

# 5-Year PHA Plan (for All PHAs)

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

OMB No. 2577-0226  
Expires: 02/29/2016

**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																
<b>A.1</b>	<p><b>PHA Name:</b> Alexander County Housing Authority <b>PHA Code:</b> IL007</p> <p><b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 10/2020 <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>5-Year PHA Plan 2020 - 2024</b></p> <p><b>Alexander County Housing Authority</b> 1101 Ohio Street P.O. Box 191 Cairo, Illinois 62914</p> <p><b>Note:</b> There were no challenges to any Element of the ACHA FY 2020 – 2024 5-Year PHA Plan.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table><thead><tr><th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr><tr><th>PH</th><th>HCV</th></tr></thead><tbody><tr><td>Lead PHA:</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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<b>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> 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.</p> <p><b>The mission of the Alexander County Housing Authority is to promote adequate and affordable housing, economic opportunity, and suitable living environment free from discrimination for low-income, very low-income, and extremely low-income families in ACHA's jurisdiction.</b></p>
<b>B.2</b>	<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, very low- income, and extremely low- income families for the next five years.</p> <ul style="list-style-type: none"> <li>• Ensure affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, or familial status;</li> <li>• Undertake affirmative measures to ensure accessible housing to persons with disabilities;</li> <li>• Ensure VAWA is adhered to;</li> <li>• Improve management functions and delivery of decent, safe, and sanitary housing;</li> <li>• Improve and enforce rent collection to increase revenue at ACHA;</li> <li>• Emphasize resident responsibilities to improve safety and security in and around assisted housing;</li> <li>• Pursue disposition of properties excess to the needs of ACHA;</li> <li>• Staff the ACHA with qualified local staff able to carry out the mission of the PHA; and</li> <li>• Improve the quality of the existing housing stock through maintenance, modernization and rehabilitation, demolition, disposition, or new construction as may best meet the needs of ACHA, align with available funding, and comply with HUD's existing programs.</li> </ul>
<b>B.3</b>	<p><b>Progress Report.</b> 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</b></p>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p><b>ACHA will ensure the integrity of the Violence Against Women Act of 2006 (VAWA) (24 CFR 5.2005) is carried out by the leadership and staff of the agency and will abide by its policies as written in its Admissions and Occupancy Standards (ACOP) Part VII, Chapter 16.</b></p> <p><b>VAWA provides special protection for victims of domestic violence, dating violence, and stalking who are applying for or receiving assistance under the public housing programs. If Illinois State or local laws provide greater protection for such victims, these laws take precedence over HUD's VAWA requirements. Excerpts of other policies are below:</b></p> <ul style="list-style-type: none"> <li>• A notice of occupancy rights under VAWA to program applicants and participants who are or have been victims of domestic violence, dating violence, sexual assault, or stalking (Form HUD-5380, see Exhibit 16-1 in ACOP)</li> <li>• A copy of form HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation (see Exhibit 16-2 in ACOP)</li> <li>• A copy of ACHA's emergency transfer plan (Exhibit 16-3 in ACOP)</li> <li>• A copy of HUD's Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-5383 (Exhibit 16-4 in ACOP)</li> <li>• The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibit 16-1 in ACOP)</li> <li>• Contact information for local victim advocacy groups or service providers</li> <li>• ACHA has adopted the emergency transfer requirement as printed in the November 16, 2016 Federal Register Docket No. FR-5720-F-03.</li> </ul>
<b>B.5</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><b>A significant Amendment or Modification to the 5-Year Agency Plan will occur with any change in the mission of ACHA or a change in the Goals and Objectives.</b></p>

<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y    N  <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>See attached Meeting Report from August 5, 2020 Resident Meeting.</p>
<p><b>B.7</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

# Instructions for Preparation of Form HUD-50075-5Y

## 5-Year PHA Plan for All PHAs

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### A. PHA Information [24 CFR §903.23\(4\)\(c\)](#)

**A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

### B. 5-Year Plan.

**B.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. ([24 CFR §903.6\(a\)\(1\)](#))

**B.2 Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

**B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

**B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

**B.5 Significant Amendment or Modification.** Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

#### B.6 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB provide comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

