

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

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

PHA Plan Agency Identification

PHA Name: Housing Authority of the City of LaGrange

PHA Number: GA026

PHA Fiscal Year Beginning: (mm/yyyy) 04/01/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 20001- 2005
[24 CFR Part 903.5]

A. 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. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- x The PHA's mission is: (state mission here)
The mission of the Housing Authority of the City of LaGrange is to be a leader in excellent affordable housing available for very-low, low and moderate-income persons through effective management and the wise stewardship of funds. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. By working with others, we will assist qualified families with appropriate opportunities and services to enhance the quality of family life.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
 Apply for additional rental vouchers:
 Reduce public housing vacancies:
 Leverage private or other public funds to create additional housing opportunities:
 Acquire or build units or developments
 Other (list below)
- x PHA Goal: Improve the quality of assisted housing
Objectives:
x Improve public housing management: (PHAS score)
 Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- x PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- x Other: (list below)
Implement 2 new partnerships in order to enhance self-sufficiency services to our residents by December 31, 2002.

Apply for funds to expand our After School Youth Program.

Assist resident organization in strengthening their organization and help to develop their mission statement, goals and objectives by December 31, 2001.

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

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

Other PHA Goals and Objectives: (list below)

Goal: To enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.

Objectives:

The Board of Commissioners, the E.D. and the Maintenance will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes upgrading the park and playground areas with seasonal flower planting and creating attractive and signage for the properties by December 31, 2001.

Routinely conduct inspections of housing unit yards and flower beds and recognize specific units for aesthetic appeal and contribution to overall maintenance of Authority property.

Become a more customer-oriented organization.

GOAL: To increase the percentage of units meeting uniform physical condition standards (upcs).

Objectives:

Create and implement a preventive maintenance manual by December 31, 2001.

Inspect and repair to bring all units in compliance with quality control inspections by December 31, 2002.

GOAL: To enhance the image of public housing in our community.

Objectives:

Leadership shall speak to at least three civic, religious, or fraternal groups a year between now and December 31, 2004 to explain how important housing is to the community.

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

EXECUTIVE SUMMARY

The LaGrange Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the LaGrange Housing Authority.

The mission of the Housing Authority of the City of LaGrange is to be the leader in making excellent affordable housing available for very-low, low and moderate-income persons through effective management and the wise stewardship of public funds. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. By working with others, we will assist qualified families with appropriate opportunities and services to enhance the quality of family life.

We have also adopted the following goals and objectives for the next five years.

GOAL NUMBER ONE

To manage the Housing Authority of the City of LaGrange's existing public housing program in an efficient and effective manner thereby continue qualifying as at least a standard performer.

Objectives

- HUD shall recognize the Housing Authority of the City of LaGrange as a high performer by December 31, 2004.
- The Housing Authority of the City of LaGrange shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

GOAL NUMBER TWO

To enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.

OBJECTIVES

- The Board of Commissioners, the Executive Director and the Maintenance Department will initiate, implement, and maintain a preventive maintenance and landscaping plan that includes upgrading the park and playground areas with seasonal flower planting and creating attractive and signage for the properties by December 31, 2001.
- Routinely conduct inspections of housing unit yards and flower beds and recognize specific units for aesthetic appeal and contribution to overall maintenance of Authority property.
- The Housing Authority of the City of LaGrange shall become a more customer-oriented organization.

goal number three

To increase the percentage of units meeting uniform physical condition standards (upcs).

OBJECTIVES

- The LaGrange Housing Authority will create and implement a preventive maintenance manual by December 31, 2001.
- The LaGrange Housing Authority shall have all of its units in compliance with quality control inspections by December 31, 2002.

GOAL NUMBER FOUR

Provide a safe and secure environment in the Housing Authority of the City of LaGrange's public housing developments.

OBJECTIVES

- **The Housing Authority of the City of LaGrange shall reduce crime in its developments so that the crime rate is less than their surrounding neighborhood by December 31, 2004.**
- **The Housing Authority of the City of LaGrange shall refine the memorandum of understanding between the local police department and this agency. The purpose of this is to better define the normal police protection and to add contract coverage to eliminate and prevent potential crime problems that occurs near our developments and develop strategies for identifying and reducing this problem.**

GOAL NUMBER FIVE

To improve and enhance the image of public housing in our community.

Objectives

- **The LaGrange Housing Authority's leadership shall speak to at least three civic, religious, or fraternal groups a year between now and December 31, 2004 to explain how important they are to the community.**

GOAL NUMBER SIX

To improve economic opportunity (self-sufficiency) for the families and individuals who reside in our housing.

Objective

- **The LaGrange Housing Authority will implement 2 new partnerships in order to enhance self-sufficiency services to our residents by December 31, 2002.**

- **The LaGrange Housing Authority will apply for funds to expand our After School Youth program.**
- **The LaGrange Housing Authority shall assist its resident organizations in strengthening their organizations and helping them develop their mission statement, goals, and objectives by December 31, 2001.**

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission for the next fiscal year.

Preliminary planning sessions were conducted with the authority's residents, Resident Advisory Board, community leaders and organizations, and state and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- The FY-2002 Annual Plan address the authority's immediate operations, current policies, program participants, and programs and services.
- The Plan outlines the authority's strategy for handling operational concerns along with resident concerns and needs.
- The Plan and designs and develops opportunities for resident programs and services for the upcoming year.
- The Plan includes strategies for improving the image of public housing.
- The Agency Plan is consistent with the Consolidated Plan.

