur within 30 days of the original failed inspection. One of the 10 HQS inspections was not re-inspected and at all and would require rent abatement. The Authority continued to make HAP payments to the landlord/tenant.

**Recommendation**

We recommend the Authority strengthen its internal controls in relation to the HQS inspection and re-inspection process. It is also recommended that the Authority review the units put into abatement for the year ended June 30, 2008 to ensure HAP payments were not spent on these units. We further recommend the Authority seek repayment from the landlord found to be in receipt of ineligible HAP payments.

THE HOUSING AUTHORITY OF THE CITY OF BESSEMER  
BESSEMER, ALABAMA

SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS

JUNE 30, 2009

**Section III: Federal Award Findings and Questioned Costs - Continued:**

**Prior Year Findings and Questioned Costs - Continued:**

**Finding 08 – 02 – Section 8 HQS Inspection Deficiencies - Continued**

**Current Status**

The Authority has corrected the problems in the area of HQS inspections and enforcement. Corrective actions were put into place by Alphonso Patrick, Executive Director in order to correct this compliance deficiency.

**Current Year Findings and Questioned Costs:**

None



**BHA** Bessemer Housing Authority

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# Admission and Continued Occupancy Policy

**A C O P**

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# Admission and Continued Occupancy Policy

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# Admission and Continued Occupancy Policy

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# Admission and Continued Occupancy Policy

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# Admission and Continued Occupancy Policy

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## I. INTRODUCTION

### A. Mission Statement:

*The Mission of the Housing Authority of the City of Bessemer is to increase the supply of, and maintain existing affordable rental housing; to encourage homeownership for low-income households and to promote training, educational opportunities and asset independence in a way that improves the health and community vitality of Bessemer, Alabama.*

In order to accomplish the mission in an increasingly complicated and volatile market, it is our intention to:

- Pursue varying and flexible partnerships and funding opportunities to develop additional affordable housing both for rental and homeownership.
- Increase efforts to broaden the BHA Commissioners policy making ability through information sharing, training and workshops culminating with the creation of an Annual Board/Staff Strategic Planning Workshops.
- Develop an enhanced real estate Asset Management model to provide for the direction of capital funds in a rational manner, including the potential submission of the Capital Funds Financing Program (CFFP) application.
- Focus and expand the current Family Self Sufficiency program with an emphasis on educational advancement, homeownership training, job training and asset independence.
- Develop additional partnerships with other authorities, municipalities, private entities, financial institutions to leverage funding for the benefit of residents and communities.
- Explore Section 32 Public Housing Homeownership at Asbury Howard, and the new “Transforming Rental Assistance” (TRA) initiative proposed in the 2011 budget at Southside Homes.
- Develop a lease/purchase program for the purpose of extending low-income homeownership for residents who otherwise are unable to purchase at present, but will be able to in the next few years in conjunction with the City of Bessemer’s Neighborhood Stabilization Program (NSP) effort.
- Increase awareness of the impact of Green Energy Conservation; develop cost saving measures and public/private partnerships to enhance energy efficient developments.
- Initiate at least one (1) new affordable housing development with an emphasis on creating an affordable, mixed-financed housing community at Hillside; apply for Tax Credits from the Alabama Housing Finance Authority and other private financings.
- Expand efforts of the Bessemer Housing & Development Corporation, a BHA non-profit instrumentality formed in 2009 to impact neighborhood revitalization throughout the City of Bessemer.
- Strengthen program operations and fiscal management with the goal being High Performer designation in public housing, and continue to expand all aspects of Voucher Management included in the 2009 High Performance Rating.

Overall, the Housing Authority of the City of Bessemer will develop a comprehensive, detailed, and ambitious plan for the coming year through teamwork. Through teamwork, the plans can be achieved. We are hopeful that many of the items will be set into motion, for the betterment of the Authority and the residents which it serves. Additional focus and attention will be on customer service and producing measurable improvement standards.

# Admission and Continued Occupancy Policy

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## **B. Purpose of Policy:**

The purpose of this (Admissions and Continued Occupancy Policy) ACOP is to establish guidelines for the HA staff to follow in determining eligibility for admission to and continued occupancy of Public Housing. The basic guidelines for this policy are governed by requirements of The Department of Housing and Urban Development (HUD), with latitude for local policies and procedures. The policies and procedures governing Admissions and Continued Occupancy are outlined in this policy and these requirements are binding upon applicants, residents and this HA alike. Notwithstanding the above, changes in applicable federal law or regulations shall supersede provisions in conflict with this policy.

Federal Regulations shall mean those found in 24 Code of Federal Regulations (CFR)

## **C. Primary Responsibilities of the HA:**

1. Informing eligible families of the availability of public housing assistance;
2. Determining and posting annually the utility allowances;
3. Receiving applications from families and determining their eligibility for assistance;
4. Inspecting public housing units to determine that they meet or exceed Uniform Physical Condition Standards (UPCS).
5. Executing leases;
6. Collecting rent on a monthly basis from residents;
7. Annual/interim re-examinations of income, family composition and re-determination of rent;
8. Authorizing and processing evictions; and,
9. Ongoing maintenance and modernization of the public housing inventory.
10. Annual updates of:
  - Flat rents/Ceiling rents
  - Utility allowance schedules
  - Annual and five year plans
  - Grievance panel
  - Local childcare rate comparability
  - Maintenance charges
  - Income limits

## **D. Objectives:**

1. Promote the overall mission of the HA by:
  - Insuring a social and economic mix of residents within each public housing neighborhood in order to foster social stability and upward mobility.
  - Insuring the fiscal stability of the HA.

## Admission and Continued Occupancy Policy

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- Lawfully denying admission or continued occupancy to applicants or residents whose presence in a public housing neighborhood are likely to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood or create a danger to HA employees.
  - Insuring that elderly families can live in public housing as long as they are able to live independently and/or have someone to help them live independently as in the case of a live-in aide.
2. Facilitate the efficient management of the HA and compliance with Federal Regulations by establishing policies for the efficient and effective management of the HA inventory and staff.
  3. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964, and all other applicable Federal laws and regulations to insure that admission to and continued occupancy in public housing are conducted without regard to race, color, religion, creed, sex, national origin, handicap, or familial status.

## II. NONDISCRIMINATION

### A. Complying with Civil Rights Laws:

1. Civil rights laws protect the rights of applicants and residents to equal treatment by the HA in the way it carries out its programs. It is the policy of the HA 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;

**NOTE:**The HA is not only permitted but is required to provide persons with disabilities with housing that is appropriate for their needs. This accessible or adaptable housing, although different from that provided to others, is permitted because it permits persons with disabilities to participate in the public housing program.

- Title VIII of the Civil Rights Act of 1968 (as amended by the 1974 HCDA and the Fair Housing Amendments Act of 1988), which extends protection against discrimination based on disability and familial status, and spells out forms of prohibited discrimination;
- Executive Order 11063;
- Section 504 of the Rehabilitation Act of 1973, which describes specific housing rights of persons with disabilities;
- The Age Discrimination Act of 1975, which establishes certain rights of the elderly;
- Title II of the Americans with Disabilities Act of 1990 (ADA) requires that the HA provide individuals with disabilities with access to its programs, services and activities including, common areas and public spaces. However, Title II does not require that individual housing units be accessible to individuals with disabilities;

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rather, Section 504 and the Fair Housing Act govern access for individuals with disabilities to the HA's housing units;

- Any applicable state laws or local ordinances, and;
  - Any legislation protecting the individual rights of residents, applicants, or staff that may subsequently be enacted.
2. The HA shall not discriminate because of race, color, national origin, sex, religion, familial status, or disability in the leasing, rental, occupancy, use, or other disposition of housing or related facilities, including land that is part of a development under the HA's jurisdiction covered by a public housing Annual Contributions Contract with HUD.
  3. The HA shall not, on account of race, color, national origin, sex, religion, familial status, or disability:
    - Deny anyone the opportunity to apply for housing (when the waiting list is open), nor deny to any qualified applicant the opportunity to lease housing suitable to their needs;
    - Provide anyone housing that is different (of lower quality) from that provided others;
    - Subject anyone to segregation or disparate treatment;
    - Restrict anyone's access to any benefit enjoyed by others in connection with the housing program;
    - Treat anyone differently in determining eligibility or other requirements for admission;
    - Deny anyone access to the same level of services; or
    - Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program.
  4. The HA shall not automatically deny admission to otherwise qualified applicants because of their membership in some group to which negative behavior may be imputed (e.g., families with children born to unmarried parents or families whose head or spouse is a student). Instead, each applicant who is a member of a particular group will be treated as an individual based on his or her attributes and behavior.
  5. The HA will correct situations or procedures that create a barrier to equal housing opportunity for all. To permit people with disabilities to take full advantage of the HA's housing program and non-housing programs, in accordance with Section 504 and the Fair Housing Amendments Act of 1988, there are requirements, optional actions and prohibitions:
    - a) The HA must, upon request by an applicant or resident with a disability:
      - Make structural modifications to its housing and non-housing facilities and;
      - Make reasonable accommodations in its procedures or practices unless such structural modifications or reasonable accommodations would result in an undue financial and administrative burden on the Authority, or would result in a fundamental alteration in the nature of the program.
    - b) In making structural modifications to "existing housing programs" or in carrying out "other alterations" for otherwise qualified persons with disabilities, the HA

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may, but is not required to:

- Make each of its existing facilities accessible;
  - Make structural alterations when other methods can be demonstrated to achieve the same effect;
  - Make structural alterations that require the removal or altering of a load bearing structural member; or
  - Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level.
- c) When the HA is making "substantial alterations" to an existing housing facility the HA may, but is not required to:
- Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level;
  - Make structural alterations that require the removal or altering of a load bearing structural member; or
  - Make structural alterations to meet minimum accessibility requirements where it is structurally impracticable also.

**NOTE:**The undue burdens test is not applicable to housing undergoing "substantial alteration."

6. The HA will not permit these policies to be subverted to do personal or political favors. The HA will not offer units in an order different from that prescribed by this policy, since doing so violates the policy, federal law, and the civil rights of the other families on the waiting list.

### **B. Making Programs and Facilities Accessible to People with Disabilities.**

1. Facilities and programs used by residents will be accessible to a person in a wheelchair. Application and management offices, hearing rooms, community centers, day care centers, laundry facilities, craft and game rooms, etc. (to the extent that the HA has such facilities) will be usable by residents with a full range of disabilities. To the extent that the HA offers such facilities, if none is already accessible, some will be made so, subject to the undue financial and administrative burden test.
2. Documents used by applicants and residents will be accessible for those with vision or hearing impairments. All documents will be written simply and clearly to enable applicants with learning or cognitive disabilities to understand as much as possible. Unless prohibited by local law, documents may be translated into languages other than English.

**NOTE:**In general, documents will be translated when there are sufficient numbers of applicants or residents speaking a language to warrant the expense.

3. The HA will present examples to help applicants and residents understand eligibility, rent computation, applicant screening, reasonable accommodations, and lease compliance. In writing materials for applicants and residents, the HA staff will be

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- prepared to explain rules and benefits verbally, as often as may be needed, because some disabilities may affect an applicant's ability to read or understand.
4. When the HA has initial contact with the applicant, the HA staff will ask whether the applicant requires an alternate form of communication. Examples of alternative forms of communication might include, but are not limited to:
    - A qualified sign language interpreter provided for and paid for by the HA (72 hour notice will be required)
    - Having written materials explained orally by staff either in person or by telephone;
    - Provision of written materials in large/bold font; information on audiocassette;
    - Providing alternative forms of communication to persons with disabilities. This does not preclude an individual's right to have a friend, relative or advocate accompany him/her for purposes of conducting business with the HA.
  5. Some applicants will not be able to read (or to read English) so the intake staff must be prepared to read and explain anything that they would normally hand to an applicant to be read or filled out. Applicants who read or understand little English may furnish an interpreter who can explain the process. The HA is not required to pay the costs associated with having a foreign language interpreter (as they are for sign language interpreters for the hearing impaired because the Fair Housing law makes no such requirement).
  6. At a minimum, the HA will prepare information to be used by applicants and residents in plain language accessible formats.

### III. FAMILY INFORMATION, VERIFICATION & PRIVACY RIGHTS

- The family must supply any information that the HA or HUD determines is necessary in the administration of the public housing program. "Information" includes any requested certification, release or other documentation.
- The family must supply any information requested by the HA or HUD for use in a regularly scheduled reexamination or an interim reexamination of family income, community service requirements and family composition in accordance with HUD requirements.
- The Tenant must supply information to the HA regarding any guardianship information, or the need to contact a third party on behalf of the Tenant.
- Any information supplied by the family must be true and complete.
- The use or disclosure of information obtained from a family or from another source pursuant to this release and consent shall be limited to purposes directly connected with the administration of the program.
- Applicants will be required to sign the Federal Privacy Act Statement, which states under what conditions HUD will release resident information.



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- Requests for information by other parties must be accompanied by a signed release request in order for the HA to release any information involving an applicant or participant, unless disclosure is authorized under Federal or State law or regulations.
- Information received to verify eligibility or continued occupancy shall be confidential and not disclosed to any third party without a written release and/or proper authorization.
- Information received relating to credit history, EIV, and criminal history shall be governed by those respective policies.

### IV. MISSED APPOINTMENTS

#### A. Types of Appointments:

An applicant or resident who fails to keep an appointment without notifying the HA and without rescheduling the appointment shall be sent a notice of termination of the process for failure to supply such certification, release of information or documentation as the HA or HUD determines to be necessary in the following situations:

- Complete Application;
- Bringing in Verification Information;
- Briefing prior to Occupancy;
- Leasing Signature;
- Inspections (or failure to allow the HA to inspect the dwelling unit at reasonable times and after reasonable notice, if applicable);
- Reexamination;
- Interim Adjustment;
- Other Appointments or Requirements to Bring in Documentation as Listed in this Plan;
- Scheduled Counseling Sessions;
- Move-In appointments.

#### B. Process When Appointment(s) Is Missed:

##### 1. Applicants:

If the family does not appear or call to reschedule an appointment as required, the HA will send a notice of removal of the application from the waiting list.

##### 2. Residents:

For most of the functions above, the family will be given the opportunity for two appointments. If the family does not appear or call to reschedule the original appointment as required, the HA will send a second appointment letter along with a "Termination and Demand for Possession" notice. If the second appointment is attended the termination will be canceled.

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**NOTE:** If the representative of the HA and/or Hearing Officer makes a determination in favor of the applicant/resident, the HA will comply with the decision unless the provisions of Section VI of the Grievance Procedure is applicable to the hearing officers decision.

### **C. Letters Mailed to Applicant(s)/Resident(s) by the HA:**

If an applicant/resident claims they did not receive a letter mailed by the HA, that requested the applicant/resident to provide information or to attend an interview, the HA will determine whether the letter was returned to the HA. If the letter was not returned to the HA, the applicant/resident will be assumed to have received the letter.

**NOTE:** If the letter was returned to the HA and the applicant can provide evidence that they were living at the address to which the letter was sent, the applicant will be reinstated with the date and time of the application in effect at the time the letter was sent.

Applicants must notify the HA, in writing, if their address changes during the application process.

## **V. MISREPRESENTATION BY THE APPLICANT, RESIDENT, OR THIRD PARTY VERIFICATION SOURCE**

If an applicant, resident, or third party verification source is found to have made willful misrepresentations at any time that resulted in the applicant or resident being classified as eligible, when, in fact, they were ineligible, applicant will be declared ineligible. The lease and/or application will be terminated because of the misrepresentation by the applicant/resident and/or the third party verification source. If such misrepresentation resulted in resident paying, a lower rent than was appropriate, resident shall be required to pay the difference between the actual payments and the amount that should have been paid. In justifiable instances, the HA may take such other actions as it deems appropriate, including referring the applicant, resident and/or party supplying fraudulent information to the proper authorities for possible criminal prosecution.

## **VI. ELIGIBILITY FOR ADMISSION AND PROCESSING OF APPLICATIONS**

### **A. Affirmative Marketing:**

1. The HA will conduct affirmative marketing as needed so the waiting list includes a mix of applicants with races, ethnic backgrounds, ages and disabilities proportionate to the mix of those groups in the eligible population of the area. The marketing plan will take into consideration the number and distribution of vacant units, units that can be expected to become vacant because of move-outs, and characteristics of families on the waiting list. The HA will review these factors regularly to determine the need for and scope of marketing efforts. All marketing efforts will include outreach to those least likely to apply.