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### **Section B.3 Progress Report**

Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

As of February 2016, ACHA was declared in substantial breach of its ACC by the Principal Deputy Assistant Secretary of Public and Indian Housing at HUD. HUD remains in possession of the Agency and is operating as the Board of Commissioners as well as providing assistance to the Management Agent in day-to-day operations. The Agency is undergoing a complete review and analysis of its policy, procedures, organizational structure, and physical assets. HUD has engaged various Technical Assistance providers since 2017 to assist in this ongoing review. In addition, the Voluntary Compliance Agreement (VCA), signed in October 2015 had been monitored by HUD and Fair Housing and Equal Opportunity (FHEO) staff throughout the 5-year period. In early 2020, FHEO indicated in consideration of the McBride Place and Elmwood Place properties and other administrative improvements, that there is no further action required by FHEO in regard to the VCA. The FHEO Regional Director, Region V, announced in a June 16, 2020 letter to HUD that FHEO has closed the VCA with ACHA.

ACHA has made significant progress in meeting the goals and objectives described in the previous 5-Year Plan.

An analysis of the housing stock and asset repositioning alternatives was conducted in 2016 by HUD TA providers consisting of housing professionals, planners, architects, and financial advisors. Input into plan was gathered from ACHA residents, the Cairo School Superintendent, the Mayor, the Vice-Mayor/City Council member, the Police Chief who also served as the Fire Chief and Zoning administrator, the County Commission Chairman and the local bank representative to gather community input on redevelopment options.

The units at Elwood Place, McBride Place, and Thebes were determined to be obsolete. Section 18 demolition applications were prepared for each of the properties and approved by HUD's Special Applications Center. Approval of these demolition applications resulted in the removal of 328 units from the ACHA inventory. Each of the 216 families that were residing at these three properties were relocated to other suitable housing in accordance with the Uniform Relocation Act, that provided additional opportunities for employment, education, social services, health care, and other basic services and amenities. The buildings at Elmwood, McBride, and Thebes have been demolished.

Internal ACHA processes and procedures have been evaluated and refined to better reflect HUD standards and match ACHA's current and project staffing. Although this is an on-going effort, many procedures have been put in place to facilitate rent collection, resident re-certification, maintenance activity, procurement, capital fund management, invoice review and payment, and budget management. Lease-up, occupancy, and rent collection have improved at the remaining AMPs, 2 and 3.

Staffing and retention of key positions at the ACHA has been a challenge, partly due to the geographically isolated nature of the Cairo community. On October 1, 2019, ACHA entered into an interagency agreement with nearby Pulaski County Housing Authority to manage day-to day operations at ACHA. Additional recent hires have included a housing manager, and

maintenance staff including the maintenance supervisor. Local staff continues to be assisted by HUD staff and HUD TA providers.

Numerous capital improvement projects have been started and completed with the past plan period to improve the living environment of the ACHA residents. These completed projects valued at over \$2.2 million include:

- Securing the services of professional architect-engineering firms to provide project designs in accordance with ACHA's needs and compliant with applicable building codes and regulations.
- Exterior surface and balcony railing repairs at the Smith Building.
- Repair at Butler Homes resulting in a fully accessible Section 504 compliant unit.
- Replacement of the garbage compactor in the Smith Building
- Repair of common space and corridor flooring, including asbestos abatement at the Shuemaker and Smith Buildings
- Vacancy Reduction repair of units at the Shuemaker and Smith Buildings and Scattered Sites
- Installation of water filters at all units
- Repair of the Shuemaker Building Facade
- Replacement of the Shuemaker garbage chute and compactor, and replacement of the Smith Building garbage compactor
- Replacement of elevators at the Smith Building
- Replacement of boilers at Smith and Shuemaker Buildings
- Installation of new fire alarm and sprinkler systems at the Smith Building
- Roof repair/replacement at Scattered Sites and McBride Place

# Alexander County Housing Authority



## 2020 FIVE YEAR AGENCY PLAN, 2020 ANNUAL PHA PLAN, AND 2020-2024 5-YEAR CAPITAL ACTION PLAN RESIDENT MEETING

**August 5, 2020**

**ATTENDANCE:** Margaret Johnson      Smith Building, Apt 209  
Mary Holder      Butler Homes, Apt 2  
Joann Pink      ACHA Management Agent

The Resident Meeting for the 5-Year Agency Plan, Annual Plan, and 5-Year Capital Action Plan was held on Wednesday, August 5<sup>th</sup>. The meeting was announced by the attached notice. Due to the COVID-19 Pandemic and social distancing, the meeting was held via telephone.