This Agency Plan contains a FY-2002 and FY-2006 Five-Year Plan and a FY 2002 Annual Plan. An annual Plan and/or update of the Agency Plan will be submitted to HUD annually at least 75 days before the start of the succeeding fiscal year.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

Annual Plan	<u>Page #</u>
FY 2000 Annual Plan	Page 4

i. Executive Summary	1
ii. Table of Contents	5
1. Housing Needs	9
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	27
5. Operations and Management Policies	32
6. Grievance Procedures	34
7. Capital Improvement Needs	34
8. Demolition and Disposition	36
9. Designation of Housing	37
10. Conversions of Public Housing	38
11. Homeownership	40
12. Community Service Programs	41
13. Crime and Safety	44
14. Pets (Inactive for January 1 PHAs)	46
15. Civil Rights Certifications (included with PHA Plan Certifications)	46
16. Audit	46
17. Asset Management	47
18. Other Information	47

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

Attachment A - Admissions Policy for Deconcentration (GA026Aa01)

Attachment B - FY 2000 Capital Fund Program Annual Statement (GA026a02)

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

PHA Management Organizational Chart Attachment C - (GA026v03)

FY 2000 Capital Fund Program 5 Year Action Plan

Public Housing Drug Elimination Program (PHDEP) Plan

Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	X check here if included in the public housing A & O Policy	
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	963	5	4	5	5	2	5
Income >30% but <=50% of AMI	612	5	4	5	4	4	5
Income >50% but <80% of AMI	368	4	3	5	4	4	5
Elderly	417	5	5	5	5	1	5
Families with Disabilities	938	5	5	5	5	4	1
Race/Ethnicity African Americans	374	5	4	5	1	2	5
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

Statement of Housing Needs

- City of LaGrange Overview

The City of LaGrange was incorporated in 1828. LaGrange is the county seat of Troup County.

Proximity to other metro areas:

Atlanta, GA	-	60 miles
Columbus, GA	-	44 miles
Montgomery, AL	-	90 miles

According to *Georgia - The State of Business Today*, publication date: July 24, 2000 the 1998 the population of Troup County was 58,783. The 1998 population of LaGrange was 25,111. The 1998 Per Capita Income for Georgia was \$25,839. The 1998 Per Capita Income from Troup County was \$22,499.

In Troup County, 69.2% of the residents were white and 30.1% were black, according to the *1990 Census*. Hispanics, who may also be identified as either white or black in the Census date, constituted 0.5% of the county's population. Statewide, 30% were age 19 or younger and 10% were age 65 or older.

In Troup County, the *1990 Census* reports 8.9% of households were headed by females and had children under 18 years of age, compared with 8% statewide. Total households with children under 18 comprised 35.6% of all households in the count and 36% of those in the state.

According to the *1990 Census*, 58.2% of the housing units in the county were owner occupied. The median value of these units was \$54,600. Across the state, 76% of housing units were owner occupied, with a median value of \$70,700.

Information from the <i>LaGrange Chamber of Commerce</i> on the average cost of homes:	
Median pre-owned home	\$82,000
Average new home (2,500-3,000 sq. ft.)	\$121,000
Average pre-owned homes (2,500-3,000 sq. ft.)	\$100,000

LaGrange has 32 apartment complexes.

- Housing Needs of Families on the Waiting List

Source: Analysis of internal waiting list.
 Applications are accepted at the main office and satellite office. All applications are combined (keypunched and filed) in the main office. Letter and/or telephone from the main office of vacancy notify applicants.

- Housing Needs of Families in the Jurisdiction by Family Type

Overall information was taken from the *1990 City/County Census Data, HUD CHAS*.

FY 2000 Income Limits & Section 8 Fair Market Rents (Effective 3-9-00)

Troup County	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
L30 30% of median	8650	9900	11100	12350	13350	14350
L50 very low	14400	16500	18550	20600	22250	23900
L80 low	23050	26350	29650	32950	35600	38250

Troup County Fair Market Rents Effective 10-1-99				
0 bedroom	1 bedrooms	2 bedrooms	3 bedrooms	4 bedrooms
\$280	\$381	\$429	\$536	\$607

According to the *LaGrange Social Security Administration Office*, the number of blind and disabled families receiving disability in Troup County as of December 1999 was 1,877.

The *LaGrange Department of Family and Children Services* reported the following statistics for month ending November 2000.

	Food Stamp recipients Requirements	TANEF recipients	Work
Black	3,096	821	158
White	1,062	309	98

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
1990 Census
1990 City/County Census Data, HUD CHAS
2000 LaGrange Social Security Administration Office
2000 LaGrange Department of Family and Children Services

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
x Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	86		7
Extremely low income <=30% AMI	55	64.0	
Very low income (>30% but <=50% AMI)	25	29.1	
Low income (>50% but <80% AMI)	6	7.0	
Families with children	71	82.6	
Elderly families	3	3.5	
Families with Disabilities	12	14.0	
Race/ethnicity White	7	8.1	
Race/ethnicity African American	79	19.9	
Race/ethnicity	0		

Housing Needs of Families on the Waiting List			
Race/ethnicity	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	25	29.1	3
2 BR	44	51.2	10
3 BR	12	14.0	5
4 BR	5	5.8	3
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? x No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the isdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency’s reasons for choosing this strategy.