- a) Marketing and informational materials will:

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- Comply with Fair Housing Act requirements on wording, logo, size of type, etc.;
- Describe the housing units, application process, waiting list and preference structure accurately;
- Use clear and easy to understand terms including any non-English media available in the area;
- Contact agencies that serve potentially qualified applicants least likely to apply (e.g. the disabled) to ensure that accessible/adaptable units are offered to applicants who need their features;
- Make clear who is eligible: low-income individuals and families; working and non-working people; and people with both physical and mental disabilities; and
- Be clear about the HA's responsibility to provide reasonable accommodations to people with disabilities.

b) Outreach:

As much information, as possible about Public Housing will be disseminated through local media (newspaper, radio, television, etc.). For those who call the HA Office, the staff should be available to convey essential information, or:

- The HA may hold meetings with local community agencies.
- The HA may sponsor "open house" programs within the public housing community to attract potential residents to view a public housing unit.
- The HA may make known to the public, through publications in a newspaper of general circulation as well as through minority media and other suitable means, the availability and nature of housing assistance for lower-income families. The notice shall inform such families where they may apply for Public Housing. The HA shall take affirmative action to provide opportunities to participate in the program to persons who, because of such factors as race, ethnicity, sex of household head, age, or source of income, are less likely to apply for Public Housing. When there is a Local Housing Plan, "Comprehensive Housing Affordability Strategy" (CHAS), the HA planned programs will be incorporated in the CHAS.

### **B. Qualifying for Admission:**

The term "qualifying" refers to applicants who are eligible and able to meet the applicant selection standards.

1. It is the HA's policy to admit only qualified applicants.
2. An applicant is qualified if he or she meets all of the following criteria:
  - a) A family, as defined in the appendix.
  - b) Meets HUD requirements on citizenship or immigration status;
  - c) Has an annual income (as defined in the appendix) at the time of admission that does not exceed the income limits (maximum incomes by family size established by HUD) posted in the HA offices.
  - d) Provides documentation of Social Security numbers for all family members; and
  - e) Meets the Applicant Selection Criteria including completing the HA approved

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pre-occupancy orientation session if requested.

## **C. Establishing and Maintaining the Waiting List.**

### **1. Administration of the Waiting List:**

It is the policy of the HA to administer its waiting list as required by HUD's regulations.

### **2. Opening and Closing Waiting Lists**

- a) For any unit size or type, if the HA's waiting list has sufficient applications to fill anticipated vacancies for the coming 12 months, the HA may elect to:
  - Close the waiting list completely;
  - Close the list during certain times of the year; or
  - Restrict intake by preference, type of project, or by size and type of dwelling.
- b) A decision to close the waiting list will consider the number of applications for each size and type of unit, the number of applicants who qualify for a preference, and the ability of the HA to house applicants in 12 months. Decisions to close waiting lists, restrict intake, or open waiting lists will be publicly announced.
- c) When the waiting list is closed, the HA will not maintain a list of individuals who wish to be notified when the waiting list is re-opened.

### **3. Determining if the Waiting List may be Closed**

- a) Closing of Application Taking:

The HA will make known to the public through publication in a newspaper of general circulation, minority media, or other suitable means that applications for public housing units are being suspended. To reach persons who cannot read the newspapers, the HA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.
- b) Opening of Application Taking:

When the HA decides to start taking applications, the waiting list may be opened by bedroom size. The HA will make known to the public through publication in a newspaper of general circulation, minority media, or other suitable means the availability and nature of housing assistance for eligible families. The notice must contain the following:

  - The date applications will be accepted and the location where applications can be completed. If the HA anticipates suspending the taking of applications after a period of time, the closing date must be published;
  - Advise families that applications will be taken at the designated office;
  - Briefly describe the public housing program;
  - State that applicants for public housing must specifically apply for the public housing units and those applicants for public housing may also apply for to the Section 8 program, if applicable, and they will not lose their place on the public housing waiting list if they also apply for Section 8 assistance. For this to be applicable the HA must have a Section 8 program and be accepting applications for Section 8 assistance; and

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- To reach persons who cannot read the newspapers, the HA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.

**NOTE:** The closing date for taking applications may be determined administratively at the same time that the HA determines when to open enrollment. The open enrollment period shall be long enough to allow sufficient applicants that will be required in the next 12 months because of the projected turnover and the number of public housing vacancies.

#### **4. Updating the Waiting List:**

At least once a year the HA will update each waiting list by contacting all applicants in writing, or by the method designated at initial application by applicants with disabilities. Written communications will be sent by first class mail to the most current address supplied by the applicant. This is in addition to ongoing purging through the offering of units. (Offer letter must state that failure to respond will result in removal from the waiting list).

**NOTE:** If no response is received by the due date, the HA will withdraw the name of an applicant from the waiting list. Mail returned undeliverable by the post office will be retained unopened by the HA in the applicant file.

At the time of initial intake, the HA will advise families that they must notify the HA, in writing, when their circumstances, mailing address or phone number(s) change.

#### **D. The Preference System:**

##### **1. Establishment of Preferences for the Waiting List**

Preferences establish the order of placement on the waiting list, and will only be granted to applicants who are otherwise qualified and who at the time of the unit offer (prior to execution of lease) meet the definitions of the preferences described below (Preference 1 = highest priority; Preference 7 = lowest priority). At the time of application, initial determinations of an applicant's entitlement to a preference may be made on the basis of an applicant's certification of their qualification for that preference. Before selection is made, this qualification must be verified and every applicant must still meet the HA's Selection Criteria before being offered a unit. The HA will not relax eligibility or screening criteria to admit otherwise unqualified applicants.

**\*\*Note: Income targeting requirements shall take precedence over all Preferences.**

##### **2. Waiting List Preferences:**

###### **Preference 1: Natural Disaster (PH Resident)**

This selection preference is for a public housing family or individual in

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the City of Bessemer or another jurisdiction, affected by a federal and/or state natural disaster.

### **Preference 2: Natural Disaster (Non PH Resident)**

This selection preference is for all other families or individuals affected by a federal and/or state declared natural disaster.

### **Preference 3: Displaced**

This selection preference is for individuals or families displaced by government action (i.e. required to move by level of government: federal, state or local), refugees as defined by federal law; and individuals (**within the City limits of Bessemer, Alabama**) displaced due to the inaccessibility of a unit including fire/flood or other casualty to the unit; and /or HUD disposition of a HUD multi-family project, or individuals displaced by domestic violence.

### **Preference 4: Veterans**

This selection preference is an individual who has served on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, but for not less than ninety days active service, and is no longer on active duty. Persons who have served in the National Guard or Military Reserves are classified as veterans only if they have been called or ordered to active duty.

The veteran preference shall include the spouse, surviving spouse, dependent parent or dependant child of a veteran, and the divorced spouse of a veteran who is legal guardian of a child of the veteran.

Applicants claiming this preference will be required to provide U.S. Government documents which indicates that the applicant qualifies under the above definition.

**NOTE: To qualify as a surviving spouse the applicant must have been married at the time of veteran's death and never remarried.**

### **Preference 5: Working Full-Time**

To qualify for this selection preference, the head-of-household, spouse, or sole member of the family must work for wages, commissions, or other consideration of value and demonstrate full-time employment (32 hours or more per week) at the time of application and at the time of unit offer. It must be apparent that the full time employment is of a continuous, as opposed to a temporary nature, and the applicant must anticipate such continuous employment after the date of placement. Seasonal full-time employment such as that of school support personnel shall be eligible for this preference if the break in continuous employment is a result of the academic school calendar.

Unemployed workers shall be eligible for this preference only if the person is currently receiving unemployment benefits. To be eligible for unemployment benefits, the person must have worked and earned wages in at least 2 quarters of their

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qualifying base period. The qualifying base period shall be the first 4 quarters (12 months) of the last 5 completed quarters from the date the claim was filed. For example, if the claim was filed effective 10/5/08, the qualifying base period would be the 12 month period beginning 7/1/07 and ending 6/30/08.

The total of the qualifying base period earnings must equal or exceed 1 and ½ times the highest quarter earnings. The average of the two highest quarters must equal or exceed \$1,157.01.

**NOTE:**A head-of household, spouse or sole member aged 62 or older, or a person with disabilities is eligible for this preference.

### **Preference 6: Working Part-Time**

To qualify for this preference, the head-of-household, spouse, or sole member of the family must work for wages, commissions, or other consideration of value, and demonstrate part-time employment (20 hours to 31 hours per week) at the time of application and at the time of unit offer. It must be apparent that the part-time employment is of a continuous, as opposed to a temporary nature, and the applicant must anticipate such continuous employment after the date of placement. Seasonal part-time employment such as that of school support personnel, shall be eligible for this preference if the break in continuous employment is a result of the academic school calendar.

### **Preference 7: Job Training and Other Certified Development Programs**

To qualify for this preference, the head-of-household, spouse, or sole member of the family must be participating in an education or employment program funded by HUD, the Workforce Investment Board, or any other federal, state, or local organization whose primary purpose is to prepare low and very low income individuals for economic independence or family self-sufficiency. Such participation must be for a minimum of twenty (20) hours per week, and must be verified in writing by the program provider.

Additionally, the BHA may, from time to time, certify other programming that may qualify for this preference.

**NOTE:**Applications will be reviewed and placed in consecutive order by each preference category, date/time stamped, and assigned accordingly. If an applicant qualifies for more than one preference, the applicant will be placed in the highest preference category on the waiting list.

### **3. Special Circumstance Preferences:**

These preferences apply only to specific units:

- For one bedroom/efficiency units; elderly, disabled families and displaced persons over single persons.
- The HA has designated **Thompson Manor** as an elderly-only development in accordance with HUD regulations, and will only offer available units for occupancy to elderly and disabled families 62 years of age or older.

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- The HA has designated specific buildings in the **Southside Homes** development for occupancy by elderly, near-elderly and disabled families only.

#### **4. Factors other than Preferences:**

Before applying its preference system, the HA will match the characteristics of the available unit to the applicants available on the waiting list. Unit sizes, accessibility features, or type of project limit the admission of families to households whose characteristics match the vacant unit available. By matching unit and family characteristics, families lower on the waiting list may receive an offer of housing before families with an earlier date and time of application or families with a higher preference (e.g. the next unit available is an accessible unit and the only applicant family needing such features is in the non-preference pool, i.e. having no preference). Factors other than the preference system that affect applicant selection are described below:

- a) When selecting a family for a unit with accessible features, the HA will give a preference to families that include persons with disabilities who can benefit from the unit's features. First preference will be given to existing resident families seeking a transfer and second preference will be given to applicant families. If no family needing accessible features can be found for a unit with such features, the HA will house a family not needing the unit features, but a non-disabled family in an accessible unit will be required to move so that a family needing the unit features can take advantage of the unit.
- b) When selecting a single person at a mixed population development, elderly, disabled, or displaced single persons have priority over other singles. Single applicants who are not elderly, disabled, or displaced can only be admitted after all elderly or disabled families or single displaced persons have been offered units.

**NOTE:** Preferences will be granted to applicants who are otherwise qualified and who, at the time of the unit offer (prior to execution of a lease); meet the definitions of the preferences described below. The HA will not hold units vacant for applicants with preferences, nor will it relax eligibility or screening criteria to admit otherwise unqualified applicants with preferences.

#### **5. Administration and Verification of the Preferences:**

- a) Depending on the time an applicant may have to remain on the waiting list, the HA will either verify preferences at the time of application (when the waiting list is short or nonexistent) or require that applicants certify to their qualification for a preference at the time of application (when the wait for admission exceeds four months). Verifying preferences is one of the earliest steps in processing applicants for admission. Preference verifications shall be no more than 120 days old at the time of certification.
- b) The HA may use a pre-application to obtain the family's certification that it qualifies for a preference. The family will be advised to notify the HA of any change that may affect their ability to qualify for a preference.



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- c) Applicants that are otherwise eligible and self-certified as qualifying for a preference will be placed on the waiting list in the appropriate applicant pool.
- d) Applicants that self-certify to a preference at the time of pre-application and cannot verify current preference status at the time of certification will be moved into the non-preference category, and to a lower position on the waiting list based on date and time of application, if applicable.

### **6. Changes in Preference Status While on the Waiting List**

Families on the waiting list who did not qualify for a preference when they applied may experience a change in circumstances that later qualifies them for a preference. The reverse may also occur. In such circumstances, the family should contact the HA so that their status may be recertified or re-verified. If preference status changes, applicants retain their original date and time of application or application number.

If the HA determines that the family does now qualify for a preference, they would be moved up on the waiting list in accordance with their preference, and their date and time of application, and would be informed in writing of how the change in status has affected their position on the waiting list.

### **7. Notice and Opportunity for a Meeting:**

If the HA determines that an applicant does not meet the criteria for a preference, the HA must promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the HA's designee to review it. If requested within the time given in the notice the meeting must be conducted by a person or persons designated by the HA. The person designated by the HA to conduct the informal hearing shall be an impartial person appointed by the HA other than a person who made the approval of the HA's action under review or a subordinate of such person. The procedures specified in this section must be carried out in accordance with HUD's requirements. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, age, religion, sex, disability, familial status, and national origin.

**NOTE:**The HA grievance procedure applies only to residents. It does NOT apply to applicants.

## **E. Processing Applications for Admission:**

### **1. How to Apply:**

Families wishing to apply for Public Housing shall complete an application for public housing assistance. Applications may be made in person during specified dates and business hours posted at the HA's office(s) at the following location 1515 Fairfax Avenue, Bessemer, Alabama.

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- Completed applications will be accepted for all applicants and the information will be verified by the HA.
- The application must be dated, time-stamped, and referred to the appropriate HA's office where resident selection and assignment is processed.
- Individuals who have a physical impairment which would prevent them from completing an application in person may call the HA to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is no longer required as these services are available through the telephone service provider. If the applicant is visually impaired, all notices must be in a format understandable by applicant.

### 2. Interviews and Verification Process:

As applicants approach the top of the waiting list, they will be contacted by first class mail or telephone to schedule an interview to complete the application process if needed. Applicants who fail to attend their scheduled interview or fail to reply to the letter will have their applications withdrawn, subject to reasonable accommodations for people with disabilities.

The following items (MUST) be verified to determine qualification for admission to the HA's housing program:

- a) Family type (elderly/disabled/near elderly /non-elderly); May be verified by examination of: birth certificate, driver's license or other government ID card with photo, marriage license, Social Security and SSI verification, licensed doctor statement, or other similar document.
- b) Verification of family composition is verification of the members who will live in the unit which meet the definition of a family defined in this policy.
- c) Annual Income:  
Income verification will be conducted in the chronological order listed below: Each step must be documented prior to proceeding to use the next option. The specified order listed below must be followed:

Step	Action
<b>1st</b>	Up front income verification (UIV) (Ex: Work Number, Credit Bureau). If desired information is NOT obtained go to next step.
<b>2nd</b>	Third party written verification. Send standard income verification to income source(s). May be sent by mail or fax. <b>Note: If a desirable response is not received in a timely manner a 2nd letter may be sent but not required in all cases.</b> If desired information is NOT obtained go to next step.
<b>3rd</b>	Third Party oral verification (documented to file). This could be via phone or interview by staff. A written record of this contact should be prepared by the HA that includes: date/time of contact, name and source of information, the HA staff person, summary of information provided, and the reason for using oral verification. If desired information is NOT obtained go to next step.
<b>4th</b>	Document Review: Resident file documentation may include a record of

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	<p>documentation reviewed by the HA staff which supports the family's statement. If possible, original copies (not photocopies) of supporting documents should be reviewed, though the HA should photocopy the document(s) (unless prohibited by law) and place in the applicant's file. The HA staff reviewing the document(s) should prepare a summary of the information and sign/date this summary. This summary should include the reason for using document review as verification and again, if possible, the HA should follow-up with a third party to obtain written verification later.</p> <p>If desired information is NOT obtained go to next step.</p>
<b>5th</b>	<p>Family Declaration or Certification: When all other forms of verification are impossible to obtain, the HA can obtain a notarized statement or signed affidavit from the family, attesting to the accuracy of the information provided. The applicant's file should clearly document why other forms of verification were impossible to obtain. Please note that this type of documentation should rarely be used and should not be used merely for the convenience of the applicant or the HA, or where the applicant cannot provide the necessary information.</p> <p>Note: May require re-verification in less than 12 months.</p>

- d) Assets and Asset Income;
  - e) Social Security and SSI;
    - Request that the applicant provide a copy of their SS or SSI benefit letter, dated within the last 60-days. If the applicant does not have a current letter, assist the applicant in requesting the benefit letter from the SSA website. [www.socialsecurity.gov](http://www.socialsecurity.gov)
  - f) Deductions from Income;
  - g) Preferences;
  - h) Social Security Numbers (SSN) of all Family Members; Families are required to provide SSN's for all family members prior to admission. All members of the family defined above must provide an original valid social security card.
    - Current family members without a copy of the social security card in the tenant file must provide an original valid card by the next annual recertification.
    - Prior to being added to the lease (newborns/adoptions/etc.) the head-of-house must provide an original valid card.
  - i) Applicant Screening Information; and the HA documented direct knowledge or 3rd party
  - j) Citizenship or eligible immigration status. Citizens are permitted to certify to their status. Eligible Immigration status will be verified with INS.
2. Applicants reporting zero income will be asked to complete a family expense form to document how much they spend on: food, transportation, health care, child care, debts, household items, etc. and what the source of income is for these expenses.
  3. The HA's applications for admission to public housing shall indicate for each application the date and time of receipt; applicant's race and ethnicity; determination by the HA as to eligibility of the applicant; when eligible, the unit size(s) for which

## Admission and Continued Occupancy Policy

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eligible; preference, if any. The date, location, identification, and circumstances of each vacancy offered and accepted or rejected must be maintained.