Joann Pink conducted the meeting and used the attached script as a guide to explain the purpose and content of the three plans.

Margaret Johnson asked a question concerning the plumbing work that is occurring on-site at the Shuemaker Building. Ms. Pink replied that ACHA is hosting a specific meeting about the project with the affected residents.

Mary Holder requested additional information concerning the planned HVAC work at Scattered Sites. Ms. Pink explained the work is associated with boilers, heating, and water heaters. Ms. Holder expressed her excitement concerning the planned improvements.

There were no further resident comments related to the 5-Year Agency Plan, Annual Plan, or 5-Year Capital Action Plan.

### Attachments:

1. Resident Meeting Notice
2. Resident Meeting Notes
3. Resident Meeting Script/ Outline

1101 Ohio Street  
P.O. Box 191  
Cairo, IL 62914

Phone 618-734-1910 --- Fax 618-734-0815

ALEXANDER COUNTY HOUSING AUTHORITY

# RESIDENT MEETING

To discuss the proposed **ACHA 5-Year Plan,  
Annual PHA Plan, and 2020-2024 5-Year  
Capital Plan**

**Wednesday, August 5, 2020  
at 4:00 pm**

Because of the COVID-19 Pandemic and the mandate for Social Distancing, the meeting will be held by phone conference. If you are interested in participating, please dial (425)436-6311 and enter access code 838045 as a participant.



Resident Comments PHA Annual and Five Year Plan Meeting 8/5/2020 @ 4pm
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Attendees:

ACHA	Joann Pink (Managing Agent)
Residents	Margaret Johnson     1101 Ohio St. Apt. 209, Cairo, IL 62914
	Mary Holder             12 Butler Homes, Cairo, IL 62914 (Scattered Site)

Minute Meetings Attached (Attach script)

Note: Meeting held virtually

Comments/Questions		
Q1	Margaret Johnson	Question: related to the plumbing work that is occurring on site at Shuemaker.
		Response: ACHA is hosting a separate meeting specifically related to this issue in order to allow for more in depth discussion. Tenant was satisfied with more in-depth conversation.
Q2	Mary Holder	Question: HVAC work at the Scattered Sites in the 5-Year Plan Response: ACHA Relayed work that will be occurring. Tenant very excited.

# **5-Year PHA Plan, Annual PHA Plan, and 5-Year Capital Plan Script for Resident Meeting**

## **Introduction**

Welcome and Introductions.

In accordance with HUD guidelines (24 CFR Part 903), public housing authorities are required to submit a 5-Year PHA Plan to HUD every 5-years, and an Annual PHA Plan every year.

A 5-Year Capital Plan is also required to be submitted to HUD every year in accordance with the Quality Housing and Work Responsibility Act (QHWRA) and the Capital Fund Guidebook in order to receive the annual Capital Fund Grant from HUD.

For each of these 3 Plans, PHAs conduct outreach meetings with public housing residents, and posts them for at least 45 days for Public Comment. The Public Meeting is scheduled for August 19<sup>th</sup> at 5:00 p.m. here at the Smith Building.

In this meeting, we will review the 2020 5-Year Agency Plan, the 2020 Annual PHA Plan, and the 2020-2024 5-Year Capital Action Plan.

## **5- Year Agency Plan**

5-Year Agency Plan is required every 5 years. This plan is for 2020 – 2024. The 5-Year Plan contains the following Elements:

Mission - The mission of ACHA is to promote adequate and affordable housing, economic opportunity, and suitable living environment free from discrimination for low-income, very low-income, and extremely low-income families in ACHA's jurisdiction.