The City of LaGrange has 32 apartment complexes. In addition, we sit in the middle of West Point Public Housing, approximately 16 miles apart and Hogansville Public Housing, approximately 13 miles apart. To give applicants a rent choice, we will address our apartment turnover . To further assist working or disable applicants with a choice of rent, we will give a perference.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- x Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- x Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- x Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

1. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List 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. Note: 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 need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	446,736	
b) Public Housing Capital Fund	775,796	
c) HOPE VI Revitalization	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CGP 2000	837,977	
3. Public Housing Dwelling Rental Income	441,123	Ph operations
4. Other income (list below)		
Ph investment income	19,774	Ph operations
4. Non-federal sources (list below)		
Total resources	2,521,406	Ph operations

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- x When families are within a certain time of being offered a unit: (3 months)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- x Criminal or Drug-related activity
- x Rental history
- x Housekeeping
- Other (describe)

c. x Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. x Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

One
 Two
x Three or More

b. Yes x

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- x Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- x The PHA-resident lease
- x The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

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

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
 Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

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

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

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

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

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

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

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

A. A hardship exists in the following circumstances:

- 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;**

2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education or similar items;
 5. When a death has occurred in the family.
- B. No hardship.** If the housing authority determines there is no qualifying hardship, the minimum rent will be instated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship.** If the housing authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The housing authority will offer a repayment agreement in accordance with the Section 19 of this policy (ACOP) for any rent not paid during the period of suspension. During the suspension period the housing authority will not evict the family for nonpayment of the amount of rent owed for the suspension period.
- D. Long-term hardship.** If the housing authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.

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

1. Yes x No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- x Yes for all developments
- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- x Other (list below)
- A. A decrease in annual income;
 - B. Childcare expenses for children under the age of 13 that are necessary to enable a member of the household to be employed or go to school;
 - C. Medical expenses of elderly, disabled, or handicapped headed households that are not covered by insurance;
 - D. Change in family composition
 - E. New source of income
 - F. Hardship
 - G. Need to correct error
- g. Yes x No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - x Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	405	7
Section 8 Vouchers	N/a	
Section 8 Certificates	N/a	
Section 8 Mod Rehab	N/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/a	
Public Housing Drug Elimination Program (PHDEP)	N/a	
Other Federal	N/a	

Programs(list individually)		

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Procurement Policy
- Personnel Policy
- Investment Policy
- Demolition and Disposition Policy
- Asset Management Plan
- Insurance Policy
- Grievance Procedures
- Capitalization Policy
- Facilities Use Policy
- Collection Policy
- Disposition Policy
- Pet Policy- attachment (ga026v05)
- Resident Initiative Policy
- Community and Self-Sufficiency Policy
- Safety Policy
- Maintenance Plan attachment (ga026v12)
- Pest Control Policy attachment (ga02v14)
- Hazard Materials Policy
- Ethics Policy
- Resident Advisory Board Policy
- Natural Disaster Policy

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

x The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment B -FY 2001 Annual and 5 Yr

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

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

b. If yes to question a, select one:

x The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment B FY 2001 Annual and 5 Yr

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes x No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes x No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes x No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes x No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes x No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”,

skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming

fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

x Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes x No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations

Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

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

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

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes x No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

Attachment d- community service policy (ga026a04)

Attachment q - volunteer positions (ga026a16)

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments

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

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

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

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- x Police provide crime data to housing authority staff for analysis and action
- x Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

Both developments

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Attachment E- Pet Policy (GA026a05)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name)

Provided below:

The Resident Advisory Board (RAB) met along with officers of the Tenant Association, Grievance Hearing Panel, officers of the Senior Club, and commissioners. The RAB was concerned about the implementation of the pet policy, particularly noise disturbances, fleas, and pet waste. The audience was assured the pet policy contained provisions for those concern along with abandonment of pet due to illness and hospitalization.

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

Attachment r- resident membership (ga026a17)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

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

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

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 State certification mailed to Atlanta HUD.
 The Five-Year and Annual PHA Plan meets the following priorities as outlined in the State of Georgia's Consolidated Plan:
 - A. To increase the number of Georgia's low and moderate income households who have obtained affordable, rental housing free of overcrowded and structurally substandard conditions.
 - B. To provide assistance to local governments to meet their non-housing community and economic development needs.
 - C. To increase coordination, strengthen linkages and encourage the formation of partnerships between Georgia's private sector housing developers, financial

institution, nonprofit organizations, public sector agencies, foundations, and other providers.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Update on goals and objectives established for FY 2000.

Goal #1

To enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.

Status: in process. The date of accomplishment is December 31, 2001. The authority will accomplish this goal through construction landscape capital improvement fund.

Goal #2

To increase the percentage of units meeting housing quality standards.

Status: in process. A maintenance manual has been adopted to include preventive maintenance procedures. As of December 2000, the authority had all positions filled in the maintenance division. Staff will be trained on UPCS inspections.

Goal #3

To improve its public and community image and promote employee recognition.

Status: in process. A mail list for marketing is being used to let individuals and agencies know about our program. The personnel benefits are being evaluated.

Goal #4

Give preference to housing working families in its developments and select families enrolled in self-sufficiency programs.

Status: in process: ACOP includes preferences for working families. Seeking to form partnerships with civic based organizations to enhance our after school program.

Update on Resident Service Survey

A plan of action was developed after consultation with tenant association and h/a staff. As a result of our customer service and satisfaction survey, the following suggestions were implemented.