### **F. Screening Applicants for Admission:**

#### **1. HUD Regulations**

All applicants shall be screened in accordance with HUD's regulations and sound management practices. During screening, the HA will require applicants to demonstrate ability to comply with essential provisions of the lease. The HA will ask if the Applicant requires any special accommodations or presence of a third party to help them with the application process and tenancy.

#### **2. Complying with essential lease requirements:**

- a) Applicant ability and willingness to comply with the essential lease requirements will be checked and documented in accordance with this policy. Applicant screening shall assess the conduct of the applicant and other family members listed on the application, in present and prior housing. Any costs incurred to complete the application process and screening will be paid by the HA.
- b) The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:
  - Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare;
  - Adversely affect the physical environment or financial stability of the project;
  - Violate the terms and conditions of the lease;
  - Require services from the HA staff that would alter the fundamental nature of the HA's program.
- c) The HA will conduct a detailed interview of all applicants using an interview checklist as a part of the screening procedures. The form will ask questions based on the essential elements of tenancy. Answers will be subject to third party verification.
- d) The HA will complete a credit check and a rental history check on all applicants.
- e) Payment of funds owed to any HA or any other federally subsidized housing program is part of the screening evaluation. Outstanding balances will result in the rejection of the application.

**NOTE:** Applicants that owe a HA or any other federally subsidized program funds will not be processed for occupancy. The applicant must pay the funds owed prior to the application being processed. After the application is processed, the applicant must meet all other conditions for occupancy. Re-paying funds that are due, do not necessarily qualify an applicant for occupancy. Such payments will be considered along with other factors in the application process. Any money owed to a HA which has been discharged by bankruptcy shall not be considered in making this determination.

- f) The HA will complete a criminal background check on all adult applicants or any

## Admission and Continued Occupancy Policy

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member for whom criminal records are available. Before the HA rejects an applicant on the basis of criminal history, the HA must notify the household of the proposed rejection and proceed under the provisions of the Criminal Records Management Policy.

- g) If any screening activity suggests that an applicant household member may be currently engaged in illegal use of drugs, the HA may seek information from a drug abuse treatment facility or local law enforcement agency to determine whether the facility or agency has reasonable cause to believe the household member is currently engaging in illegal drug use.
  - h) The HA may complete a home visit on all applicants that have passed criminal history screening and have incomplete or questionable landlord references to determine if the applicant(s) housekeeping would create health or sanitation problems. Staff completing the home visit will consider whether the conditions they observe are the result of the applicant(s) treatment of the unit or are caused by the unit's overall substandard condition.
  - i) Housekeeping criteria to be checked shall include, but not be limited to:
    - Conditions in living room, kitchen (food preparation and clean-up), bathroom, bedrooms, entrance-ways, halls, and yard (if applicable);
    - Cleanliness in each room; and
    - General care of appliances, fixtures, windows, doors and cabinets.
- Other: The HA lease compliance criteria will also be checked, such as:
- Evidence of destruction of property;
  - Unauthorized occupants;
  - Evidence of criminal activity; and
  - Conditions inconsistent with application information.

**NOTE:**All applicants shall have at least a two-day advance written notice of home visits.

- j) All applicants will be required to attend and complete the HA's Pre-Occupancy Orientation.
- k) The HA's examination of relevant information respecting past and current habits or practices will include, but is not limited to, an assessment of the applicant family's adult members:
  - Past performance in meeting financial obligations, especially rent and utility bills.
  - Record of disturbance of neighbors (sufficient to warrant a police call) destruction of property, or living or housekeeping habits that may adversely affect the health, safety, or welfare of other residents or neighbors.
  - History of criminal activity on the part of any applicant family member involving crimes of physical violence to persons or property or other criminal acts including drug-related criminal activity that could adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or development.

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**NOTE:**The HA may require an applicant to exclude a household member in order to be admitted if that household member has participated in or been culpable for criminal actions that warrant rejection.

- A record of eviction from housing or involuntary termination from residential programs (taking into account date and circumstances).
  - An applicant(s) ability and willingness to comply with the terms of the HA's lease.
- l) The HA is required to reject the applications of certain applicants for criminal activity or drug abuse by household members:
- The HA shall reject the application of any applicant for *three* years from the date of eviction if any household member has been evicted from any federally assisted housing for drug-related criminal activity. However, the HA may admit the household if the HA determines that:
    - The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the HA, or
    - The circumstances leading to the eviction no longer exist (for example, the criminal household member has died or is imprisoned).
  - The HA is required to reject the application of a household if the HA determines that:
    - Any household member is currently engaging in illegal use of a drug; or
    - The HA has reasonable cause to believe that a household member's illegal use or pattern of illegal use of a drug may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
    - Any household member has ever been convicted of manufacture or production of methamphetamine on the premises of any federally assisted housing;
    - Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program; or
    - Any member of the household's abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents

**NOTE:**The above list is not intended to be all-inclusive. Applicants may be denied admission if the HA has reason to believe that the conduct of the applicant has been such as would be likely to interfere with other residents in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare or to affect adversely the physical environment or the financial stability of the project if the applicant were admitted to the project.

- m) An applicant's intentional misrepresentation of information related to eligibility, preference for admission, housing history, allowances, family composition, or rent will result in rejection. In the event the misrepresentation is discovered after

## Admission and Continued Occupancy Policy

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admission, the lease will be terminated for such misrepresentation. Unintentional mistakes that do not confer any advantage to the applicant will not be considered misrepresentations.

- n) Applicants must be able to demonstrate the ability and willingness to comply with the terms of the HA's lease, either alone or with assistance that they can demonstrate they will have at the time of admission. Availability of assistance is subject to verification by the HA.
- o) Have previously been evicted from public housing, including having moved from the HA as a result of their lease being terminated by the HA.
- p) Committed acts, which would constitute fraud in connection with any federally, assisted housing program.
- q) Did not provide information required within the time frame specified during the application process.
- r) During the interview process, the applicant demonstrates hostile behavior that indicates that the prospective applicant may be a threat to our public housing residents.
- s) The applicant and all adults must sign a release allowing the HA to request a copy of a police report from the National Crime Information Center, police department or other law enforcement agencies. If the HA uses the information to deny or terminate assistance the HA must provide a copy of the information used in accordance with Criminal Records Management Policy.
- t) If the applicant is a former Public Housing or Section 8 participant who vacated the unit in violation of his lease, the applicant may be declared ineligible.

### **3. Screening applicants who claim mitigating circumstances:**

- a) If negative information is received about an applicant, the HA shall consider the time, nature, and extent of the applicant's conduct and other factors that might indicate a reasonable probability of favorable future conduct. To be considered, mitigating circumstances must be verifiable.
- b) Mitigating circumstances are facts relating to the applicant's negative rental history or behavior, that, when verified, indicate the reason for the unsuitable rental history and/or behavior; and that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, AND applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances would overcome or outweigh information already gathered in the screening process.
- c) If the applicant asserts that mitigating circumstances relate to a change in disability, medical condition or treatment, the HA shall refer such information to persons qualified to evaluate the evidence and verify the mitigating circumstance. The HA shall also have the right to request further information to verify the mitigating circumstance, even if such information is of a medically confidential nature. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation.
- d) Examples of mitigating circumstances might include:
  - Evidence of successful rehabilitation;

## Admission and Continued Occupancy Policy

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- Evidence of the applicant family's participation in social service or other appropriate counseling service; or
  - Evidence of successful and sustained modification of previous disqualifying behavior.
- e) Consideration of mitigating circumstances does not guarantee that applicant will qualify for admission. The HA will consider such circumstances in light of:
- The applicant's ability to verify the mitigating circumstances and prospects for improved future behavior;
  - The applicant's overall performance with respect to all the screening requirements; and
  - The nature and seriousness of any criminal activity, especially drug related criminal activity that appears in the applicant's record.

#### 4. Qualified and Unqualified Applicants:

- a) Verified information will be analyzed and a determination made with respect to:
- Eligibility of the applicant as a family;
  - Eligibility of the applicant with respect to income limits for admission;
  - Eligibility of the applicant with respect to citizenship or eligible immigration status;
  - Unit size required for and selected by the family;
  - Preference category (if any) to which the family is entitled; and
  - Qualification of the applicant with respect to the Selection Criteria.
- b) Qualified (DETERMINED TO BE ELIGIBLE):  
Families will be notified by the HA of the approximate time frame of admission insofar as that date can be determined; however the time frame stated by the HA is an estimate and does not guarantee that applicants can expect to be housed by that date.
- c) Denied (DETERMINED TO BE INELIGIBLE):  
Generally, applicants may be denied admission to Public Housing for the following time frames, which shall begin on the date of application, unless otherwise provided for herein below:
- 1) Denied admission for **one year** for the following:
- Past rental record,
  - Bad rent paying habits,
  - Bad housekeeping habits, in and outside the unit,
  - Damages,
  - Disturbances,
  - Live-ins,
  - Demonstration of hostile behavior during the interview process that indicates that the applicant may be a threat to staff or residents,
  - Being evicted from a HA, including having moved from a HA as a result of their lease being terminated by the HA for reasons other than as listed below (beginning on the date of such eviction),
  - Having other federally subsidized housing assistance terminated for reasons other than as listed below (beginning on the date of such eviction).



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- 2) Denied admission for three years for the following:
  - Persons evicted from public housing, Indian Housing, Section 8, or Section 23 programs because of drug-related criminal activity (except drug trafficking) are ineligible for admission to public housing for a three year period beginning on the date of such eviction.
  - The HA can waive this requirement if the person demonstrates to the HA's satisfaction successful completion of a rehabilitation program approved by the HA, or the circumstances leading to the eviction no longer exist.
  - Drug use without evidence of rehabilitation.
- 3) Denied admission for five years for the following:
  - Fraud: Giving false information on the application or during an interview is considered fraud. Applicants must disclose criminal history on the application. If the criminal background check reveals convictions not reported on the application, the application will be denied.
  - An arrest or conviction record that indicates that the applicant may be a threat and/or negative influence on other residents. The five years shall begin on the date of the last reported act, completion of sentence and/or probation period. (Whichever is later).
- 4) Denied admission for 10 years for the following:
  - Conviction for drug trafficking.
- 5) Denied admission for life to any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.
- 6) Denied admission for life to any applicant who has been convicted of manufacturing or producing methamphetamine (commonly referred to as "speed") on the premises of a public housing project. Premises are defined as the building or complex in which the dwelling unit is located, including common areas and grounds.

**NOTE:** These time frames (with the exception of 5 & 6) are only guidelines and the HA may deny admission to any individual whose behavior may adversely affect the health, safety or welfare of other residents or may admit persons who exhibit evidence of rehabilitation.

d) Notice to Deny Applicants:

Unqualified applicants will be promptly notified by a Notice of Rejection from the HA, stating the basis for such determination and offering an opportunity for informal hearing (see Procedure for Informal Hearing for Rejected Applicants). The denial letter will allow the applicant 10 calendar days to request an informal meeting (verbal and/or in writing) with the HA. A HA representative will hear the appeal and issue a decision within 10 calendar days of the meeting. Informal hearings for applicants are different from the resident grievance process. Applicants are not entitled to use of the resident grievance process.

# Admission and Continued Occupancy Policy

## G. Occupancy Guidelines:

### 1. Guidelines:

The following guidelines shall determine the number of bedrooms required to accommodate each family without overcrowding or over-housing. These guidelines may be waived only when necessary to achieve or maintain full occupancy and after every effort has been made to stimulate applications from families appropriate to the existing vacancies. Families may be assigned improper sized units, with the written agreement, that they must transfer to the appropriate size unit when instructed to do so by the HA. Otherwise, the following occupancy standards shall apply:

#### Suggested Guidelines

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0 Br	1	1
1 Br	1	2
2 Br	2	4
3 Br	3	6
4 Br	4	8
5 Br	5	10
6 Br	6	12

The following principles govern the size of unit for which a family will qualify. Generally, two people are expected to share each bedroom, except that units will be so assigned that:

- a) It will not be necessary for adults of different generations or opposite sex, other than husband and wife, to occupy the same bedroom, although they may do so at the request of the family.
- b) Exceptions to the largest permissible unit size may be made in case of reasonable accommodations for a person with disabilities. In the case of chronic illness, or other physical infirmity, a deviation from the occupancy guidelines, as presented above, is permissible when justified with evidence and documentation from a licensed physician.
- c) Two children of the opposite sex over the age of six years will not be required to share a bedroom, although they may do so at the request of the family.
- d) An unborn child will not be counted as a person in determining unit size. At the option of the HA, an infant, up to the age of two years, may share a bedroom with its parent(s). A single pregnant woman will be assigned to a one-bedroom unit.
- e) The HA will count a child who is temporarily away from the home because the child has been placed in foster care for six months or less, is away at school or other situations that can be documented.
- f) A single head of household parent shall not be required to share a bedroom with his/her child over the age of two years, although they may do so at the request of the family.
- g) A live-in attendant may be assigned a bedroom. Single elderly or disabled residents with live-in attendants will be assigned two bedroom units.

## Admission and Continued Occupancy Policy

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- h) Efficiency apartments will be occupied first by persons who prefer efficiencies to one bedroom units. Once applicants who prefer efficiencies have been housed, single individuals applying to mixed population buildings who wish to live in one bedroom units (rather than efficiencies) will be offered a unit based on their position on the waiting list to determine whether they will be offered a one bedroom or efficiency.

### 2. The general HUD standard:

Two persons per bedroom will be the standard for the smallest unit a family may be offered.

**NOTE:** Individual housing units with very small or very large bedrooms or other specific situations that inhibit or encourage lower or higher levels of occupancy may be permitted to establish lower or higher occupancy levels so long as the occupancy levels will not discriminate on the basis of familial status. The largest unit size that a family may be offered would provide no more than one bedroom per family member, taking into account family size and composition.

**NOTE:** Exceptions may be made to allow for full utilization of all bedroom sizes. Family will be required to sign an acknowledgment that they will be required to move to the proper size unit if their unit is needed to house a family requiring the larger unit.

### 3. Family Options:

If a family opts for a smaller unit size than would normally be assigned under the unit size standard (because, for example, the list is moving faster) the family will be required to sign a statement agreeing to occupy the unit assigned at their request until their family size, or circumstances (other than age of family members) change.

**NOTE:** When a family is actually offered a unit, if they no longer qualify for the unit size where they were listed, they will be moved to the appropriate waiting list, retaining their preferences and date and time of application. This may mean that they may have to wait longer for a unit offer.

## VII. TENANT SELECTION AND ASSIGNMENT PLAN

Check One	This HA maintains the checked waiting list method
<input checked="" type="checkbox"/>	Community-wide Waiting List
<input type="checkbox"/>	Site-based Waiting Lists

# Admission and Continued Occupancy Policy

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## A. Organizing the Waiting List

### 1. Community-wide Waiting List:

It is the HA's policy that each applicant shall be assigned his/her appropriate place on a single community-wide waiting list in sequence based upon:

- Type and size of unit needed (e.g. general occupancy building, accessible or non-accessible unit, number of bedrooms);
- Applicant preference or priority, and
- Date and time the application is received.

**NOTE:** The HA will maintain its waiting list in the form that records the type and size of unit needed, each applicant's priority/preference status, the date and time of application, and the race and ethnicity of the family head.

## B. Making Unit Offers to Applicants

**NOTE:** The HA shall be responsible for keeping accurate records evidencing: eligibility status on waiting list, position on waiting list, offers made, and offers rejected (reason), and date housed. *To meet this requirement, the HA shall keep a printed copy of the waiting list each time it is reordered, unless a historical electronic copy can be produced..*

1. To assure equal opportunity and nondiscrimination on grounds of race, color, sex, religion, national origin, disability, or familial status in this policy, a three offer system will be used to make unit offers.
  - After applications are sorted by bedroom size, preferences, and date and time, the first qualified applicant in sequence on the waiting list is made one offer of a unit of appropriate size and type.
  - The applicant may be contacted via telephone, but shall also be sent an offer letter by first class mail to the applicant's last know address (or the method of communication designed by an applicant with disabilities) asking the applicant to respond within 5 business days.
  - If applicant refuses the first offer, the refusal will be documented, and the applicant will retain their current position on the waiting list.
  - If the applicant refuses the 2<sup>nd</sup> offer, the date and time of their application will be changed to the date and time of the refusal. The applicant will then lose their preference status and will be moved to the bottom of the entire waiting list. The applicant will receive a third and final offer when their name reaches the top of the waiting list.
  - When the applicant's name reaches the top of the waiting list, the applicant must accept the 3<sup>rd</sup> vacancy offered within five business days of the date the offer is communicated or be removed from the waiting list.
2. If two applicants need the same type and size of unit and have the same preference status, the applicant with the earlier date and time of application will receive the offer.

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3. In the selection of a family for a unit with accessible features, the HA will give preference to families that include a person with disabilities who can benefit from the unit features.

If more than one unit of the appropriate size and type is available, the first unit to be offered will be the unit that is anticipated to be ready for move-in first. If two units are anticipated to be ready for move-in on the same day, the first unit to be offered will be the unit that became vacant first.