### **Goals and Objectives**

- You can review the goals and objectives in the copy of the plan. Here are a few particular Goals and Objectives that may be of interest:
  - Pursue disposition of properties in excess of ACHA's needs
  - Build the permanent staff to carry out ACHA's mission
  - Improve the quality of the existing housing stock

### **Progress Report**

- The Progress Report lists some of the significant accomplishments of the past 5 years, including:
  - The Fair Housing and Equal Opportunity (FHEO) office closed the Voluntary Compliance Agreement with ACHA on June 16, 2020.

- Internal Process and Procedures guidelines are being developed to assist ACHA with its day-to-day operations.
- Interagency Agreement with Pulaski County Housing Authority to provide day-to-day operation of ACHA.
- Over \$2.2 million of improvements completed at AMP 2 and AMP 3 properties.

#### Violence Against Women Act (VAWA) Goals

- ACHA will ensure the integrity of the Violence Against Women Act of 2006 (VAWA) (24 CFR 5.2005) is carried out by the leadership and staff of the agency and will abide by its policies as written in its Admissions and Occupancy Standards (ACOP) Part VII, Chapter 16.
- The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibit 16-1 in ACOP)

Significant Amendment or Modification – ACHA is required to state what is a significant Amendment or Modification on the 5-Year Agency Plan that would cause the Plan to be re-submitted for public review and comment.

- A change of the ACHA Mission
- A change of ACHA's Goals and Objectives

Comments – Questions – Do you have any comments or questions related to the 2020-2024 5-Year Agency Plan?

#### Annual PHA Plan

Purpose. The Annual Plan is required by HUD to be completed each year by PHAs. It provides a source for basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low-income, and extremely low- income families.

#### Revision of Plan Elements – Section B.1:

- Various changes and updates to the Admissions and Continued Occupancy Policy (ACOP) to be reviewed later.
  - Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
  - Rent Determination
  - Operation and Management
  - Safety and Crime Prevention
  - Pet Policy

- Financial Resources – There is a chart in the Plan at Section B.1 that lists ACHA’s existing and planned Financial Resources for this year. ACHA anticipated have approximately \$8.6 million this year.
  - ACHA recently received an Emergency Grant from HUD for over \$1.5 million to repair the plumbing at the Smith Building.
- Substantial Deviation and Significant Amendment – As with the 5-Year Agency Plan, ACHA is required to include what change or deviation to the Annual Plan would require notifying the public.
  - Consistent with HUD’s guidance –
    - Changes in Rent, Admissions Policies, or Organization of the Waiting List.
    - Any proposed demolition, disposition, homeownership, Capital Fund Financing Program proposal, development, RAD conversion, or mixed-finance proposal not already included in the Annual and 5-Year Action Plans.

## ACOP Updates

### 3-III.G. NOTICE OF ELIGIBILITY OR DENIALPHA Policy

ADDED: ACHA will send the following questionnaire if criminal activity is uncovered in an applicant’s background check:

#### QUESTIONNAIRE/INTERVIEW QUESTIONS

The Alexander County Housing Authority is responsible for determining an applicant’s suitability for housing prior to selection. ACHA evaluates applicants with criminal backgrounds to determine whether housing the applicant would impact the safety and security of residents and/or interfere with residents’ peaceful enjoyment of their premises.

During ACHA’s review of your application, information was obtained that included criminal activity. Management has determined that the activity requires additional scrutiny to determine your suitability for tenancy. Please fully answer the following questions.

ACHA will provide written notification of its decision. In the case of a negative decision, the letter will explain how to exercise your appeal rights.

1. Are you involved in a re-entry program? If yes, provide name, address and phone.
2. Describe the circumstances of the activity. (Manager should identify specific incidents)
3. Do you attend any support groups for drug addition, re-entry, etc.? If yes, provide name location.
4. Are you or have you participated in any educational/training programs? If yes, provide details.
5. Provide the names and contact information of three references

from unrelated persons that can provide information on your character and rental/residential history.