Communication: Suggestion Box located at each office. Newsletter includes three headlines each month covering Classic Family Tips, News from Maintenance, and Occupancy Highlights. Board of Commissioners walked the property.

Safety: Police department attempted to set up a neighborhood watch. Tenant participation was very poor. Will establish a program to select a building captain who will be responsible for contacting neighbors on current issues.

Neighborhood Appearance: Landscape is being addressed. Activity Coordinator will also follow up on poor housekeeping referrals.

SIGNIFICANT AMENDMENT DEFINITION: basic criteria that will be used to determine a significant amendment or modification to the 5 - year plan along with definition of standard deviation are defined in Attachment P.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

- Attachment G- Blood Borne Disease Policy (GA026)
- Attachment H - Check Signing Policy (GA026)
- Attachment I - Criminal Records Management Policy (GA026)
- Attachment J - Ethics Policy (GA026)
- Attachment K - Funds Transfer Policy (GA026)
- Attachment L - Hazardous Materials Policy (GA026)
- Attachment M - Maintenance Policy (GA026)
- Attachment N - Natural Disaster Policy (GA026)
- Attachment O - Pest Control Policy (GA026)
- Attachment P - Significant Amendment Definition

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
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 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
<i>Benjamin Harvey Hill Homes, 26-1, 200 Chatham Street</i>	<i>238 Family units</i>	<i>Replace roofing, paint interior walls and exterior surfaces, replace broken sidewalks, install fencing, pipe creek, replace playground system, construct laundry facility</i>	<i>N/a</i>	<i>N/a</i>	<i>N/a</i>	<i>N/a</i>	<i>N/a</i>	<i>N/a</i>
Lucy Morgan Homes, 26-1, 611 Borton Street	182 Family units	Replace roofing, paint interior walls and exterior surfaces, replace broken sidewalks, install fencing, replace playground system, construct laundry facility, construct recreational facility	N/a	N/a	N/a	N/a	N/a	N/a

Table Library

10.4 DECONCENTRATION POLICY

It is LaGrange Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The LaGrange Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

The LaGrange Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

10.6 OFFER OF A UNIT

When the LaGrange Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The LaGrange Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the LaGrange Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant

file. If the family rejects the offer of the unit, the LaGrange Housing Authority will send the family a letter documenting the offer and the rejection.

10.7 REJECTION OF UNIT

If in making the offer to the family the LaGrange Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the LaGrange Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school) The family will be offered the right to an informal review of the decision to alter their application status.

10.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (2) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to

execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the LaGrange Housing Authority will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to:

A. \$125.00

In exceptional situations, the LaGrange Housing Authority reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. One half shall be paid in advance, one fourth with their second rent payment, and one fourth with their third rent payment. This shall be at the sole discretion of the Housing Authority.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of LaGrange		Grant Type and Number CFP GA 06P02650201 Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements Soft Costs	0			
	Management Improvements Hard Costs	0			
4	1410 Administration	35,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	67,038			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	735,939			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of LaGrange	Grant Type and Number CFP GA 06P02650201 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
---	--	------------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	837,977			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security--Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority City of LaGrange		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2002	Work Statement for Year 3 FFY Grant: PHA FY: 2003	Work Statement for Year 4 FFY Grant: PHA FY: 2004	Work Statement for Year 5 FFY Grant: PHA FY: 2005
	Annual Statement				
H/A wide		76,898	103,977	262,450	90,000
Benjamin Harvey Hill GA 26-1		441,000	386,600	325,527	421,225
Lucy Morgan Homes GA 26-2		320,079	347,400	250,000	326,752
Total CFP Funds (Est.)		837,977	837,977	837,977	837,977
Total Replacement Housing Factor Funds					