4. The provisions of the deconcentration rule, contained within this policy, shall supersede the selection of applicants based on date and time and preference priority, and allow the HA to skip families on the waiting list to accomplish this goal.

**NOTE:** For every fiscal year, each HA shall reserve a percentage of its new admissions for families whose incomes do not exceed 30% of the area median income. The goal for public housing shall be 40% of new admissions. In reaching the new admissions goals, the HA is required to avoid concentrating very low-income families in projects and must comply with the Deconcentration Policy.

**EXPLANATION:** The purpose of the Deconcentration Policy is to maintain a resident body in each development composed of families with a broad range of income and rent paying ability which is generally representative of the range of incomes of low income families in the HA's area of operation as defined by state law.

### **C. Removing Applicant Names from the Waiting List:**

To ensure vacant units are filled in a timely manner, the HA needs a waiting list that is accurate. While each applicant must keep the HA apprized of changes in address, phone number, income or other circumstances, no applicant shall be removed from the waiting list except when one of the following situations occurs:

1. The applicant receives and accepts an offer of housing;
2. The applicant requests in writing that his/her name be removed from the waiting list;
3. The applicant is rejected, either because he/she is ineligible for public housing at the time of reexamination, or because he/she fails to meet the applicant selection criteria; or
4. The application is withdrawn because the HA attempted to contact the applicant and was unable to do so. In attempting to contact an applicant, the following methods shall be undertaken before an application may be withdrawn:
  - The applicant will be sent an offer letter by first class mail to the applicant's last known address, asking the applicant to contact the HA within five business days, or;
  - The applicant will be sent a letter of continued interest by first class mail to the applicant's last known address, asking the applicant to contact the HA within five business days, or;

## Admission and Continued Occupancy Policy

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**NOTE:** If an applicant contacts the HA as required within any of the deadlines stated above, he/she shall be housed or retained on the waiting list.

5. Persons who fail to respond to the HA attempts to contact them because of verified situations related to a disability shall be entitled to a reasonable accommodation. In such circumstances the HA shall reinstate these individuals to their former waiting list positions.
6. Families whose applications are withdrawn or rejected must reapply for housing only when the waiting list is open. Families whose applications were rejected may not reapply for 12 months.

### **D. Leasing Accessible Units:**

1. Before offering a vacant accessible unit to a non-disabled applicant, the HA will offer such units:
  - First, to a current public housing resident having a disability that requires the special features of the vacant unit.
  - Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.
2. When offering an accessible/adaptable unit to a non-disabled applicant, the HA will require the applicant to agree to move to an available non-accessible unit within 30-days when a current resident or an applicant with a disability needs the unit. This requirement is also reflected in the lease signed with the applicant.

### **E. Administering the Applicant and Transfer Waiting Lists:**

Check One	The HA must select one of the following methods
<input checked="" type="checkbox"/>	Applications for admissions including initial intake, waiting list management, and screening, will be made at the BHA Central Office only. Requests for transfers, including waiting list management of existing residents, will be processed by Property Managers. All admissions and transfer offers will be made by Property Managers.
<input type="checkbox"/>	Applications for admission and transfer will be processed at the property level. Offers may be made in person, in writing or by phone.

### **F. Transfers:**

Some transfers take priority over new admissions. See IX.

## **VIII. LEASING POLICIES**

### **A. General Leasing Policy:**

1. All units must be occupied pursuant to a lease that complies with HUD's regulations.

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2. At a minimum the lease shall be signed by the head, spouse and a representative of the HA, prior to actual admission.
3. If a resident transfers from one HA unit to another, a new lease will be executed for the dwelling into which the family moves.
4. If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either:
  - a) A new lease agreement will be executed,
  - b) A Notice of Rent Adjustment (lease addendum) will be provided, or
  - c) A replacement first page to the lease agreement will be executed with the original lease date.

**NOTE:**All new leases and replacement pages are to be dated and signed by the resident(s) and a representative of the HA. Lease addendums provided by the Landlord and mailed to the resident **DO NOT** have to be executed (signed) by the resident.

5. Residents should advise the HA, in advance, if they will be absent from the unit for more than 14 days. The lease requires them to notify the HA by the fifth day of the absence. Residents shall notify the manager, secure the unit and provide a means for the HA to contact the resident in an emergency. Failure to advise the HA of an extended absence is grounds for termination of the lease.

### **B. Showing Units Prior to Leasing:**

1. When offering units, the HA will provide the applicant with the unit address and location of the property. If the offer of a unit is preliminarily accepted by the applicant, the HA will contact the applicant to set up a date to show the unit if desired by the applicant.
2. Once the unit is shown and the applicant accepts the unit and all the HA requirements have been met the lease will be signed by all parties. If the applicant refuses the unit, a signed reason for refusal should be obtained from the applicant.
3. No lease will have an effective date before the unit is ready for occupancy.

### **C. Orientation of Families**

1. **Briefing:** The purpose of the briefing is to cover the occupancy requirements for the resident and the landlord. The head of household and other adult members of the household (18 and over) are required to attend the briefing. The family will not be housed if they have not attended a briefing.

Failure to attend a scheduled briefing (or call to reschedule prior to the briefing) will result in the family's application being withdrawn. The family must re-apply for housing if desired.

2. The prorated rent for the current month and the applicable security deposit or down

## Admission and Continued Occupancy Policy

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payment on the security deposit as required by BHA policy must be paid at the briefing before the lease is signed.

3. The applicant must furnish proof that all tenant supplied utilities are in service in the name of the head of household prior to the lease being signed.
4. The head of household and all adult members of the household (18 and over) are required to watch an orientation file covering the contents of the lease.
5. The head of household and all adult members of the household (18 and over) will have a HA photo ID made.
6. The signing of the required occupancy forms is to be privately handled at the briefing. All members of the household (18 and over), including the head of household and a HA representative are required to sign (execute) the Dwelling Lease prior to admission. One executed copy is to be furnished to the family and the original executed lease shall be retained in the Tenant file.
7. The lease, grievance procedure, and required occupancy forms will be explained at the briefing. The lease will specify the unit to be occupied, family composition, date of admission, the rent to be charged, utility allowances, and the terms and conditions of occupancy. The applicant will be provided with a move-in package containing additional policies, schedules of charges, etc.

If for any reason the family becomes over or under housed, they must be notified that once a unit of the appropriate size is available they will be required to move to the appropriate size unit as outlined in Transfers. The moving date should be within thirty (30) days of the date of the HA's written notification to the affected family. If the HA has more vacancies than families on the waiting list for the unit size of the family that is over housed, the family may remain in the unit until the next scheduled re-exam. However, families that are underhoused should be housed in the appropriate size unit as soon as a unit is made available, but not more than thirty days after notice from the HA.

### **D. Additions to the Household and Visitors:**

1. Only those persons listed on the most recent lease shall be permitted to occupy a dwelling unit.
  - Except for natural births to or adoptions by family members, or court awarded custody, any family seeking to add a new member must request approval in writing before the new member moves in. The family shall notify the HA of all births, adoptions and court awarded custody within ten days of the occurrence.
  - All persons listed on the most recent reexamination form and the lease must use the dwelling unit as their sole domicile.



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2. When a resident requests approval to add a new person to the lease, the HA will conduct pre-admission screening of any proposed new member to determine whether the HA will grant such approval.
3. Examples of situations where the addition of a family or household member is subject to screening are:
  - Resident plans to be married and requests to add the new spouse to the lease;
  - Resident desires to add a new family member to the lease, employ a live-in aide, or take in a foster child(ren);
  - A unit is occupied by a remaining family member(s) under age 18 (who is not an emancipated minor) and an adult who is not a part of the original household, requests permission to take over as the head of the household.
  - See item 9 below for adding a minor using a Power of Attorney.
4. Residents who fail to notify the HA of additions to the household or who permit persons to join the household without undergoing screening are in violation of the lease. Persons added without the HA's approval will be considered unauthorized occupants and the entire household will be subject to eviction.
5. Visitors may be permitted in a dwelling unit so long as they have no previous history of behavior on the HA premises that would be a lease violation.
  - Visits of more than 14 days in a calendar year shall be authorized only by the HA with advance documentation of extenuating circumstances.
  - Visitors remaining beyond this period without prior approval of the HA shall be considered unauthorized occupants and the head of the household shall be guilty of a breach of the lease.
6. Boarders, lodgers or others not on the lease shall not be permitted to move in with any family. Violation of this provision is ground for termination of the lease.
7. Residents will not be given permission to allow a former resident of the HA who has been evicted to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease.
8. Family members who move from the dwelling unit shall be removed from the lease.
  - The resident shall report the move out within 10 calendar days of its occurrence.
  - The individual(s) may not be readmitted to the unit and must apply as a new applicant household(s) for placement on the waiting list.
  - Medical hardship or other extenuating circumstances shall be considered by the HA in making determinations under this paragraph.
9. A resident may add a minor to the lease using the “Power of Attorney” provisions of Section 25-2A-7, Code of Alabama 1975. The HA shall require that the resident use the HA form, have the form filed and recorded with the Probate Judge, and return the recorded form to the HA office. The additional person must still meet all criteria of the admissions process and all other provisions of this ACOP shall apply, including the HA’s consideration of whether the unit will still be properly sized, etc. The HA shall verify that the person added to the lease via this method is actually living in the

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unit. The Power of Attorney is good for only one year and must be annually renewed, recorded, etc. (The change to Section 9 is effective October 1, 2009).

### IX. TRANSFER POLICY

#### A. Objectives of the Transfer Policy:

- To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- To facilitate relocation when required for modernization or other management purposes.
- To facilitate relocation of families with inadequate housing accommodations.
- To eliminate vacancy loss and other expense due to unnecessary transfers.

#### B. Types of Transfers:

##### 1. HA Mandated:

The HA may at its discretion transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management. For these types of transfers the HA will cover the cost of the transfer pursuant to HUD schedule of relocation cost.

##### 2. Transfers for Reasons of Health or ADA Reasonable Accommodation:

- a. **HEALTH:** Resident may be transferred when the HA determines that there is a medical need for such transfers. The resident will be required to provide a statement from a medical doctor, which indicates the condition of the resident. The HA may send a request to the doctor for verification to be submitted directly to the HA from the doctor. The HA may also require the resident to be examined by a doctor of the HA's choosing. The HA reserves the right to make its own evaluation of the situation and documentation.
  - i. The resident must pay for all moving expenses.
  - ii. If the HA concludes that there is not a substantial and necessary medical need for a health transfer, the request shall be treated as a convenience transfer under Section IX.B.6.
- b. **ADA REASONABLE ACCOMMODATION:** If a resident requests a transfer as a reasonable accommodation under the American with Disabilities Act (ADA), the HA will request third party verification from the doctor. The HA may also require the resident to be examined by a Doctor of the HA's choosing. The HA will determine whether or not the request is reasonable and whether or not the ADA applies.
  - i. The HA will pay for all reasonable moving expenses pursuant to HUD schedule of relocation cost.

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- ii. If the HA concludes that the ADA does not apply, the HA will determine whether the transfer should be treated as a convenience transfer under IX.B.6. or as a Health transfer under Paragraph a above.
- c. Health/Reasonable Accommodation transfers will not incur a convenience transfer fee.
- d. Prior to approval of Health/Reasonable Accommodation transfers, the resident must be current on all rent, utilities and other charges.
- e. Health/Reasonable Accommodation transfers will be within the resident's original neighborhood unless the appropriate size and type of unit does not exist on the site.

### **3. Other HA Initiated Transfers:**

To correct occupancy standards the HA may transfer residents to the appropriate sized units. Residents are obligated to accept such transfers. Transfers will be made in accordance with the following principles:

- Determination of the correct sized apartment shall be in accordance with the HA's occupancy guidelines.
- Transfers into the appropriate sized unit will be made within the same neighborhood unless that size does not exist on the site.
- The resident must pay for their moving expenses.
- To avoid concentrations of the most economically and socially deprived families. (Moving expenses paid by the HA).
- Incentive transfers are offered to residents who have good rental histories and want to move to units other than those they currently occupy on a non-discriminatory basis.

### **4. Incentive Transfers By HA:**

The HA may occupy recently modernized and scattered site units through incentive transfers. Modernized units will be filled with incentive transfers, new applicants, or a combination of both in a manner that has the least impact on vacant units.

- Incentive transfers are offered to residents who have good rental histories and want to move to units other than those they currently occupy on a non-discriminatory basis.

### **5. Incentive Transfers Requested by the Resident:**

Resident requests for incentive transfers should be made to their Housing Manager. Managers may also recommend a resident for an incentive transfer. To be considered for an incentive transfer, the following conditions must be met:

- Residency in a HA development for at least three years.
- No more than two repayment agreements or unpaid balances at any time in the past two years.
- No history of disturbances that resulted in lease violations or violence toward staff or neighbors as indicated by notices of lease violation in the applicant's file.

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- Good housekeeping record.

**NOTE:**No exceptions will be granted to the good record requirement for incentive transfers. The resident is responsible for the cost of moving.

### **6. Convenience Transfers:**

The Executive Director or his/her designee may at his/her discretion permit a transfer to another housing community or public housing facility for the convenience of the resident. All costs of the transfer shall be borne by the resident. A "Transfer Charge" list is posted in the HA offices for review. The "Transfer Charge" is based on our administrative cost of **\$200** for processing the transfer. The HA updates the transfer charge list as needed and will charge the actual cost of the transfer, which includes the administrative cost, the cost of preparing the unit for re-rental and, if applicable, a penalty for not turning in the keys to the old unit within three days of the transfer. The resident is allowed a period of three days to move and turn in the keys to the old unit without being charged a penalty. If the move takes more than three days, and the keys are not turned in, the resident will be charged **\$20** per day for each additional day. Prior to the transfer, the Landlord will perform an inspection on the current unit to determine the amount of charges the resident will be required to pay as a result of resident-caused damages, if any. All transfer charges must be paid at the time the resident signs his/her lease and receives the keys for the new unit. The Landlord will perform a final inspection with the resident on the unit that the resident transferred from, after the keys are turned in, and a final determination will be made by the HA staff as to additional charges that may be due the HA. For example, the resident may not have cleaned the unit properly and/or damaged the unit during the moving process. If there are any charges that are due the HA because of this inspection, the resident must pay for these damages within 14 days of written notice from the HA. The resident must sign a transfer agreement after the HA has authorized the transfer and prior to the transfer.

**NOTE:** Request for transfers for convenience must be made in writing to the HA at the resident's rental office stating the reason for the requested transfer. The HA will issue a decision within 30 calendar days of receipt of the request and, if approved, provide the resident with a list of the charges that will be the resident's responsibility to pay prior to the transfer.

### **C. Priorities for transfers:**

All transfers must be either for health reasons, for relocation to an appropriate sized unit, approved convenience transfers, or initiated by the HA due to modernization work and/or other good cause as determined by the HA. Priority transfers are listed below:

1. HA mandated and transfers for reasons of health described above are mandatory transfers and take priority over new admissions.
2. Other HA initiated transfers are high priorities; the Executive Director has discretion to determine when these transfers should take precedence over admissions.

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3. Convenience transfers are not a high priority and do not take priority over new admissions.

**NOTE:** Within each priority type, transfers will be ranked by date. In processing transfers requested by residents for approved health reasons or to move to a larger unit the date shall be the date the change in family circumstances are verified by the manager. The HA reserves the right to immediately transfer any family who has misrepresented family circumstances or composition, and the family will be charged the posted rate for convenience transfers. Failure to pay for these charges will result in termination of the dwelling lease.

### **D. Transfer Procedures:**

#### **1. HA Requirements:**

- Prepare a prioritized transfer list, as needed, at re-examination.
- Notify residents by letter of their pending transfer.
- Participate in evaluation of request for transfer based on approved medical reasons.
- Issue final offer of vacant unit as soon as vacant unit is identified.
- Issue notice to transfer as soon as vacant unit is available for occupancy.
- Participate in planning and implementation of special transfer systems for modernization and other similar programs.
- Inspect both units involved in the transfer, charging for any resident damages that are not considered normal wear and tear.

#### **2. Offers:**

Only one offer of an appropriate unit will be made to each resident being transferred within his/her own neighborhood. A resident being transferred outside his own neighborhood will be allowed to refuse **2** offer(s). In the case of a family being transferred from a unit that is uninhabitable, incorrectly sized or scheduled for major repairs, failure to accept the unit offered, or the **2nd** unit offered in the case of a transfer outside the neighborhood, will be grounds for eviction. When a resident declines an offer of a transfer to a single level unit requested by the resident for health reasons, the HA will notify the resident, at that time, that the HA is not obligated to make any subsequent offers. The HA will notify the resident that the HA has discharged its obligations to the resident and he/she will remain in the unit at his/her own risk, and that the HA assumes no liability for the resident's condition.

**NOTE:** Right of HA in transfer policy: The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy shall create a property right or any other type of right for a resident to transfer or refuse transfer.