#### **7-II.H. VERIFICATION OF PREFERENCE STATUS**

The PHA will use the following local preferences:

- 1) “Working” families, (3 points)
- 2) Persons Displaced by Government Actions (10 points)
- 3) Families displaced natural disaster declared by the President of the United states (10 points)  
Disaster
- 4) Victims of domestic violence where the most recent incident of abuse occurred no more than thirty calendar days before the date the applicant begins the full application process (8 points)

#### **8-I.G. MINIMUM HEATING STANDARDS**

[Notice PIH 2018-19]

PHAs in states, territories, or localities with existing minimum heating standards must use their respective local standards for public housing dwelling units. For PHAs where state or local minimum heating standards do not exist, PHA must use the HUD-prescribed heating standards specified in Notice PIH 2018-19.

##### **PHA Policy**

PHA is located in an area where state or local residential heating standards exist and will utilize those standards for public housing units. Therefore, PHA’s minimum heating standards are as follows:

##### **Minimum temperature:**

If PHA controls the temperature, the minimum temperature in each unit must be at least 68 and cannot drop below 65 degrees. If the resident controls the temperature, the heating equipment must have the capability of heating to at least 68 degrees.

##### **Minimum temperature capability:**

At no point should indoor temperatures in public housing units drop below 55 degrees. Heating equipment is designed to accommodate the lowest expected outdoor temperature, referred to as the “design-day temperature.” If the design-day temperature is 17 degrees Fahrenheit outside, the heating equipment should be able to maintain an indoor temperature of 68 degrees. PHAs may allow the indoor temperature to be lower than 68 degrees when the outside temperature drops below the design-day temperature, or when the outside temperature is within five degrees of the design-day temperature for more than two consecutive days.

Measurement:

Temperature measurements must be taken three feet above the floor and two feet from an exterior wall in a habitable room.

#### **10-II.B. MANAGEMENT APPROVAL OF PETS**

##### **Updated Pet Policy**

Pets must be registered with ACHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date. Pets will not be approved to reside in a unit until completion of the registration requirements. ACHA will refuse to register a pet if:

- The pet is not a common household pet as defined in Section 10-II.C. Keeping the pet would violate any pet restrictions listed in this policy
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order
- ACHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If ACHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the HA's decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with the ACHA's grievance procedures

Residents who have been approved to have a pet must enter into a pet agreement with ACHA, or the approval of the pet will be withdrawn.

The pet agreement is the resident's certification that he or she has received a copy of the HA's pet policy and applicable house rules, that he or she has read the policies and/or rules, understands them, and agrees to comply with them.

##### **PHA Policy**

The following animals are not permitted:

Any animal whose adult weight will exceed 25 pounds. Dogs of the pit bull, rottweiler, chow, or boxer breeds.

Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations. Any animal not permitted under state or local law or code.

#### **Number of Pets**

**Residents may own a maximum of 2 pets, only 1 of which may be a dog or a cat but not both. In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 10 gallons. Such a tank or aquarium will be counted as 1 pet.**

### **13-III.B. MANDATORY LEASE PROVISIONS**

#### **Over-Income Families [24 CFR 960.261; FR Notice 7/26/18; Notice PIH 2019-11]**

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 placed an income limitation on public housing tenancies. The over-income requirement states that after a family's adjusted income has exceeded 120 percent of area median income (AMI) (or a different limitation established by the secretary) for two consecutive years, PHA must either terminate the family's tenancy within six months of the determination, or charge the family a monthly rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit, including amounts from the operating and capital funds, as determined by regulations.

#### **PHA Policy**

At annual or interim reexamination, if a family's adjusted income exceeds the applicable over-income limit, PHA will document the family file and begin tracking the family's over-income status.

If one year after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, PHA will notify the family in writing that their income has exceeded the over-income limit for one year, and that if the family continues to be over-income for 12 consecutive months, the family will be subject to PHA's over-income policies.

If two years after the applicable annual or interim reexamination the family's income continues to exceed the applicable over-income limit, PHA will charge the family a rent that is the higher of the applicable fair market rent (FMR) or the amount of monthly subsidy for the unit. PHA will notify the family in writing of their new rent amount. The new rent amount will be effective 30 days after PHA's written notice to the family.