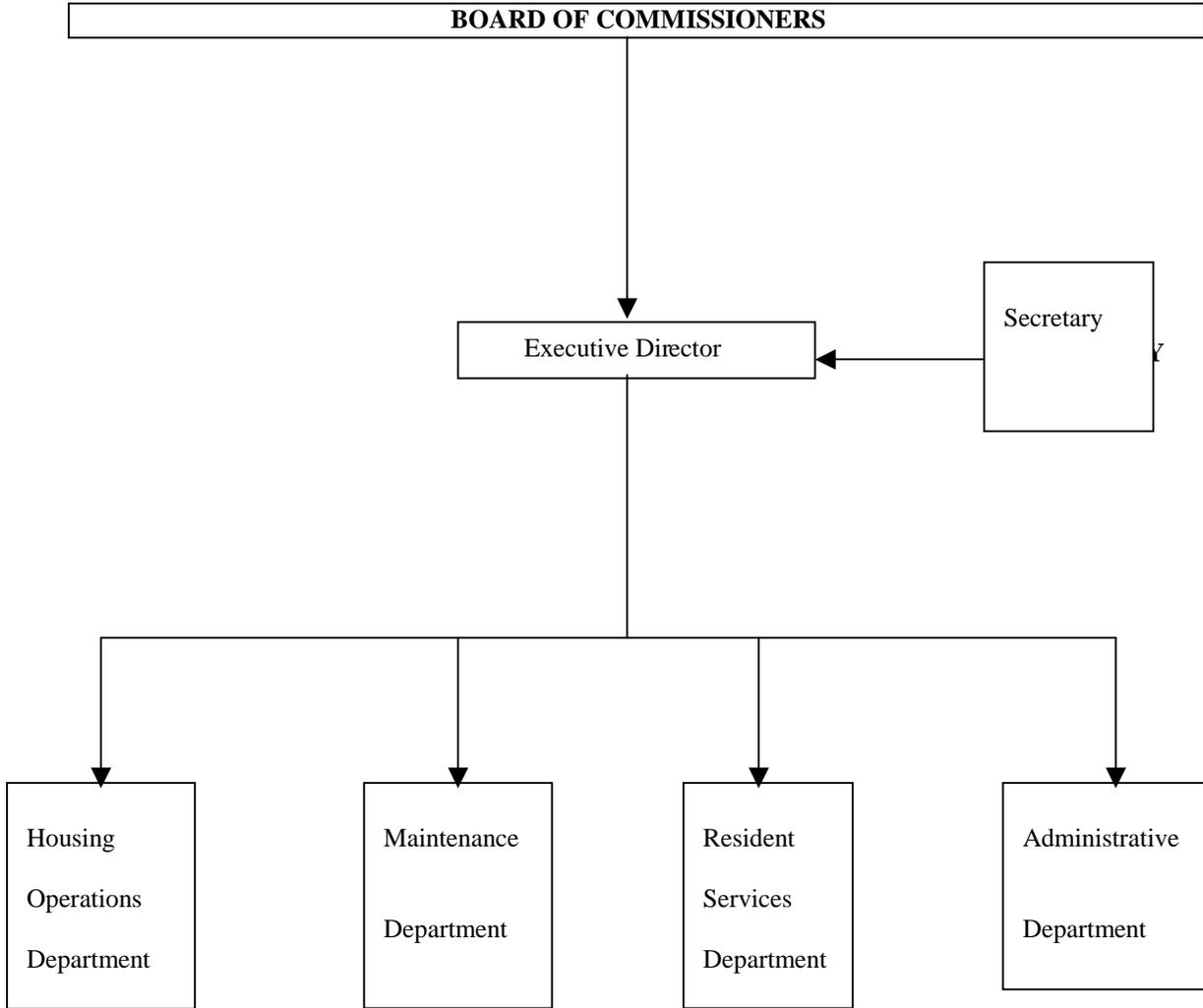
Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY: 2002			Activities for Year: <u>3</u> FFY Grant: PHA FY: 2003		
See annual	1410	Hire clerk of works	35,000	1410	Hire clerk of works	35,000
	1430	Hire architect	41,898	1430	Hire architect	50,000
	1460	Paint exterior surfaces 26-1	119,000	1465	Replace ranges & refrigerators @ 26-1	166,600
	1460	Paint interior walls 26-1	322,000	1465	Replace ranges & refrigerators @ 26-2	127,400
	1460	Paint exterior surfaces 26-2	91,000	1470	Construct laundry facility @ 26-1	200,000
	1460	Paint interior surfaces 26-2	229,079	1470	Construct laundry facility @ 26-2	200,000
				1475	Laundry equipment @ 26-1	20,000
				1475	Laundry equipment @ 26-2	20,000
				1475	Truck	18,977

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :_4____ FFY Grant: PHA FY: 2004			Activities for Year: ___5_ FFY Grant: PHA FY: 2005		
See annual	1410	Hire a clerk of works	35,000	1410	Hire a clerk of works	40,000
	1430	Hire architect	45,000	1430	Hire an architect	50,000
	1450	Replace broken sidewalks @ 26-1	325,527	1450	Fencing @ 26-1	91,225
	1470	Construct recreational facility @ 26-2	250,000	1450	Sidewalks @ 26-2	225,527
	1470	Remodel Admin building	151,225	1450	Pipe creek @ 26-1	280,000
	1408	Computer equipment	31,225	1475	Playground equipment @ 26-1	50,000
				1450	Pipe creek @ 26-2	10,000
				1450	Fencing @ 26-2	91,225

**LAGRANGE HOUSING AUTHORITY
ORGANIZATIONAL CHART**



14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

14.1 GENERAL

It is the policy of LaGrange Housing Authority (LHA) to enhance and promote economic and social self-sufficiency.

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement

<p>NOTE: <i>For purposes of the community service requirement, an adult is a person eighteen (18) years or older.</i></p>
--

14.2 EXEMPTIONS

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care giver for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program

14.3 NOTIFICATION OF THE REQUIREMENT

The LaGrange Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The LaGrange Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are

exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The LaGrange Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

14.4 VOLUNTEER OPPORTUNITIES

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community. Community Service does not include political activities.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The LaGrange Housing Authority will coordinate with local social service agencies and local schools in identifying a list of volunteer community service positions.

Together with the resident advisory council, the LaGrange Housing Authority may create volunteer positions such as litter patrols, monitoring in the afterschool programs and supervising and record keeping for volunteers.

14.5 THE PROCESS

At the first annual reexamination on or after October 1, 1999, and each annual reexamination thereafter, the LaGrange Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the community agency for completion by the authorized agency representative. Instructions for the time sheet require the family member to date and sign the form for each period of work.

- D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.
- E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the LaGrange Housing Authority whether each applicable adult family member is in compliance with the community service requirement.

14.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The LaGrange Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

14.7 OPPORTUNITY FOR CURE

Proof of Compliance: Each head of household must present to LHA's 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 housing authority.

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 housing authority; however, the housing authority may allow the family member who is not in compliance to complete the requirements within the following year. The head of household and the person not in compliance must sign an agreement stating that the deficiency will be cured within the next twelve months. Proof of compliance with the agreement shall be made by the head of household annually at re-certification.