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### **E. Good Record Requirement for Transfers:**

1. In general, and in all cases of resident requested transfers, residents will be considered for a transfer only if the head of household and any other family members for the past two years:
  - Have not engaged in criminal activity that threatens the health and safety of residents and staff;
  - Do not owe back rent or other charges or evidence a pattern of late payment;
  - Meet reasonable housekeeping standards and have no housekeeping lease violations; and
  - Can get utilities turned on in the name of the head of household (applicable only to properties with resident paid utilities).
2. Exceptions to the good record requirements may be made for emergency transfers or when it is to the HA's advantage. Absent a determination of exception, the following policy applies to transfers:
  - If back rent or other charges are owed, the resident will not be transferred until paid in full.
  - A resident with housekeeping standards violations will not be transferred until he/she demonstrates acceptable housekeeping standards for six months and passes a follow-up housekeeping inspection.

### **X. ELIGIBILITY FOR CONTINUED OCCUPANCY, ANNUAL REEXAMINATIONS, AND REMAINING FAMILY MEMBERS**

#### **A. Eligibility for Continued Occupancy:**

Residents who meet the following criteria will be eligible for continued occupancy:

1. Qualify as a family as defined in the definition section of this policy. For purpose of continued occupancy, remaining family members qualify as a family so long as at least one of them is of legal age to execute a lease. Remaining family members can also include court recognized emancipated minors under age 18.
2. Are in full compliance with the resident obligations and responsibilities as described in the dwelling lease.
3. Whose family members each have Social Security numbers or have examinations on file indicating they have no Social Security number.
4. Who meet HUD standards on citizenship or immigration status or are paying a pro-rated rent.
5. Who comply with the HA's eight hour per month community service requirements.

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## **B. Reexaminations:**

### **1. Regular (Annual) reexaminations:**

The HA shall, at least once a year, re-examine the family composition and incomes of all resident families. For families who choose flat rents, the HA must conduct a reexamination of family composition and community service requirements (WHEN APPLICABLE) at least annually, and must include a reexamination of family income at least once every three years.

- a) Each family will be required to furnish information in Section III (A) of the Dwelling Lease and in the Community Service Policy. Verifications acceptable to the HA shall be obtained and determinations made. In the event of failure or refusal of resident to report the necessary information, the HA may terminate the Lease. This reexamination shall be done at least 30-days and not more than 120-days prior to the anniversary month. The new rent shall take effect on the first day of the anniversary month.
- b) Records shall be maintained to insure every resident is being reexamined within a 12-month period.
- c) Upon completion of reexamination and verification, resident shall be provided reasonable advanced notice (generally assumed to be 30 days), in writing, prior to the effective date of the following: (A copy of such notification is to be retained in the resident's file.)
  - Any change in rent and the date on which it becomes effective.
  - Any change required in the size of dwelling unit occupied.
  - Any instance of misrepresentation or noncompliance with the terms of the Dwelling Lease and the corrective action(s) to be taken.
  - The amount of the resident rent and the amount of the flat rent.
  - In the event of change in resident circumstances resident will be sent a notice to report to the management office at a specified date and time to execute a new first page of the lease.
- d) If this HA determines that the size of the premises is no longer appropriate for resident's needs, the resident may be required to transfer to another unit as outlined in the Transfers Section.

### **2. Special Reexaminations:**

Pre-scheduled extensions of admission or continued occupancy determinations will be considered for the following reasons:

- a) If it is impossible to determine annual family income accurately due to instability of family income and/or family composition, a temporary determination of income and rent is to be made and a special reexamination shall be scheduled for 30, 60, or 90-days, depending on circumstances. The resident shall be notified, in writing, of the date of the special reexamination.
- b) If the family income can be anticipated at the scheduled time, the reexamination shall be completed and appropriate actions taken. If a reasonable anticipation of income cannot be made, another special reexamination shall be prescribed and the same procedure followed as stipulated in the preceding paragraph until a

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reasonable estimate can be made.

- c) Rents determined at special reexaminations shall be made effective as noted in the next section.
- d) **When a family qualifies for an earned income disallowance, the date for their next regular reexamination shall be permanently adjusted to be 12 months following the date that the income disallowance began.**
- e) Families reporting zero income will have their circumstances examined according to the special reexamination section until they have a stable income. Regular or recurring monetary or non-monetary contributions from persons not residing in the dwelling unit for any purpose shall be considered income.

### 3. Procedures:

- 90 to 120 days prior to the anniversary date of lease, the HA will mail the resident a notice and appointment date for reexamination.
- At the time of reexamination, all adult members of the household will be required to complete and sign all applicable forms required by the HA and HUD to determine family composition and income.
- Income, allowances, Social Security numbers, and such other data as is deemed necessary will be verified, and all verified findings will be filed in the resident's folder.
- An EIV report(s) will be generated for each adult family member prior to the reexamination interview.

**NOTE 1:** Compare tenant provided income information (minimum of 6-8 weeks current and consecutive pay stubs/checks) to Enterprise Income Verification (EIV) and if tenant data is within \$200/month or \$2400/year use tenant provided data. If the tenant disputes the EIV data or if the difference is greater than \$200/month or \$2400/year go to step 2.

**NOTE 2:** Document by printing "ICN" page and placing in the tenant file.

**NOTE 3:** If no match is found print the "no match found" message and file with the tenant record.

**NOTE 4:** Printed EIV income reports containing wage and unemployment data must be destroyed no later than two (2) years after the date printed.

- A credit check may be run on each family at reexamination to help detect any unreported income, family members not reported on the lease, etc.
- Verified information will be analyzed and a determination made with respect to:
  - Eligibility of the resident as a family or as the remaining member of a family;
  - Unit size required for the family (using the Occupancy Guidelines); and
  - Rent the family should pay.
- Residents with a history of sporadic or multiple temporary jobs whose reexamination occurs when they are not employed will have income anticipated based on past and anticipated employment when a pattern can be determined. Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of their employment including start and ending dates.



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- Income shall be computed in accordance with the definitions and procedures set forth in Federal regulations and this policy.

### **4. Action Following Reexamination:**

- a) If there is any change in rent,
  - A new lease agreement will be executed,
  - A Notice of Rent Adjustment will be executed, or
  - A replacement first page to lease agreement will be executed.
- b) If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described in this policy and moved to an appropriate unit when one becomes available.

## **XI. INTERIM RENT ADJUSTMENTS**

### **A. Adjusting Rent between Regular Reexaminations**

1. Residents are required to report all changes in income, family composition or status to the HA 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.
2. The HA wishes to encourage families to improve their economic circumstances, so most changes in family income between reexaminations will not result in a rent change.
3. Complete verification of the circumstances applicable to rent adjustments must be documented and approved by the HA.
4. The HA will process interim adjustments in rent as follows:
  - a) Income Change:  
The HA action:
    - Decrease in family income for any reason, except for decrease that lasts fewer than 30-days. The HA will process an interim reduction in rent if the income decrease will last more than 30-days. Decreases 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 family income following the HA granting of interim rent decrease. The HA will process an interim increase for income increases that follow interim rent reductions.
    - Increase in income because a person with income (from any source) joins the household. The HA will process an interim increase.
    - Increase in earned income from existing employment of a current household member. The HA will defer the increase to the next regular reexamination.

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- Increase in income from any new source. The HA 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 HA will defer the increase to the next regular reexamination.
  - Increase in unearned income (e.g. COLA adjustment for social security). The HA will defer the increase to the next regular reexamination.
- b) Resident Misrepresentation:
- The HA will process an interim increase in rent if the resident has misrepresented or failed to report facts upon which rent is based, so the rent the resident is paying is less than it should have been. The HA will apply any increase in rent retroactive to the month following the month in which the misrepresentation occurred, or
  - Based on circumstances the HA may evict.

### **B. Effective Date of Adjustments:**

Residents will be notified in writing of any rent adjustment and the effective date of the action.

1. Rent decreases go into effect the first of the month following the actual date of decrease and/or the date resident reported the decrease, whichever is later. Income decreases reported or verified after the resident accounting cut-off date will be effective the first of the second month with a credit retroactive to the first month.
2. Rent increases (except those due to misrepresentation or late reporting) require reasonable advanced notice (generally assumed to be 30 days) and become effective the first of the second month following the increase in income.\

## **XII. LEASE TERMINATION PROCEDURES**

### **A. General Policy: Lease Termination:**

No resident's lease shall be terminated except in compliance with HUD regulations, the lease terms, and state law.

### **B. Notice Requirements:**

1. No resident shall be given a Notice of Lease Termination without being told by the HA in writing the reason for the termination and the requirements necessary to cure deficiencies if curable.
  - The resident must also be informed of his/her right to request a hearing in accordance with the Grievance Procedure, and be given the opportunity to make such a reply as he/she may wish.
  - Lease terminations for certain actions are not eligible for the Grievance Procedure, specifically: any criminal activity that threatens the health, safety, or

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right to peaceful enjoyment of the premises of other residents or the HA employees; and any drug-related criminal activity.

2. Notices of lease termination shall be in accordance with the lease.

### **C. Record-keeping Requirements:**

A written record of every termination and/or eviction shall be maintained by the HA, and shall contain the following information:

- Name of resident, race, ethnicity and unit number;
- Date of the Notice of Lease Termination and any other state or local notices required, which may be on the same form and run concurrently;
- Specific reason(s) for the Notice(s), with section of the lease violated, and other facts pertinent to the issuing of the Notice(s) described in detail;
- Date and method of notifying resident; and
- Summaries of any conferences held with resident including dates, names of conference participants and conclusions.

## **XIII. UTILITIES**

In some of the HA's developments, residents pay the cost of certain utilities directly to the supplier. At these properties, resident rents are reduced by an allowance for utilities developed by the HA in consultation with the utility supplier.

### **A. Resident-Paid Utilities:**

The following requirements apply to residents living in developments with resident-paid utilities:

1. Each resident will receive a monthly utility allowance that reflects a reasonable amount of utilities for the specific size and type of unit occupied.
2. When a residents' Total Tenant Payment is less than the utility allowance, the HA may pay a utility reimbursement, equal to the difference between one month's total tenant payment and the utility allowance to the resident.
3. It may be suggested to the resident to use a "Budget" plan, which protects the resident from seasonal fluctuations in utility bills and ensures adequate heat in the winter
4. Maintaining utilities is the resident's obligation under the HA's lease. Failure to maintain utilities is grounds for lease termination and eviction.

### **B. Excess Utility Charges:**

Check metered developments or buildings: In buildings that are check metered, residents shall have consumption based utility allowances that reflect the size and type of units and actual equipment provided by the HA. Check meters shall be read by the HA and each resident charged for consumption in excess of the utility allowance.

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### XIV. FLAT RENTS/CEILING RENTS

#### A. Intent and Purpose:

Ceiling rents provide an incentive to remain in public housing to families whose flat rents were reduced to income based rents because of a hardship and whose incomes then increased so that an income based rent is unreasonable for the housing being provided. The ceiling rent is thus in effect only for the portion of the year between the family's interim increase in rent and their next annual reexamination (when they can elect the flat rent).

#### B. Establishing Ceiling Rents:

The HA has established ceiling rents for all dwelling units inventory wide. Ceiling rents for a class of units are based on the size, location or other characteristic that are unit based. The HA may revoke or raise ceiling rents at any time after giving reasonable notice to the affected residents.

#### C. Calculating Ceiling Rents:

The HA will determine the minimum ceiling rents that can be charged for a unit. Ceiling rents are based on the flat rent plus any applicable utility allowance but never less than 75% of the average operating cost for units at the development.

#### D. What the Resident Pays:

Residents in units where ceiling rents are in effect pay the lower of the ceiling rent or income based rent.

#### E. Ceiling Rent Adjustments:

Ceiling rents will be adjusted annually to the level of the "flat" rents plus the utility allowance.

#### F. Flat Rents:

**NOTE:** The family must be offered the opportunity to go on "flat" or "income based" rent and the HA must maintain documentation of the offer and selection.

Flat rents are market based rents. They vary by unit size and type and by development location. Once each year, only at admission or at the annual reexamination, all residents are offered the choice of paying an income based rent or the flat rent. Flat rents represent the actual market value of the HA's housing units. The HA will generally consider the following information in developing its flat rent schedule:

- Rents of non-assisted rental units in the immediate neighborhood;
- Size of the HA's units compared to non-assisted rental units from the neighborhood;
- Age, type of unit and condition of the HA's units compared to non-assisted rental units from the neighborhood;
- Land use in the surrounding neighborhood;

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- Amenities (childcare, laundry facilities, playgrounds, community rooms, social services, education/job training programs, etc.) at the HA's properties and in the surrounding neighborhood;
- Crime in the HA's developments and the surrounding neighborhood;
- Quality of local schools serving the HA development;
- Availability of public transportation at the HA development; and
- Availability of accessible units for persons with mobility impairments.

### **G. Annual Update of Flat Rents:**

The HA shall review the Flat Rent structure annually and adjust the rents as needed. Residents on flat rent will not be affected by flat rent updates until their next regular reexamination.

### **H. Reexamination of Families on Flat Rents:**

Families paying flat rents are required to recertify income only every three years, rather than annually, although they are still required to participate in an Annual Reexamination in order to ensure that unit size is still appropriate and Community Service requirements are met.

## **XV. PROCEDURES TO BE USED IN DETERMINING INCOME AND RENT**

### **A. Annual Income:**

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member including all net income from assets for the 12-month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, non-recurring, or sporadic as defined below, or is specifically excluded from income by other federal statute. Annual income includes but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered

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income when used to reimburse the family for cash or assets invested in the property  
Name of resident, race, ethnicity, and unit number;

**NOTE:** If the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD;

4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts (See below for treatment of delayed or deferred periodic payment of social security or supplemental security income benefits.);
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (See below concerning treatment of lump-sum additions as family assets.);
6. All welfare assistance payments (Temporary Assistance for Needy Families, General Assistance) received by or on behalf of any family member;
7. Periodic and determinable allowances, such as alimony and child support payments, and regular cash and non-cash contributions or gifts received from agencies or persons not residing in the dwelling made to or on behalf of family members; and

**NOTE:**Regular contributions (including non-cash contributions) to the household must be considered income if they are not for medical expenses. For example, if someone who is not a household member pays the telephone bill or car payment every month, or buys gas, tires and insurance for the car, these contributions would be considered income for the purposes of the public housing program.

8. All regular pay, special pay, and allowances of a family member in the Armed Forces. (See below concerning pay for exposure to hostile fire.)

### **B. Items not Included in Annual Income:**

1. Income from the employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);
3. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance, and worker's compensation), capital gains, one-time lottery winnings, and settlement for personal property losses (but see above if the payments are or will be periodic in nature);
4. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide provided the person meets the definition of a live-in aide;

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6. The full amount of student financial assistance paid directly to the student or the educational institution;
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Certain amounts received that are related to participation in the following programs:
  - a) Amounts received under HUD funded training programs (e.g. Step-up program: excludes stipends, wages, transportation payments, child care vouchers, etc. for the duration of the training);
  - b) Amounts received by a person with disabilities that are disregarded for a limited time for purposes of SSI and benefits that are set aside for use under a Plan to Attain Self-sufficiency (PASS);
  - c) Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program;
  - d) A resident services stipend. A resident services stipend is a modest amount (not to exceed \$200/month) received by a public housing resident for performing a service for the HA, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time; and
  - e) Incremental earnings and/or benefits resulting to any family member from participation in qualifying state or local employment training program (including training programs not affiliated with the local government), and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the HA;
9. Temporary, non-recurring, or sporadic income (including gifts);
10. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
11. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of the household and spouse);
12. Adoption assistance payments in excess of \$480 per adopted child;
13. The incremental earnings and benefits to any resident:
  - Whose annual income increases due to employment of a family member who was unemployed for one or more years previous to employment;
  - Whose annual income increases as the result of increased earnings by a family member during participation in any economic self sufficiency or other job training program; or

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- Who's annual income increases due to new employment or increased earnings of a family member during or within six months of receiving state funded assistance, benefits or services, will not be increased during the exclusion period.

**For purposes of this paragraph, the following definitions apply:**

- a) State funded assistance, benefits or services means any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the HA in consultation with the local agencies administering Temporary Assistance for Needy Families (TANF) and Welfare-to-Work programs. The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies, and transportation assistance: provided that the total amount over a six-month period is at least \$500.
  - b) During the 12-month period beginning when the member first qualifies for a disallowance, the HA must exclude from Annual Income any increase in income as a result of employment. For the 12 months following the exclusion period, 50% of the income increase shall be excluded.
  - c) Regardless of how long it takes a resident to work for 12 months (to qualify for the first exclusion) or the second 12 months (to qualify for the second exclusion), the maximum period for the disallowance (exclusion) is 48 months.
  - d) The disallowance of increased income under this section is only applicable to current residents and will not apply to applicants who have begun working prior to admission (unless their earnings are less than would be earned working ten hours per week at minimum wage, under which they qualify as unemployed).
14. Deferred periodic payments of SSI and Social Security (SS) benefits that are received in a lump sum payment;
  15. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
  16. Amounts paid by a state agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
  17. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.)