If, at any time, an over-income family experiences a decrease in income, the family may request an interim redetermination of rent in accordance with PHA policy. If, as a result, the previously over-income family is now below the over-income limit, the family is no longer subject to over-income provisions as of the effective date of the recertification.

### **13-III.C. OTHER AUTHORIZED REASONS FOR TERMINATION [24 CFR 966.4(l)(2) and (5)(ii)(B)]**

Deceased Tenants [Per PIH Notice 2012-4, January 1, 2012]

The PHA will run a Deceased Tenants Report from EIV monthly shortly before either the end of the month or creating rent statements to see if the system flags deceased residents. The PHA will review the report and follow up with any listed families immediately and take any necessary corrective action as set forth in PIH Notice 2012-4 or successor publications. When the Deceased Tenants Report identifies an individual as being deceased, the PHA will take the following actions:

- If the remaining household member is a live-in aide:
  - o When the HOH dies and the only remaining household member is the live-in aide, the live-in aide is not entitled or eligible for any rental assistance or continued occupancy in a subsidized unit. By definition, the live-in aide would not be living in the subsidized unit except to provide the necessary supportive services on behalf of the elderly or disabled HOH.
  - o The PHA will not designate the live-in aide as the new HOH or change the relation code (line item 3h on the form HUD-50058) of the live-in aide to make him or her an eligible household member (eligible for assistance) on behalf of the live-in aide for any month after the month in which the HOH died.
- If the remaining household members are minors:
  - o The minor can obtain a decree of emancipation
  - o The PHA may allow a temporary adult guardian to reside in the unit until a court-appointed guardian is established.
  - o In accordance with its screening policies, the PHA may add the new guardian as the new HOH. The PHA will work with the local Department of Social Services to ensure that the best interests of the children are addressed.
  - o The PHA may permit an adult not on the lease to be the new head of household after the death or departure of the original head of household. This would usually occur when the only family members remaining in the unit are children who otherwise would have to leave the unit.
- **Outstanding Debt**
  - o If this occurs, the new head of household [may] be charged for any outstanding debt incurred by the former head or spouse. The PHA may establish a payment plan with the new head of household, especially in the case where there could be an eviction due to delinquent amounts incurred by the former head.

In addition, rent will be calculated based on and calculated at the new Head of household's income, not the previous head of household's income. An interim



recertification should be processed in accordance with HUD requirements and the effective date of the interim recertification will depend on several factors, including the time frame in which the resident's death was reported and the effect the removal of the household member will have on tenant rent.

### **16-III.B. REPAYMENT POLICY**

Updated:

#### **Maximum Repayment Agreement Term**

The maximum term of the repayment agreement shall be no more than 12 months. Any amounts owed above the payment thresholds, as defined above, must be paid as a part of the initial down payment.

#### **Multiple Debts Owed**

In cases where a family has an existing repayment agreement and they incur an additional debt, the PHA will not enter into multiple repayment agreements. At the family's sole discretion, they may enter into a new repayment agreement for the remaining balance of the existing repayment agreement and the amount of the new debt (combined total). All repayment policies apply for the new agreement (down payment, payment threshold, maximum term, etc.).

#### **Execution of the Agreement**

Any repayment agreement between the PHA and a family must be signed and dated by the PHA and by the head of household and spouse/cohead (if applicable).

New Activities – Section B.2. See Section B.2 for the List of Items ACHA could undertake within this year.