Failure to comply with the agreement shall result in the lease being terminated for such non-compliance, unless the person(s), other than the head of household, no longer resides in the unit and has been removed from the lease.

The LaGrange Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-

sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service, the LaGrange Housing Authority shall take action to terminate the lease.

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

JOB

SUCCESS

WORKSHOP

**INTERVIEW
SKILLS**

***MAKE-
OVERS***

***COMPLETE
AN
APPLICATION***

**RESUME
WRITING**

**R
O
L
E

P
L
A
Y
I
N
G**

REGISTER NOW!

CLASSES - APRIL 9, 10, 11, 12

MULTIPURPOSE BUILDING ON CHATHAM STREET

STATEMENTS YOU MIGHT HEAR:

RESPONSE

I' pregnant

Bring in letter on agency/organization/company letterhead stating that you cannot perform 8 (eight)

I'm taking medication

hours of community service **at this time**. Letter must also include time

I have to take care of a relative needing 24-hour care

restrictions (how long disable). Once the time is over or you are released, we will ask you to perform the 8 eight hours. Letter must be signed by an authorized individual.

I'm applying for disability (SSI)

I am in school

He/she is in jail/youth detention center

I was in jail

LAGRANGE HOUSING AUTHORITY

DATE ADOPTED: FEBRUARY 27, 2001

RESOLUTION NUMBER 629

18.0 PET POLICY

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surrounding.

Common Household Pets are Defined as Follows:

Birds: Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

Fish: Tanks or aquariums are not to exceed five (5) gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

Dogs: Not to exceed twenty-five (25) pounds at time of maturity. All dogs must be neutered or spayed.

Cats: All cats must be neutered or spayed and declawed.

Exotic pets such as snakes, monkeys, rodents, (hamsters, gerbils), etc. are not allowed.

18.1 EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

18.3 APPROVAL

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

Registration

Every pet must be registered with the housing authority's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- A. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority) stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).
- B. Proof of current license, if applicable (dogs, cats).
- C. Identification tag bearing the owner's name, address, and phone number (dogs, cat).
- D. Proof of neutering/spaying and/or declawing, if applicable (dogs, cats).
- E. Photograph (no smaller than 3x5) of pet or aquarium.
- F. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- G. Fish - size of tank or aquarium must be registered.

18.4 TYPES AND NUMBER OF PETS

The LaGrange Housing Authority will allow only one (1) domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be neutered.

Only one (1) pet per unit allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed twenty-five (25) pounds in weight at maturity.

Licenses and Tags

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

18.5 INOCULATIONS

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances.

18.6 PET DEPOSIT

A pet deposit of \$125 is required at the time of registering a pet. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

18.7 FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the LaGrange Housing Authority reserves the right to exterminate and charge the resident.

18.8 NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or LaGrange Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

18.9 DESIGNATION OF PET AREAS

Pets must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the projects. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

- A. Litter boxes must be provided for cats with use of odor-reducing chemicals.
- B. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.
- C. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.

- (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The housing authority reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in a garbage container.
- D. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

Pet Restraints

- A. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.
- B. All cats must be in a caged container or on a leash when taken out of the owner's apartment.
- C. All birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

When notified of any entry by the housing authority, all pets must be restrained for the safety of housing authority staff and/or HUD inspector

18.10 VISITING PETS

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or House a Pet without fully complying with this policy.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

18.11 REMOVAL OF PETS AND PET RULE VIOLATION

- A. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the housing authority shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- B. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents, owner will remove the pet from premises upon request of management within 48 hours. Nuisance complaints regarding pets are subject to immediate inspections.
- C. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the housing authority can officially remove the pet. The authority accepts no responsibility for pets so removed.

Rule Enforcement

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at which time the authority Grievance Procedure will be followed.

Liability

Residents owning pets shall be liable for the entire amount of all damages to the housing authority premises caused by their pet and all cleaning, defleaing and deodorizing required because of such pet.

Pet owners shall be strictly liable for the entire amount of injury to the person or property of other residents, staff or visitors of the housing authority caused by their pet, and shall indemnify the housing authority of all costs of litigation and attorney's fees resulting from such damage.

Pet liability insurance can be obtained through most insurance agency and companies.

Attachment ga026a01

LAGRANGE HOUSING AUTHORITY

AGENCY PLAN 2001

AMENDMENT TO PLAN

LaGrange Housing Authority defines significant amendments or modification as follows: change to the housing authority's mission or the goals and objectives to enable the housing authority to meet the needs of the families that it serves or both. LaGrange Housing Authority anticipates no changes in its housing need strategies or anticipates making substantial changes to its planned use of financial resources.

Basic criteria LaGrange Housing Authority will use to determine a significant amendment or modification to the 5 - year plan:

- 1) charge rent percentages less than 30% of adjusted income
- 2) revision to capital expenditures for demolition and replacement
- 3) use of capital funds as operating funds
- 4) designation for occupancy by elderly and disabled families
- 5) development of any home ownership program
- 6) addition of new non-emergency work items over \$10,000.

FUTURE YEAR PLANS

LaGrange Housing Authority defines standard deviation as a change from the existing mission or goals or objectives.

Our mission statement continues to affect all parties-the residents, the community, HUD and the housing authority staff.