**The following is a list of benefits excluded by other Federal Statute:**

- The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 [7 USC 2017 (h)];
- Payments to volunteers under the Domestic Volunteer Service Act of 1973 [42 USC 5044 (g), 5088];



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### **Examples of programs under this Act include but are not limited to:**

- The Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;
- National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
- Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).
- Payments received under the Alaska Native Claims Settlement Act [43 USC.1626 (a)];
- Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes [25 USC. 459(e)];
- Payments or allowances made under the Department of Health and Human Services' Low-income Home Energy Assistance Program [42 USC 8624 (f)];
- Payments received under programs funded in whole or in part under the Job Training Partnership Act [29 USC 1552 (b)];
- Income derived from the disposition of funds of the Grand River Band of Ottawa Indians [Pub. L. 94-540, 90 Stat 2503-04];
- The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 USC 1407-08), or from funds held in trust for an Indian Tribe by the Secretary of Interior [25 USC 117b, 1407]; and
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs [20 USC 1087].

### **Examples of Title IV programs include but are not limited to:**

- Basic Educational Opportunity Grants (Pell Grants),
  - Supplemental Opportunity Grants,
  - State Student Incentive Grants,
  - College Work Study, and
  - Byrd Scholarships.
- Payments received from programs funded under Title V of the Older Americans Act of 1965 [42 USC 3056 (f)]:

### **Examples of programs under this act include but are not limited to:**

- Senior Community Services Employment Program (CSEP),
- National Caucus Center on the Black Aged,
- National Urban League,
- Association National Pro Personas Mayors,
- National Council on Aging,
- American Association of Retired Persons,
- National Council on Senior Citizens, and

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- Green Thumb.
- Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the Agent Orange product liability litigation;
- Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 94 Stat. 1785);
- The value of any childcare provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 [42 USC 9858(q)];
- Earned income tax credit refund payments received on or after January 1, 1991 [26 USC 32 (j)].
  - Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation;
  - Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990;

### **C. Anticipating Annual Income:**

If it is not feasible to anticipate income for a 12-month period, the HA may use the annualized income anticipated for a shorter period, subject to an interim adjustment at the end of the shorter period. (This method would be used for teachers who are only paid for nine months, or for residents receiving unemployment compensation.)

### **D. Adjusted Income:**

Adjusted income (the income upon which rent is based) means annual income less the following deductions and exemptions:

#### **1. For All Families:**

##### a) Child Care Expenses:

A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed, BUT ONLY when such care is necessary to enable a family member to be gainfully employed, to seek employment or to further his/her education. Amounts deducted must be un-reimbursed expenses and shall not exceed: (a) the amount of income earned by the family member released to work; or (b) an amount determined to be reasonable by the HA when the expense is incurred to permit education or to seek employment.

##### b) Dependent Deduction:

An exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, foster adult or foster child) who is under 18 years of age or who is 18 years of age or older and disabled, or a full-time student.

##### c) Work related Disability Expenses:

A deduction of un-reimbursed amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including the disabled member, to be

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employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.

**NOTE:**Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the disabled family member. Also included would be the annualized cost differential between a car and the cost of a van required by the family member with disabilities.

- 1) For families without medical expenses: the amount of the deduction equals the cost of all un-reimbursed expenses for work related disability expense less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
- 2) For elderly or disabled families with medical expenses: the amount of the deduction equals the cost of all un-reimbursed expenses for work related disability that do not exceed the employment income earned. If this amount is less than three percent of annual income, the remainder of the three percent will be taken from medical expenses. If disability expenses are greater than three percent of annual income, all un-reimbursed medical expenses as defined below will be deducted.

### **2. Elderly and Disabled Families Only:**

#### a) Medical Expense Deduction:

A deduction of un-reimbursed medical expenses, including insurance premiums, anticipated for the period for which annual income is computed. Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, health insurance premiums (including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by the HA for determining a deduction from income, the expenses claimed must be verifiable.

- 1) For elderly or disabled families without work related disability expenses: The amount of the deduction shall equal total medical expenses less three percent of annual income.
- 2) For elderly or disabled families with both work related disability expenses and medical expenses: the amount of the deduction is calculated as described above.

#### b) Elderly/Disabled Household Exemption:

An exemption of \$400 per household. (See appendix.)

**NOTE:**Optional Deductions/Exemptions: The HA may amend this policy and grant further deductions. Any such deduction will be noted here.

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## **E. Computing Rent:**

### **1. The TTP:**

The first step in computing rent is to determine each family's Total Tenant Payment (TTP). Then, if the family is occupying a unit that has resident paid utilities, the Utility Allowance is subtracted from the TTP. The result of this computation, if a positive number, is the tenant rent. If the TTP less the utility allowance is a negative number, the result is the utility reimbursement, which may be paid to the resident or, directly to the utility company by the HA.

### **2. TTP is the highest of:**

- 30% of adjusted monthly income; or
- 10% of monthly income; but never less than the...
- **\$50** minimum rent; and never more than the...
- Flat rent/ceiling rent, if chosen by the family.

**NOTE:**It is possible for public housing residents to qualify for a utility reimbursement despite the requirement of a minimum rent. For example, if a public housing family's TTP is the minimum rent of \$25 and the HA's utility allowance for the size and type unit the family has selected is \$60, the family would receive a utility reimbursement of \$35 (\$60 less \$25) for resident purchased utilities.

### **3. Tenant Rent:**

Tenant rent is computed by subtracting the utility allowance for resident supplied utilities (if applicable) from the TTP. In developments where the HA pays all utility bills directly to the utility supplier, tenant rent equals TTP.

### **4. Minimum Rent:**

The minimum rent shall be **\$50** per month, but a hardship exemption shall be granted to residents who can document that they are unable to pay the **\$50** because of a long-term hardship (over 90 days). Examples under which residents would qualify for the hardship exemption to the minimum rent would be limited to the following:

- The family has lost eligibility for or is applying for an eligibility determination for a Federal, State or local assistance program;
- The family would be evicted as result of the imposition of the minimum rent requirements;
- The income of the family has decreased because of changed circumstances, including loss of employment;
- A death in the family has occurred; or
- Other circumstances as determined by the HA

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### **5. Rent Choice:**

At initial certification and at each subsequent annual reexamination the resident shall be offered a choice of paying either the income based rent or the flat rent applicable to the unit they will be occupying.

### **XVI. COMPLAINTS AND GRIEVANCE PROCEDURES**

Complaints and Grievance Procedures shall be processed in accordance with the HA approved Grievance Procedure. The grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals. The grievance policy is only applicable to Public Housing residents of the HA. Applicants are only entitled to an informal hearing, NOT THE GRIEVANCE POLICY, upon proper request.

### **XVII. SECURITY DEPOSITS**

A security deposit shall be made pursuant to a schedule posted in the HA office. Security deposits may be refunded as provided in the Lease and in this procedure. Any balance of the security deposit shall be returned by mail to the former resident as defined in the lease and by state law. A detailed statement of all charges (rent, late fees, damages, etc.) made against the security deposit will be included and mailed within 35 days to the last known address of the resident. No security deposit shall be returned until keys to the unit have been returned to the HA. All security deposits for pets shall be made in accordance with the HA pet policy. There is no interest accrued or paid on any security deposit refunds, if any.

### **XVIII. PET RULE**

#### **A. Pets:**

This HA has adopted a pet policy for use in all HA property. All Residents must comply with this pet policy. FAILURE TO COMPLY WITH THE PET POLICY WILL BE CONSIDERED A SERIOUS BREACH OF THE LEASE. Residents will comply with Section IV (P) of their dwelling lease that states, "Not to keep or allow dogs, cats, or any other animals or pets on the premises without prior written consent of Landlord."

#### **B. Assistance Animals:**

The Pet Policy does not apply to assistance animals that are used to assist persons with disabilities. (See assistance animal policy).

**NOTE:** Nothing in this policy limits or impairs the rights of persons with disabilities. Provided, however, the HA reserves the right to have a doctor or appropriate professional chosen by the HA to evaluate each case or conduct an examination of the person and/or records to assist the HA in determining whether the requested animal is an assistance animal or a pet.

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## **XIX. DECONCENTRATION RULE**

### **A. Objective:**

The objective of the Deconcentration Rule for public housing units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the HA is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the HA will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. The HA will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the HA's computer system.

### **B. Exemptions:**

The following are exempt from this rule.

- Public housing development with fewer than 100 public housing units. A covered development is defined as any single development or contiguous developments that total over 100 units.
- Public housing developments, which house only elderly persons or persons with disabilities, or both.
- Public housing developments, which consist of only one general occupancy family public housing development.
- Public housing developments approved for demolition or conversion to resident based assistance.
- Mixed financing developments.

### **C. Actions:**

To accomplish the deconcentration goals, the HA will take the following actions:

1. At the beginning of each HA fiscal year, the HA will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous HA fiscal year.
2. To accomplish the goals of deconcentration:
  - a) Not less than 40% of the HA admissions on an annual basis shall be to families that have incomes at or below 30% of area median income (extremely low-income), and
  - b) The HA shall determine the average income of all families residing in all the HA's covered developments. The HA shall determine the average income of all families residing in each covered development. In determining average income for each development, this HA has adjusted its income analysis for unit size in accordance with procedures prescribed by HUD. The HA shall determine whether each of its covered developments falls above, within or below the established income range. The established income range is from 85 to 115 percent (inclusive) of the average family income, except that the upper limit (115 percent) shall never be less than

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the income at which a family would be defined an extremely low-income family.

**NOTE:**To calculate the extremely low-income figure: Find the average family size (HA wide) of the covered developments and extrapolate the amount from the HUD published extremely low-income limits. For example, if the average family size is 2.6, the two person limit may be \$12,400 and the three person limit may be \$13,950. Therefore, the figure will be \$12,400 plus 60% of the difference between the two figures, which is \$13,330. This figure will be recalculated upon receipt of new HUD determined income limits.

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

### XX. COMMUNITY SERVICE POLICY

#### A. Each non-exempt adult public housing resident must:

1. Contribute eight hours per month of community service;
2. Participate in a self-sufficiency program for eight hours in each month; or
3. Perform eight hours per month of combined activities as described in items one and two.

**NOTE:**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 18 years or older.

#### B. Exempt: An adult who:

1. Is 62 years of age or older
2. Qualifies with disabilities that 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. Is engaged in work activities as defined in section 407(d) of the Social Security Act.
4. Is participating at least eight hours a month in a welfare-to-work program.
5. Is a member of a family receiving assistance from and in compliance with a State program funded under Part A, Title IV of the Social Security Act.

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6. Currently working at least 20 hours per week.
7. A full-time student enrolled in a public or private high school, or a student taking twelve (12) college credit hours per quarter or semester.

### **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. The head of household annually at reexamination shall make proof of compliance with the agreement. 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.

**NOTE: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 reexamination.**

### **E. Eligible activities:**

#### **1. Community Service:**

- Work at a local public or non-profit institution, including but not limited to: school, Head start, other before or after school program, child care center, hospital, clinic, hospice, nursing home, recreation center, senior center, adult day care program, homeless shelter, feeding program, food bank (distributing either donated or commodity foods), or clothes closet (distributing donated clothing), etc.;
- Work with a non-profit organization that serves HA residents or their children, including but not limited to: Boy Scouts, Girl Scouts, Boys or Girls Club, 4-H Club, PAL, other children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Center, Community clean-up programs, Beautification programs, etc.;
- Work with any program funded under the Older Americans Act, including but not limited to: Green Thumb, Service Corps of Retired Executives, Senior meals programs, Senior Center, Meals on Wheels, etc.;
- Work with any other public or non-profit youth or senior organizations;



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- Work as an officer of a development or citywide resident organization;
- Work as a member of the Resident Advisory Committee;
- Work at the Authority to help improve physical conditions (for example as a floor, grounds or building captain);
- Work at the Authority to help with children's programs;
- Work at the Authority to help with senior programs;
- Helping neighborhood groups with special projects;
- Working through a resident organization to help other residents with problems, serving as an officer in a Resident Organization, serving on the Resident Advisory Board; and
- Caring for the children of other residents so they may volunteer.

**NOTE:**BHA will notify the insurance company if residents will be serving at the HA.

### **2. Eligible Self-sufficiency Activities:**

Eligible self-sufficiency activities in which residents may engage include, but are not limited to:

- Job readiness programs;
- Job training programs;
- Skills training programs;
- Higher education (Junior college or college);
- GED classes;
- Apprenticeships (formal or informal);
- Substance abuse or mental health counseling;
- English proficiency or literacy (reading) classes;
- English as a second language classes;
- Budgeting and credit counseling; and
- Carrying out any activity required by the Department of Public Assistance as part of welfare reform.

## **XXI. CLOSING OF FILES AND PURGING INACTIVE FILES**

This HA will purge inactive files, after they have been closed for a period of three years, with the exception of troubled cases, or in cases involving a household containing a minor with a reported elevated blood-lead level (EBL) the record is retained indefinitely.

During the term of tenancy and for three years thereafter the HA will keep the resident file. In addition, the HA must keep for at least three years the following records:

- Records with racial, ethnic, gender and disability status data for applicants and residents.
- The application from each ineligible family and the notice that the applicant is ineligible.
- HUD required reports and other HUD required files.
- Lead based paint inspection reports as required.
- Unit inspection reports.

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- Accounts and other records supporting the HA and financial statements.
- Other records which HUD may specify.

The HA shall retain all data for current residents for audit purposes. No information shall be removed which may affect an accurate audit.

### **XXII. PROGRAM MANAGEMENT PLAN**

(Organization Plan)

Refer to BHA's adopted personnel policy dated March 9, 2006, Resolution # 2006-3-1 for the organization plan.

### **XXIII. COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS FOR POSTING REQUIRED INFORMATION**

There shall be maintained in each HA office waiting room a bulletin board, which will contain the following posted materials:

- Statement of policies and procedures governing ACOP this policy also outlines the HA's Tenant Selection and Assignment Plan
- Open occupancy notice (applications being accepted and/or not accepted)
- Directory of housing communities including names, address of project offices, and number of units by bedroom size, number of units specifically designed for the elderly, handicapped, and office hours of all ha facilities
- Income limits for admission
- Utility allowances
- Current schedule of routine maintenance charges/transfer charges
- Dwelling lease
- Grievance procedure and hearing officers
- Fair housing poster
- "Equal Opportunity in Employment" poster
- Any current "tenant notices"
- Security deposit charges

### **XXIV. OTHER POLICIES**

Additional policies and charges are attached to the end of this document and are incorporated as if fully set out herein. These policies and charges may be changed from time to time, or amended, and such changes or amendments shall be substituted in this document to keep this policy current. All items substituted within this document shall be kept by the HA in a separate file for historical and research purposes.

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### XXV. APPENDIX “A”

Accessible dwelling units	When used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR 8.32 & 40 [the Uniform Federal Accessibility Standards] is “accessible” within the meaning of this paragraph. When an individual dwelling unit in an existing facility is being modified for use by a specific individual, the unit will not be deemed accessible, even though it meets the standards that address the impairment of that individual, unless it also meets the UFAS standards.
Accessible Facility	Means all or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities. [24 CFR § 8.21]
Accessible Route	For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility. [24 CFR § 8.3 & 40.3.5]
Adaptability	Ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types & degrees of disability. [24 CFR 8.3 & 40.3.5]
Adjusted Family Income	<p>Adjusted Family Income is the income on which total tenant payment is to be based and means the Total Annual Income less the following allowances:</p> <p>A deduction of \$480.00 for each member of the family (other than head of household or spouse) who is:</p> <ul style="list-style-type: none"> <li>Seventeen (17) years of age or younger or</li> <li>Who is eighteen (18) years of age or older and a verified full-time student and/or</li> <li>Is disabled or handicapped according to this Section.</li> </ul> <p>A deduction of dollar amounts anticipated to be paid for the care of children (including foster children) less than thirteen (13) years of age where care is necessary to enable a family member to be gainfully employed or to further his/her education. The dollar amount must be verified and reflect reasonable charges and cannot exceed the amount of income from employment (if employed).</p> <p>A deduction of \$400.00 for Elderly Family whose head, spouse or sole member is sixty-two (62) years of age or older and/or is handicapped or disabled according to this Section.</p> <p>A deduction for any elderly family:</p> <ul style="list-style-type: none"> <li>That has no Handicapped Assistance Expense, an allowance for medical expenses equal to the amount by which the medical expense shall exceed three (3%) percent of Total Annual Family Income.</li> <li>That has Handicapped Assistance Expenses greater than or equal to three (3%) percent of Total Annual Family Income, an Allowance for Handicapped Assistance computed in accordance with paragraph E of this Section, plus an allowance for medical expenses that is equal to the Family's medical expenses.</li> <li>That has Handicapped Assistance Expenses that are less than three (3%) percent</li> </ul>