ACHA will investigate and pursue any and all options available to effectively manage, maintain, or reposition existing public housing assets during the plan period. The goal of this activity is to efficiently maintain the current assets while preserving affordable housing in Alexander County. ACHA reserves the right to consider one or more of the following actions at any or all of its properties:

- Convert assets through the HUD Rental Assistance Demonstration (RAD) program;
- Voluntary conversion actions and/or demolition/disposition activities as authorized by the U.S. Department of Housing and Urban Development (HUD), including, but not limited to, those authorized by Section 18 and Section 22 of the Housing Act of 1937, or any other present or future Federal, State, or local program;
- Transfer Annual Contributions Contracts (ACCs) with one or more public housing agencies through merger, consolidation, or consortium;
- Dispose of vacant-land properties;

- Seek HUD, other Federal, State, or other grants as they may become available that can provide benefit to ACHA and further its mission to promote adequate and affordable housing, economic opportunity, and suitable living environment free from discrimination for low-income, very low-income, and extremely low-income families in ACHA's jurisdiction.
- Provide a dwelling unit to a local Police Officer as described in the proposed ACOP changes.
- A number of units are planned to remain vacant for a modernization program to replace the plumbing lines throughout the Smith Building. A number of units will remain vacant throughout the project to allow the work to proceed in a phased approach with as little disruption to residents as possible.

Most Recent Audit – Section B.4. PHAs are required to have an annual audit.

- The Audit was completed in March 2020 by an independent auditor.
- The audit identified some incomplete accounting records from several years ago, which ACHA continues to work to reconcile and provide.

Progress Report – Section B.5. - Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

- Improved management, operations, financials, maintenance, and asset management to ensure decent, safe, and sanitary housing
- Entered into an interagency agreement with Pulaski County Housing Authority to manage day-to-day operations at ACHA.
- Received a closure letter from FHEO for the Voluntary Compliance Agreement that had been in effect since 2015.
- Secured preliminary approval from HUD for a Safety and Security Grant and Emergency Grant to improve security systems and replace deteriorating plumbing systems.
- Completed elevator repairs at Smith Building.
- Completed siding repairs at the Shuemaker Building.
- Completed demolition of buildings at the Elmwood Place, McBride Place, Sunset Terrace, and Mary Alice Meadows developments.

Are there any further comments or questions about the 2020 Annual PHA Plan?

#### 2020-2024 5-Year Capital Action Plan

PHA's are required to have a 5-Year Capital Action Plan. The 5-Year Capital Action Plan provides a listing of public housing projects to be rehabilitated or redeveloped, multi-project modernizations, or other eligible activities to be conducted with anticipated Capital Funding.

ACHA received \$1.18 million in 2020 and anticipated receiving approximately the same amount in the coming years.

The 2020-2024 5-Year Capital Plan is included in the document that was posted for public review and comment. It is at the end of the document, after the Annual Plan.

The Plan is flexible to allow for specific planned projects over the 5-year period as well as unforeseen needs.

Some of the specific planned Capital Improvements over the next 5 Years include:

#### Smith/Shuemaker

- Pressure Wash
- Smith Building Plumbing Replacement
- Converting 3<sup>rd</sup> Space at Smith into additional units
- Relocating the office space from Smith to the first floor of Shuemaker.
- Unit Modernization at turns
- Replace all exterior entry doors and storm doors at Smith
- Exterior Paint and Caulking
- Exterior Stairwells - Fire Escape,
- Rehabilitate exterior corridors by removing carpet and resurfacing and sealing concrete for all 8 floors and exterior stairwells at Smith
- Boiler repairs
- Lead Based Paint inspection
- Smith -Lobby Entrance Remodel
- Smith lobby redesign and construction management
- Smith and Shuemaker roof survey
- Shuemaker sanitary sewer and domestic water lines survey
- Shuemaker elevator design and replacement
- Smith – Garbage Chute Replacement

#### Scattered Sites

- Boiler repairs at Scattered Sites
- HVAC Repairs - Scattered Sites
- Plumbing repairs - Sewer Lines
- Flooring - scattered sites
- Modernization of Units at turns
- Walkway repairs
- Gazebos

Are there any comments or questions concerning the 5-Year Capital Action Plan, or any additional comments or questions concerning the 5-Year Agency Plan or the Annual PHA Plan?

If you think of any additional comments or questions after this evening's meeting, please submit them to us.

As a reminder the Public Meeting is scheduled for Wednesday, August 19<sup>th</sup> at 5:00 p.m. We will be going over this same information with the public. You are invited to attend the public meeting if you would like. Following the public meeting and considering any comments, the next steps are ACHA Board approval and submittal to HUD.

Thank You