A review of needs assessment determined our goals and objectives. Our existing goals and objectives were challenging, achievable, clear, positive and measurable. (See attachment)

Attachment p Significant Amendment Definition

LAGRANGE HOUSING AUTHORITY

AGENCY PLAN 2001

AMENDMENT TO PLAN

LaGrange Housing Authority defines significant amendments or modification as follows: change to the housing authority's mission or the goals and objectives to enable the housing authority to meet the needs of the families that it serves or both. LaGrange Housing Authority anticipates no changes in its housing need strategies or anticipates making substantial changes to its planned use of financial resources.

Basic criteria LaGrange Housing Authority will use to determine a significant amendment or modification to the 5 - year plan:

- 1) charge rent percentages less than 30% of adjusted income
- 2) revision to capital expenditures for demolition and replacement
- 3) use of capital funds as operating funds
- 4) designation for occupancy by elderly and disabled families
- 5) development of any home ownership program
- 6) addition of new non-emergency work items over \$10,000.

FUTURE YEAR PLANS

LaGrange Housing Authority defines standard deviation as a change from the existing mission or goals or objectives.

Our mission statement continues to affect all parties-the residents, the community, HUD and the housing authority staff.

A review of needs assessment determined our goals and objectives. Our existing goals and objectives were challenging, achievable, clear, positive and measurable. (See attachment)

RESIDENT MEMBERSHIP ON BOARD OF COMMISSIONERS

<u>Name of Resident Commissioner</u>	<u>Method of Selection</u>	<u>Term</u>
Carolyn Gates 503D Borton Street LaGrange, GA 30240	*Appointment by mayor & council	1 year

*To meet the requirement for the first year, the housing authority asked for nominations/volunteers. Two names were submitted to the mayor & council. Our current commissioner was chosen. Appointment letter attached.

<u>Commissioners</u>	<u>Method of Selection</u>	<u>Term</u>
Josephine Dallas, Chairman 304 Niles Street LaGrange, GA 30240	Appointment	5 years
Charles Maddox 574 Broad Street LaGrange, GA 30240	Appointment	5 years
Anita Holle 881 Pineywood Drive LaGrange, GA 30240	Appointment	5 years
Lewis L. Banks 729 Ridley Avenue LaGrange, GA 30240	Appointment	5 years
Donald Weatherington 131 Brenda Boulevard LaGrange, GA 30240	Appointment	5 years

**LAGRANGE HOUSING AUTHORITY
VOLUNTEER COMMUNITY SERVICE POSITIONS**

AGENCY	ADDRESS	CONTACT NAME	TELEPHONE NUMBER	VOLUNTEER ACTIVITIES
AMERICAN RED CROSS	234 MAIN STREET	BARBARA HUDSON EXECUTIVE DIRECTOR	884-5818	GENERAL OFFICE CLEANING, CLEAN WINDOWS, OCCASIONAL CLERICAL DUTIES (QUARTERLY NEWSLETTER) HELP WITH BLOOD DRIVES
COMMUNITY IN SCHOOLS OF TROUP COUNTY	1220 HOGANSVILLE ROAD	TINA DUCKETT EXECUTIVE DIRECTOR	298-7164	ADMINISTRATIVE FILING/ORGANIZING, ANSWER PHONES/RECORD MESSAGES, MAKE COPIES, FASCIMILE TASKS, MAIL CORRESPONDENCE, ASSIST DIRECTOR
FIRST PRESBYTERIAN CHURCH	120 BROAD STREET	ANITA HOLLE HOSPITALITY DIRECTOR	884-4064	CLEANING, YARD WORK COOKING
GOODWILL EMPORIUM	143 COMMERCE AVENUE	CHAD NORSWORTHY STORE MANAGER	884-4451	PROCESS CLOTHING, STOCK SALES FLOOR, CLEANING
LAGRANGE - TROUP COUNTY CHAMBER OF COMMERCE	111 BULL STREET	JANE FRYER DIRECTOR	884-8671	WASH WINDOWS, CLEAN OFFICES AND STORAGE AREAS, CLERICAL DUTIES SUCH AS TYPING, STUFFING ENVELOPES, PICK UP TRASH
THE SALVATION ARMY	202 CHURCH STREET	LT. CHAD WILLIAMS	845-0197	ORGANIZE CLOTHES RACKS, SORT CLOTHES, VACUUM, SWEEP, BASIC CLEANING
TROUP COUNTY PARKS AND RECREATION	900 DALLIS STREET	DON HOWELL ASSISTANT DIRECTOR	883-1670	CLEAN UP AROUND BALL FIELDS, PICK UP PAPER, TRASH, CLEANING ETC. WHERE NEEDED