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	<p>of Total Annual Family Income, an allowance for combined Handicapped Assistance expense and medical expense that is equal to the amount by which the sum of these expenses exceeds three (3%) percent of Total Annual Family Income. Expenses used to compute the deduction cannot be compensated for nor covered by insurance.</p> <p>A deduction for any family that is not an elderly family but has a handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expense in excess of three (3%) percent of Total Annual Family Income, but this allowance may not exceed the employment received by family members who are eighteen (18) years of age or older as a result of the Assistance to the Handicapped or Disabled person.</p>
Adult	An adult is a person who has reached his/her 19th birthday or 18 years of age and married (not common law), who has been relieved of the disability of non-age by the juvenile court, or who has been convicted of a crime as an adult under any Federal, State or tribal law. Only persons who are adults shall be eligible to enter into a lease agreement for occupancy.
Alteration	Any change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems. [24 CFR 8.3 & 8.23 (b)]
Applicant	A person or a family that has applied for admission to housing.
Area of Operation	The jurisdiction of the HA as described in applicable State law and the HA's Articles of Incorporation.
Assets	Assets mean cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects or the value of business assets. <b>IMPORTANT:</b> See the definition of Net Family Assets, for assets used to compute annual income. (See 24 CFR 5.603 for definition of Net Family Assets)
Auxiliary Aids	Means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities. [24 CFR 8.3]
Break-Ins	Break-ins mean bona fide attempts at burglary, which are reported to the police department and are subject to verification by written police reports furnished by the Tenant(s).
Care Attendant	A person that regularly visits the unit of a HA resident to provide supportive or medical services. Care attendants are not live-in aides, since they have their own place of residence (and if requested by HA must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.
Ceiling Rents	<p>Ceiling rents are the maximum rent under the selection of an income based rent. Effective October 1, 2002 the ceiling rent shall be adjusted to the amount of the flat rent.</p> <p>Ceiling rents are the tenant rent and no utility allowances can be deducted from the ceiling rent amount.</p>
Child	A member of the family, other than the family head or spouse, who is under 18 years of age.
Child Care Expenses	Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to actively seek

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	<p>employment (which shall be documented by the family to the satisfaction of the HA), be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare, and, in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The reasonable amount of charges is determined by the HA, by conducting surveys of local child care providers.</p> <p><b>Note:</b> If the Total Annual Income less the above allowances result in a rent that is less than the established minimum rent, the resident rent will be established at the HA established minimum rent.</p>
Citizen	A citizen or national of the United States.
Co-head of Household	A household where two persons are held responsible and accountable for the family, and where each co-head contributes to the rent.
Community Service Requirement	Each non-exempt adult family member must perform eight (8) hours of qualifying community service per month.
Covered Person	For the purposes of screening and terminating tenancy for criminal activity, a tenant, any member of the tenant's household, a guest, or another person under the tenant's control.
Dependent	A member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, or 18 years of age or older and disabled, or a full-time student, and qualifies for a \$480 deduction when computing income based rent. [24 CFR 5.603] An unborn child shall not be considered a dependent.
Designated Family	Means the category of family for whom HA elects (subject to HUD approval) to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act. (PL 96-120)
Designated housing (or designated project)	A project(s), or portion of a project(s) designated for elderly only or for disabled families only in accordance with PL 96-106.
Disabled Family	A family whose head, spouse or sole member is a person with disabilities. (Person with disabilities is defined later in this section.) The term includes two or more persons with disabilities living together, and one or more such persons living with one or more persons including live-in aides determined to be essential to the care and well-being of the person or persons with disabilities. A disabled family may include persons with disabilities who are elderly. [24 CFR 5.403]
Disabled Person	(See Handicapped Person)
Displaced Family	A person, or family, displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
Displaced Person	A person displaced by government action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise recognized pursuant to Federal disaster relief laws. This definition is used for eligibility determinations only. It should not be confused with the former Federal preference for involuntary displacement. [(42 USC 1437a(b)(3)]
Divestiture Income	Imputed income from assets, including business assets, disposed of by applicant or resident in the last two years at less than fair market value. (See the definition

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	of Net Family Assets [24 CFR 5.603] in this section.)
Drug	A controlled substance as defined in the Controlled Substances Act. [24 CFR 5.100]
Drug-related Criminal Activity	The illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell distribute or use the drug. [24 CFR 5.100]
Elderly Family	A family whose head or spouse (or sole member) is at least 62 years of age. It may include two or more elderly persons living together, and one or more such persons living with one or more persons, including live-in aides, determined to be essential to the care and well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly. [24 CFR 5.403]
Elderly Person	A person who is at least 62 years of age. [42 USC 1437a(b)(3)]
Eviction	This may include not only official action taken by a court, but also the case when a tenancy has been terminated and the tenant moves out prior to a proceeding being filed with the court or during the pendency of a court proceeding.
Enterprise Income Verification - EIV	A computerized Social Security Number matching system utilized to obtain income information.
Evidence Of Citizenship Or Eligible Immigration Status	The documents that must be submitted to evidence citizenship or eligible immigration status.
Extremely Low Income Family	A Family who's Annual Income is equal to or less than 30% of Area Median Income, as published by HUD.
Familial Status	A single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as single persons. Therefore, a single pregnant woman and individuals in the process of obtaining custody of any individual who has not attained the age of 18 years are processed for occupancy the same as a single persons and only entitled to a one bedroom units. Once the child is born and/or the custody is obtained, the family will qualify for a two bedroom unit and authorized to transfer as outlined in the Transfer Section.
Family	<p>Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of law who will live together in HA housing; OR</p> <p>Two or more persons who are not so related, but are regularly living together, can verify shared income or resources that will live together in HA housing.</p> <p><b>Note:</b> By definition, a family must contain a competent adult of at least 19 years of age or 18 years of age and married (not common law) to enter into a contract and capable of functioning as the head of the household. If an individual is 18 and qualifies under the definition of family by being married, the head of household and the spouse must be parties to the lease, if both are residing in the premises.</p> <p>The term family also includes the following terms defined in this Section:</p>

## Admission and Continued Occupancy Policy

	<p>Elderly family Near elderly family Disabled family Displaced person Single person Remaining member of a tenant family, A foster care arrangement, or a kinship care arrangement</p> <p>Other persons, including members temporarily absent (e.g. a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family's household if they are living or will live regularly with the family. [24 CFR § 5 and 960] Live-in Aides may also be considered part of the applicant family's household. However, live-in aides are not family members and have no rights of tenancy or continued occupancy. Foster Care Arrangements include situations in which the family is caring for a foster adult, child, or children in their home who have been placed there by a public child placement agency, or a foster adult or adults placed in the home by a public adult placement agency. For purposes of continued occupancy: the term family also includes the remaining member of a resident family with the capacity to execute a lease.</p>
Fifty Percent (50%) Of Income For Rent	Families that pay 50% or more of their family income for rent including utilities qualify for a preference, in selecting applicants for admission to public housing.
Flat Rent	<p>The market value of the unit as set by the study conducted by the HA in accordance with HUD rules and regulations. No utility allowances can be deducted from the flat rent amount.</p> <p><b>Note:</b> For families who choose flat rents, the HA must conduct a reexamination of family composition and community service requirements (WHEN APPLICABLE) at least annually, and must conduct a reexamination of family income at least once every three (3) years.</p>
Foster Children	<p>With the prior written consent of the Landlord, a foster child may reside on the premises. The factors considered by the Landlord in determining whether or not consent is granted may include:</p> <p>Whether the addition of a new occupant may require a transfer of the family to another unit, and whether such units are available. The Landlord's obligation to make reasonable accommodation for handicapped persons.</p>
Full -Time Student	A member of a family (other than the head of household or spouse) who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school or trade school [24 CFR 5.603]. The attended educational institution will supply verification.
Guest	A guest is a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. The requirements of the lease apply to a guest as so defined.

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Handicapped Assistance Expense	Reasonable expenses that are anticipated, during the period for which Total Annual Family Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled family member and that are necessary to enable a family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.
Hazardous Duty Pay	Pay to a family member in the Armed Forces away from home and exposed to hostile fire.
Head Of Household	The adult member of the family (identified by the family) who is the head of the household for purposes of determining income eligibility and rent. Also, the head of household is primarily responsible and accountable for the family, particularly in regard to lease obligations.
Homeless Family	<p>Any individual or family who:  Lacks a fixed, regular, and adequate nighttime residence;  Has a primary nighttime residence that is:</p> <ol style="list-style-type: none"> <li>(1) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing or housing for the mentally ill);</li> <li>(2) An institution that provides a temporary residence for individuals intended to be institutionalized; or</li> <li>(3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</li> </ol> <p>A homeless family does not include:</p> <ol style="list-style-type: none"> <li>(1) Any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law; or</li> <li>(2) Any individual who is a Single Room Occupant that is not considered substandard housing.</li> </ol>
Household	The family and a HA-approved Live-in Aide.
Income Exclusions	<p>Annual Income does not include such temporary, non-recurring or sporadic income as the following:</p> <p>Income from employment of children (including foster children) under the age of eighteen (18).</p> <p>Payment received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).</p> <p>Kinship care payments when foster children are placed with relatives.</p> <p>Lump sum additions to family assets, such as, inheritances, insurance payments, (including payments under health and accident insurance and workmen's compensation), capital gains, and settlements for personal or property losses (except payment in lieu of earnings).</p> <p>Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.</p> <p>Income of a live-in aide (as defined in this policy).</p> <p>The full amount of student financial assistance paid directly to the student or to the educational institution.</p> <p>The special pay to a family member serving in the armed forces who is exposed to hostile fire.</p> <p>Amounts received under training programs funded by HUD.</p> <p>Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because</p>



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	<p>they are set aside for use under a Plan to Attain Self-sufficiency (PASS).</p> <p>Amounts received by a participant in other publicly assisted programs which is specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.</p> <p>Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the HA, on a part-time basis, that enhances the quality of life in public housing. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No Resident may receive more than one such stipend during the same period of time.</p> <p>Incremental earnings and benefits resulting to any family member from participation in State or local employment training programs (including training programs not affiliated with a local government) in training of a family member as resident Management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.</p> <p>Temporary, nonrecurring or sporadic income (including gifts).</p> <p>Reparation payments paid by a foreign government pursuant to claims under the laws of that government by persons who were persecuted during the Nazi era.</p> <p>Earning in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse).</p> <p>Adoption assistance payments in excess of \$480 per adopted child.</p> <p>Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.</p> <p>Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.</p> <p>Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the costs of services and equipment to help keep the developmentally disabled family member at home.</p> <p>The value of the allotment provided to an eligible household under the Food Stamp Act of 1977.</p> <p>Payments to volunteers in programs pursuant to the Domestic Volunteers Service Act of 1973.</p> <p>Payments received under the Alaska Native Claims Settlement Act.</p> <p>Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes.</p> <p>Payments or allowances made under the Department of Health and Human Services Low-income Home Energy Assistance Program.</p> <p>Payments received under programs funded in whole or in part under the Job Training Partnership Act. Effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Work Force Investment Act of 1998.</p> <p>Income derived from the disposition of funds to the Grand River band of Ottawa Indians.</p> <p>The first \$2,000.00 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court, the interest</p>
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	<p>of individual Indians in trust or restricted lands, including the first \$2,000.00 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands.</p> <p>Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under federal work study programs or under Bureau of Indian Affairs Student Assistance Programs.</p> <p>Payments received from Programs funded under Title V of The Older Americans Act of 1985.</p> <p>Payments received on or after January 1, 1989, from the agent orange settlement fund or any other fund established pursuant to the settlement “In Re: Agent Product Liability Litigation” M.D.L. No. 381 (EDNY).</p> <p>Payments received under the Maine Indian Claims Settlement Act of 1980.</p> <p>The value of any childcare provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the “Child Care and Development Block Grant Act of 1990.”</p> <p>Earned Income Tax Credit (EITC) refund payments received on or after January 1, 1991.</p> <p>Payments by the Indian Claims Commission to the confederated tribes and bands of the Yakima Indian Nation or the Apache Tribe of Mescalero Reservation.</p> <p>Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990.</p> <p>Any allowance paid under the provisions of 38 USC 1805 to a child suffering from spina bifida who is the child of a Vietnam Veteran.</p> <p>Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the costs of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act.</p> <p>Allowances, earnings and payments to individuals participating in programs under the Work Force Investment Act of 1998.</p> <p>Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.</p> <p>Twelve Month Exclusions (Self-sufficiency incentives):</p> <p>(1) The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988, section 22 of the U.S. Housing Act of 1937, and the Quality Housing and Work Responsibility Act of 1998 (referred to as the 1998 Act) or any comparable Federal, State, or local law during the exclusion period. For purposes of this paragraph, the following definitions apply:</p> <p>(a) Comparable Federal, State or Local Law means a program providing employment training and supportive services that:</p> <p>(i) Are authorized by a federal, state or local law;</p> <p>(ii) Are funded by federal, state or local government;</p> <p>(iii) Are operated or administered by a public agency;</p> <p>(iv) Has as its objective to assist participants in acquiring job skills; and/or</p> <p>(v) If applicable, is a participant in the HA Family Self-Sufficiency</p>
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## Admission and Continued Occupancy Policy

	<p>Program.</p> <p>(b) Exclusion period means the period during which the resident participates in a program described in this section, plus 12 months from the date the resident begins the first job acquired by the resident after completion of such program that is not funded by public housing assistance under the U.S. Housing Act of 1937 and the 1998 Act. Amount previously being received, including TANF, will continue to be counted as annual income.</p> <p>(c) Earnings and benefits mean the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.</p> <p>(2) In addition to the training exclusion listed above, the 1998 Act excludes the income for 12 months of a family member who was previously unemployed for one or more years, which is defined as a minimum of 12 consecutive months. This includes a person who has earned income during the previous 12 months but the income was no more than 10 hours of work per week for 50 weeks at or below the established minimum wage. The 1998 Act also excludes the income for 12 months for any resident who received assistance under the Temporary Assistance for Needy Families (TANF) program in the last six (6) months. The TANF funding received must be a minimum of \$500 over a six-month period. A representative from the TANF agency must verify that the resident is or was receiving TANF benefits within the last six months. The six month period will start on the day the resident reports the income to the HA. Also, the 1998 Act excludes for 12 months the income resulting in the participation of a family member in the HA Family Self-Sufficiency Program, if applicable to the HA.</p> <p>(3) Phase-in-of Rent Increases: Upon the expiration of the 12 month exclusion period as described in this section, the rent payable by a family may be increased due to continued employment of the resident but the increase will be limited to 50% of the increase in the total rent increase. The increase will be effective on the first day of the thirteenth month and expire on the twenty-fourth month. After the conclusion of the twenty-four month period, the applicable rent calculated without exclusions, as described in this section, and in accordance with federal regulations will be due and payable on the first of the twenty-fifth month. Total income will include income counted in the previous twelve months plus 50% of the increase.</p> <p>(4) Maximum four-year disallowance. The disallowance of increased income of an individual family member as provided above is limited to a lifetime 48-month period. It only applies for a maximum of 24 months as described above during the 48 period starting from the initial exclusion period.</p> <p>(5) Inapplicability to admission. The disallowance of increases in income as a result of employment under this section does not apply for purposes of admission to the program.</p> <p>(a) If a person is employed prior to admission they will not qualify for this income exclusion.</p> <p>(b) If a family member begins employment after admission they may be eligible for income exclusion.</p> <p>Individual with Disabilities Section 504 definition [24 CFR 8.3] Section 504 definitions of Individual with Disabilities and Qualified Individual with Disabilities are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with</p>
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	<p>Disabilities Act (ADA) definitions are similar. ADA uses the term “individual with a disability”. Individual with disabilities means any person who has:</p> <p>(a) A physical, mental or emotional impairment that: Substantially limits one or more major life activities; Has a record of such an impairment; Or is regarded as having such impairment.</p> <p>(b) For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.</p> <p>(c) Definitional elements:  <u>“Physical or mental impairment”</u> means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term <u>“physical or mental impairment”</u> includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.  <u>“Major life activities”</u> means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.  <u>“Has a record of such an impairment”</u> means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.  <u>“Is regarded as having an impairment”</u> means has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation; or Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or            Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.  <b>Note:</b>            A person would be covered under the first item if HA refused to serve the person because of a perceived impairment and thus “treats” the person in accordance with this perception. The last two items cover persons who are denied the services or benefits of HA’s housing program because of myths, fears, and stereotypes associated with the disability or perceived disability.            (d) The 504 definition of disability does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered. The 504 definition of individual with disabilities is a civil rights definition. To be considered for admission to public housing a person must meet the program definition of person with disabilities found in this section.</p>
Individual with	Section 504 definitions of Individual with Disabilities and Qualified Individual

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Disabilities, Section 504 Definition	<p>with Disabilities are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with Disabilities Act (ADA) definitions are similar. ADA uses the term “individual with a disability”. Individual with disabilities means any person who has:</p> <p>(a) A physical, mental or emotional impairment that:</p> <ul style="list-style-type: none"> <li>• substantially limits one or more major life activities;</li> <li>• has a record of such an impairment;</li> <li>• or is regarded as having such an impairment.</li> </ul> <p>(b) Note: For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.</p> <p>(c) Definitional elements:  “physical or mental impairment” means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or</p> <p>Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.</p> <p>“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.</p> <p>“Has a record of such an impairment” means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.</p> <p>“Is regarded as having an impairment” means has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation; or</p> <p>Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or</p> <p>Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.</p> <p>NOTE: A person would be covered under the first item if PHA refused to serve</p>
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	<p>the person because of a perceived impairment and thus “treats” the person in accordance with this perception. The last two items cover persons who are denied the services or benefits of PHA’s housing program because of myths, fears, and stereotypes associated with the disability or perceived disability.</p> <p>(d) The 504 definition of disability does not include homosexuality, bisexuality, or transvestitism.</p> <p>Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered.</p> <p><b>The 504 definition of individual with disabilities is a civil rights definition. To be considered for admission to public housing a person must meet the program definition of person with disabilities found in this section.</b></p>
Infant	A child under the age of two years.
INS	The U. S. Immigration and Naturalization Service.
Interim Redetermination Of Rent	Changes of rent between admissions and reexaminations and the next succeeding reexamination.
Involuntary Displacement	Families that meet the definition of involuntary displaced qualify for a preference in the selecting applicants for admission to public housing.
Kinship Care	An arrangement in which a relative or non-relative becomes the primary caregiver for a child or children but is not the biological parent of the child or children. The primary caregiver need not have legal custody of such child or children to be a kinship caregiver under this definition.
Live-in Aide	<p>A person who resides with an elderly person(s), near elderly person(s) or person(s) with disabilities and who: (a) is determined by HA to be essential to the care and well being of the person(s); (b) is not obligated to support the family member; and (c) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403].</p> <p><b>Occasional, intermittent, multiple or rotating care givers do not meet the definition of a live-in aide since live-in-aides must reside with a family permanently for the family unit size to be adjusted in accordance with the subsidy standards established by the PHA.</b></p> <p>HA policy on Live-in Aides stipulates that:</p> <p>(a) Before a Live-in Aide may be moved into a unit, a third-party verification must be supplied that establishes the need for such care and the fact that the live-in aide is qualified to provide such care;</p> <p>(b) Move in of a Live-in Aide must not result in overcrowding of the existing unit according to the maximum-number-of-persons-per-unit standard (although, a reasonable accommodation for a resident with a disability may be to move the family to a larger unit);</p> <p>(c) Live-in Aides have no right to the unit as a remaining member of a resident family;</p> <p>(d) Relatives who satisfy the definitions and stipulations above may qualify as Live-in Aides, but only if they sign a statement prior to moving in relinquishing all rights to the unit as the remaining member of a resident family;</p> <p>(e) A Live-in aide is a single person;</p> <p>(f) A Live-in Aide will be required to meet HA's screening requirements with respect to past behavior especially:</p>

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	<p>A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at present or prior residences that may adversely affect the health, safety, or welfare of other tenants or neighbors;</p> <p>Criminal activity such as crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity that would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or the development; and</p> <p>A record of eviction from housing or termination from residential programs.</p>
Low-Income Household	A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families [42 USC 1437a(b0)]
Medical Expense	Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. Medical expenses, in excess of three percent (3%) of Annual Income, are deductible from income by elderly families only [24 CFR 5.603].
Military Service	Military Service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and, since July 29, 1945, the commissioned corps of the United States Public Health Service.
Minimum Rent	The HA has the discretion to establish the minimum rent from \$0 up to \$50.
Minor	A "minor" is a person under nineteen years of age. Provided, that a married person 18 years of age or older shall be considered to be of the age of majority. (An unborn child may not be counted as a minor.) Some minors are permitted to execute contracts, provided a court declares them "emancipated".
Mixed Family	A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.
Mixed Population Project	Means a public housing project for elderly and disabled families. The HA is not required to designate this type of project under the Extension Act. (PIH Notice 97-12)
Monthly Adjusted Income	One-twelfth of Adjusted Annual Income.
Monthly Income	One twelfth of Annual Income. For purpose of determining priorities based on an applicant's rent as a percentage of family income, family income is the same as monthly income.
Multifamily Housing Project	For purposes of Section 504, means a project containing five or more dwelling units. [24 CFR 8.3]
National	A person who owes permanent allegiance to the united States, for example, as a result of birth in a United States territory or possession.
Near-elderly Family	Means a family whose head, spouse, or sole member is a near-elderly person (at least 50 but less than 62 years of age), who may be a person with a disability. The term includes two or more near-elderly persons living together, and one or more such persons living with one or more persons who are determined to be essential to the care or well-being of the near-elderly person or persons. A near-elderly family may include other family members who are not near-elderly. [24 CFR 5.403]
Near-elderly Person	Means a person who is at least 50 years of age but below 62, who may be a person with a disability [42 USC 1437a(b)(3)]
Net Family Assets	The net cash value, after deducting reasonable costs that would be incurred in disposing of: [24 CFR 5.603]

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	<p>(a) Real property (land, houses, mobile homes)</p> <p>(b) Savings (CDs, IRA or KEOGH accounts, checking and savings accounts, precious metals)</p> <p>(c) Cash value of whole life insurance policies</p> <p>(d) Stocks and bonds (mutual funds, corporate bonds, savings bonds)</p> <p>(e) Other forms of capital investments (business equipment)</p> <p>Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity. Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or resident for less than fair market value during the two years preceding the date of the initial certification or reexamination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms [24 CFR 5.603(b)(3)].</p>
Non-citizen	A person who is neither a citizen nor national of the United States.
Other Person Under the Tenant's Control	The person although not staying as a guest in the unit is or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control (e.g. the Pizza Delivery person)
Person with Disabilities [42 USC 1437a(b)(3)]	<p>Means a person who:</p> <p>(a) Has a disability as defined in Section 223 of the Social Security Act (42 USC 423); or,</p> <p>(b) Has a physical, mental or emotional impairment that: Is expected to be of long continued and indefinite duration; Substantially impedes his/her ability to live independently; and, Is of such nature that such disability could be improved by more suitable housing conditions; or,</p> <p>(c) Has a developmental disability as defined in Section 102 (5) (b) of the Developmental Disabilities Assistance and Bill of Rights Act [42 USC 6001 (5)].</p> <p>Note: A person with disabilities may be a child.</p> <p>Note: This is the program definition for public housing. The 504 definition does not supersede this definition for eligibility or admission.</p>
Portion of Project	Includes, one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects. [24 CFR 945.105]
Premises	The building or complex or development in which the public housing dwelling is located, including common areas and grounds.
Project, Section 504	Means the whole of one or more residential structures & appurtenant structures, equipment, roads, walks, & parking lots that are covered by a single contract for Federal financial assistance or application for assistance, or are treated as a whole for processing purposes, whether or not located on a common site. [24 CFR 8.3]



## Admission and Continued Occupancy Policy

	NOTE: this is the program definition for public housing. The 504 definition does not supersede this definition for eligibility or admission. [24 CFR 8.4 (c) (2)]
Public Housing Agency (HA)	Any State, County, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development of operation of housing for lower income families.
Qualified Individual with Disabilities, Section 504	Means an individual with disabilities who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the HA can demonstrate would result in a fundamental alteration in its nature.  Essential eligibility requirements include: stated eligibility requirements such as income as well as other explicit or implicit requirements inherent in the nature of the program or activity, such as requirements that an occupant of multifamily housing be capable of meeting the recipient's selection criteria and be capable of complying with all obligations of occupancy with or without supportive services provided by persons other than the HA
Reexamination	Reexamination is sometimes called reexamination. The process of securing documentation which indicates that tenants meet the eligibility requirements for continued occupancy.
Re-Examination Date	The date on which any rent change is effective or would be effective if required as a result of the annual re-examination of eligibility and rent. The re-examination date(s) is the anniversary date (month) of the lease.
Remaining Member Of The Resident Family	The person(s) of legal age remaining in the public housing unit after the person(s) who signed the lease has (have) left the premises, other than by eviction, which may or may not normally qualify for assistance on their own circumstances. An individual must occupy the public housing unit to which he claims head of household status for one year before becoming eligible for subsidized housing as a remaining family member. This person must complete forms necessary for housing within ten days from the departure of the leaseholder and may remain in the unit for a reasonable time pending the verification and grievance process. This person must, upon satisfactory completion of the verification process, then execute a new lease and cure any monetary obligations in order to remain in the unit. Any person who claims him or herself as a remaining member shall, in the event that the HA declares him or her ineligible for remaining member status, be entitled to the grievance process upon notice to him or her that he or she is not considered to be a remaining member of the household. The person requesting remaining member status must request this grievance process in writing within ten days from the date of the departure of the head of household. In the interim time between the time of the request for the grievance process and the decision by the hearing officer, all rent which was due pursuant to the lease, shall be deposited into an escrow account with the HA under the same provisions as those relating to tenants requesting a grievance hearing relating to rent under the grievance process. The HA does not recognize the person as a tenant by giving him or her opportunity for a grievance hearing. A remaining member shall not be considered to be a tenant until such time as a new lease is executed by the HA and the person granted tenant status after the verification status.
Single Person	A person who lives alone, or intends to live alone, and who does not qualify as an elderly family, or a displaced person, or as the remaining member of a Tenant family.

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Spouse	A spouse is the legal husband or wife of the head of the household.
Standard Permanent Replacement Housing	<p>Is housing:            That is decent, safe, and sanitary;            That is adequate for the family size; and            That the family is occupying pursuant to a lease or occupancy agreement.</p> <p><b>Note:</b>            Such housing does not include transient facilities, such as motels, hotels, or temporary shelters for victims of domestic violence or homeless families, and in the case of domestic violence, does not include the housing unit in which the applicant and the applicant's spouse or other member of the household who engages in such violence live.            A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.</p>
Single Room Occupancy	(SRO) Housing (as defined in 882.102 of the CFR) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).
Substandard Housing	<p>A unit is substandard if it:            Is dilapidated;            Does not have operable indoor plumbing;            Does not have a usable flush toilet inside the unit for the exclusive use of a family;            Does not have a usable bathtub or shower inside the unit for the exclusive use of a family;            Does not have electricity, or has inadequate or unsafe electrical service;            Does not have a safe or adequate source of heat;            Should, but does not, have a kitchen; or            Has been declared unfit for habitation by an agency or unit of government.</p> <p>A housing unit is dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.</p> <p>An applicant who is a "homeless family" is living in substandard housing. For purposes of the preceding sentence, a "homeless family" includes any individual or family who:            Lacks a fixed, regular, and adequate nighttime residence; and            Has a primary nighttime residence that is:            (a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing programs);            (b) An institution that provides a temporary residence for individuals intended to be institutionalized; or            (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.</p>
Temporarily Absent Family Members	Any person(s) on the lease that is not living in the household for a period of more than thirty-days (30) is considered temporarily absent. Absences of more than six months are not generally considered to be "temporary" and must be approved by the HA.

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<p>Tenant Rent</p>	<p>The amount payable monthly by the Family as rent to the HA. Where all utilities (gas, water and electricity) are supplied by the HA, Tenant Rent equals Total Tenant Payment or minimum rent. Where some or all utilities (gas, water and electricity) are not supplied by the HA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment or minimum rent less the utility allowance. Telephone and cable television service is not a utility.</p> <p>Ceiling rent: (see definition hereinabove) Flat rent: (see definition hereinabove)</p> <p><b>Note:</b> Utility allowances are not calculated or deducted from the flat rent. [24 CFR 5.603].</p>
<p>Total Annual Family Income</p> <p><b>NOTE: Change to Annual Income as highlighted is effective October 1, 2009.</b></p>	<p>Annual income means all amounts, monetary or not, which: (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; and (2) <b>Are based on, at the time of admission, reexamination, or recertification:</b> (i) actual income being received (projected forward for a twelve month period); or (ii) past actual income received or earned within the last twelve months of the determination date, as HUD may prescribe in applicable administrative instructions when; (A) the family reports little or no income; and (B) the HA is unable to determine annual income due to fluctuations in income (e.g., seasonal or cyclical income); (3) <b>Which are not specifically excluded.</b> (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.</p> <p>Total Annual Family Income includes, but is not limited to, the following: The full amount, before any payroll deduction, of wages and salaries, and overtime pay, including compensation for personal services (such as commissions, fees, tips and bonuses); Net income from the operation of a business or profession. (Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining Net Income.) An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or other assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family. Interest, dividends and other net income of any kind from real or personal property. (For this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). All allowance for depreciation is permitted only as authorized in Paragraph B of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has Net Family Assets in excess of \$5,000.00, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefit and other similar types of periodic receipts, including a lump sum payment for the</p>

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delayed start of a periodic payment; (Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS))

Payments in lieu of earnings, such as unemployment and disability compensation, social security benefits, workmen's compensation and severance pay, but see Paragraph 55-C in this section.

Welfare assistance. (i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments: (A) qualify as assistance under the TANF program definition at 45 CFR 260.31; and (B) are not otherwise excluded under definition of income exclusions in this section. (ii) if the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: (A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus (B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling. If the payments actually received are different than the determined amount, rent can be adjusted in accordance with Section III D of the dwelling lease.

All regular pay, special pay and allowances of a member of the Armed Forces (except special pay for exposure to hostile fire).

Note: If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

Tenants that receive lump-sum payments that are included as income and fall in the categories listed above, (Excluding Lump Sum Supplemental Security Income (SSI) and Lump Sum Social Security Benefits (SS)), must report the income to the Housing Manager as soon as possible but no later than ten (10) calendar days after receipt of the funds and the applicable portion of the payment that is due as back rent is due fourteen (14) days after the HA notifies the family of the amount due.

Unreported Income: If a tenant fails to report income the tenancy will be terminated under the terms of the HA's lease. If the act is determined by the HA to be intentional, the tenant will be obligated to pay the applicable portion of the rent for any and all unreported income. If the unreported income was an unintentional by the tenant the tenant will be billed for the amount due the HA and the amount will be payable within fourteen (14) days. If the payment cannot be made in one payment, the tenant may request the HA to approve a repayment schedule. Any repayment agreement must be in writing and signed by the Tenant and a HA representative. The HA has the sole discretion as to whether or not to enter into a repayment agreement and shall consider circumstances

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	such as fraud and/or mistake in making the decision.
Total Tenant Payment (TTP)	<p>The TTP, or income-based rent, is calculated using the following formula:</p> <p>A. For the Public Housing Program, the TTP must be the greater of:</p> <ol style="list-style-type: none"> <li>(1) 30 percent of family monthly adjusted income (see note);</li> <li>(2) 10 percent of family monthly income; or</li> <li>(3) Which is the minimum rent set by the HA</li> </ol> <p>B. If the Resident pays any of the utilities directly to the utility supplier, the amount of the Utility Allowance is deducted from the TTP. [24 CFR 5.613] See the definition for Tenant Rent. It is possible for Public Housing tenants to qualify for a utility reimbursement despite the requirement of a minimum rent. For example, if a Public Housing family's TTP is the minimum rent of \$25 and the HA's utility allowance for the size and type unit the family has selected is \$60, the family would receive a utility reimbursement of \$35 (\$60 less \$25) for tenant purchased utilities.</p> <p><b>Note:</b> The income based tenant rent may not exceed the ceiling rent/flat rent. The resident may elect the flat rent as may be appropriate in lieu of the rent calculated in paragraph "A" above. Effective October 1, 2002 the ceiling rent shall be adjusted to the amount of the flat rent.</p>
Uniform Federal Accessibility Standards	Standards for the design, construction, and alteration of publicly owned residential structures to insure that physically disabled persons will have ready access to and use of such structures. The standards are set forth in Appendix A to 24 CFR Part 40. See cross reference to UFAS in 504 regulations, 24 CFR 8.32 (a).
Utilities	Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility [24 CFR 990.102].
Utility Allowance	If the cost of utilities (except telephone and air conditioning added after initial construction) and other housing services for an assisted unit is not included in the Tenant rent, but is the responsibility of the family occupying the unit, then the utility allowance is an amount equal to the estimate made or approved by the HA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary and healthful living environment. If the family pays directly for one or more utilities or services, the amount of the allowance is deducted from the gross rent in determining the contract rent and is included in the gross family contribution.
Utility Reimbursement Payment	Utility Reimbursement Payment is the amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit. At the discretion of the HA, the check may be made payable jointly to the resident and utility provider or directly to the utility provider. Tenants who choose to pay flat rents do not receive a utility reimbursement, since the value of the flat rent takes into account any utilities paid by the tenant.
Very Low-Income Family	A lower Income Family means a family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low

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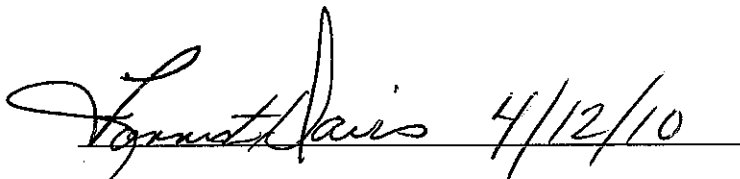
	family incomes[42 USC 1437a(b).
Violent Criminal Activity	Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause serious bodily injury or property damage .
Wage Earner	A person in a gainful activity who receives any wages. Said wages or pay covers all types of employee compensation including salaries, vacation allowances, tips, bonuses, commissions and unemployment compensation. The terms "Wage Earner" and "Worker" are used interchangeably.
Welfare Assistance	Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

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

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Forrest Davis the Community Planning & Develop Director certify that the Five Year and Annual PHA Plan of the The Bessemer Housing Authority is consistent with the Consolidated Plan of The City of Bessemer, AL prepared pursuant to 24 CFR Part 91.

 4/12/10

Signed / Dated by Appropriate State or Local Official