**LAGRANGE HOUSING AUTHORITY
VOLUNTEER COMMUNITY SERVICE POSITIONS**

AGENCY	ADDRESS	CONTACT NAME	TELEPHOPNE NUMBER	VOLUNTEER ACTIVITIES
WEST GA HEALTH SYSTEM FOSTER GRANDPARENT/SENIOR COMPANION PROGRAMS	1514 VERNON ROAD	VICKI GORNTO	845-3220	WORK IN SCHOOLS/DAY CARES TO ASSIST CHILDREN WITH LEARNING DISABILITIES, DEVELOPMENTALLY DELAYED OR HANDICAPED; WORK WITH ELDERLY IN HOME - MEAL PREPARATION, LIGHT HOUSEKEEPING, COMPANIONSHIP, ETC.
VOLUNTEERS MUST BE 60 YEARS OF AGE OR OLDER. MUST MEET INCOME GUIDELINES. WILLING TO WORK 5 DAYS PER WEEK. STIPEND OF \$2.55 PAID FOR VOLUNTEER SERVICE.				
LAGRANGE HOUSING AUTHORITY	201 CHATHAM STREET	GLENNIS O'NEAL	882-6416	GENERAL OFFICE CLEANING, FILING, MAKING COPIES, DELIVER NOTICES, ANSWER TELEPHONE
LAGRANGE HOUSING AUTHORITY	201 CHATHAM STREET	WILLIAM CLARK	882-6416	CLEAN REFRIGERATORS/RANGES, CLEAN YARDS, WASH WINDOWS
LAGRANGE HOUSING AUTHORITY	201B CHATHAM STREET	GWEN CLINTON	884-5032	GENERAL OFFICE CLEANING, PREPARE SNACKS, SUPERVISE CHILDREN GAMES
LAGRANGE HOUSING AUTHORITY	201B CHATHAM STREET	GWEN CLINTON	884-5032	ORGANIZE CLOTHING CLOSET, CLEAN BUILDING
LAGRANGE HOUSING AUTHORITY	201B CHATHAM STREET	GWEN CLINTON	884-5032	SET UP BINGO NIGHT, SERVE AS BINGO CALLER (2 1/2 HOURS)
LAGRANGE HOUSING AUTHORITY	201B CHATHAM STREET	GWEN CLINTON	884-5032	PARTICIPATE IN TENANT ASSOCIATION MEETING, PICK AND DROP OFF PARTICIPANTS (2 1/2 HOURS)
LAGRANGE HOUSING AUTHORITY	201B CHATHAM STREET	GWEN CLINTON	884-5032	ASSIST AT BOY SCOUTS MEETINGS 1 DAY = 3 HOURS
LAGRANGE HOUSING AUTHORITY	201 CHATHAM STREET	GWEN CLINTON	884-5032	ASSIST AT GIRL SCOUTS MEETINGS 1 DAY = 3 HOURS
LAGRANGE HOUSING AUTHORITY	201 CHATHAM STREET	GWEN CLINTON	884-5032	ATTEND WORKSHOP - TO BE ANNOUNCED

**LAGRANGE HOUSING AUTHORITY
VOLUNTEER COMMUNITY SERVICE POSITIONS**

AGENCY	ADDRESS	CONTACT NAME	TELEPHONE NUMBER	VOLUNTEER ACTIVITIES
VOLUNTEER AT CHURCH				
ATTEND GED CLASSES				
ATTEND PARENTING CLASSES				
ATTEND CLASSES WITH YOUR CHILD AT HIS/HER SCHOOL				
VOLUNTEER AT NURSING HOME				
VOLUNTEER WORK IN A LOCAL SCHOOL				
VOLUNTEER IN HOSPITAL				
VOLUNTEER IN CHILD CARE CENTER				
VOLUNTEER WORKING WITH YOUTH ORGANIZATIONS				
PARTICIPATION IN PROGRAMS THAT STRENGTHEN RESIDENT RESPONSIBILITY SUCH AS BUDGETING				
PARTICIPATION IN CREDIT COUNSELING				
PARTICIPATION IN DRUG AND ALCOHOL ABUSE COUNSELING AND TREATMENTS				

**IMPLEMENTATION
OF
PUBLIC HOUSING RESIDENT
COMMUNITY SERVICE REQUIREMENTS**

November 2000 First notice to all residents of the community service requirement.

Create Community Service Policy and review with board of commissioners.

December 2000 Community Service Policy available for public review.

Meet with Resident Advisory Board, Tenant Association Officers, Senior Club Officers, and Grievance Hearing Panel to discuss changes to the annual plan, document comments.

Meet with Tenant Association to discuss policy, document comments.

Share all comment at regular board of commissioners meeting.

January 2001 Letters and information form to agencies asking for assistance in implementing our community service plan.

Create:

Initial appointment letter to resident.

Second appointment letter to resident.

Third notice to resident.

In-house tracking form.

February 2001 Compile list of agency volunteer positions. (types of activities attached)

Reminder letter to volunteer agencies.

Send to printer Community Service Policy, Agency Volunteer Positions, Community Service Certification Form, and DFACS Enrollment Form.

Identify non-exempt residents.

Incorporate changes in lease. Send to attorney for review.

March Mail letters to residents to requesting contact for appointment.

Notice to all residents of changes in lease and continued occupancy policies.

Review changes at Tenant Association Meeting.

April All residents sign new lease

RESIDENT MEMBERSHIP ON BOARD OF COMMISSIONERS

<u>Name of Resident Commissioner</u>	<u>Method of Selection</u>	<u>Term</u>
Carolyn Gates 504D Borton Street LaGrange, GA 30240	*Appointment by mayor & council	1 year

*To meet the requirement for the first year, the housing authority asked for nominations/volunteers. Two names were submitted to the mayor & council. Our current commissioner washosen. Appointment letter attached.

<u>Commissioners</u>	<u>Method of Selection</u>	<u>Term</u>
Josephine Dallas, Chairman 304 Niles Street LaGrange, GA 30240	Appointment	5 years
Charles Maddox 801 Pineywood Drive LaGrange, GA 30240	Appointment	5 years
Anita Holle 881 Pineywood Drive LaGrange, GA 30240	Appointment	5 years
Lewis L. Banks 729 Ridley Avenue LaGrange, GA 30240	Appointment	5 years
Donald Weatherington 131 Brenda Boulevard LaGrange, GA 30240	Appointment	5 years