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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2002

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Housing Authority of The City of Madison, GA

PHA Number: GA193

PHA Fiscal Year Beginning: (mm/yyyy) 07/2001

PHA Plan Contact Information:

Name: Albert L. Braddock
Phone: (770) 267-6591
TDD: (770) 267-6592
Email (if available): gapha193@aol.com

Public Access to Information

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

|X| Main administrative office of the PHA
☐ PHA development management offices

Display Locations For PHA Plans and Supporting Documents

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

|X| Main administrative office of the PHA
☐ PHA development management offices
☐ Main administrative office of the local, county or State government
☐ Public library
☐ PHA website
☐ Other (list below)

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

|X| Main business office of the PHA
☐ PHA development management offices
☐ Other (list below)

PHA Programs Administered:

☐ Public Housing and Section 8 ☐ Section 8 Only |X| Public Housing Only

Annual PHA Plan
Fiscal Year 20 02
[24 CFR Part 903.7]

i. Table of Contents

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

Contents	Page #
Annual Plan	
i. Executive Summary (optional)	1
ii. Annual Plan Information	1
iii. Table of Contents	1
1. Description of Policy and Program Changes for the Upcoming Fiscal Year	2
2. Capital Improvement Needs	2
3. Demolition and Disposition	2-3
4. Homeownership: Voucher Homeownership Program	3
5. Crime and Safety: PHDEP Plan	3-4
6. Other Information:	
A. Resident Advisory Board Consultation Process	4
B. Statement of Consistency with Consolidated Plan	4-5
C. Criteria for Substantial Deviations and Significant Amendments	5-6
Attachments	
|X| Attachment A : Supporting Documents Available for Review	6-9
|X| Attachment B : Capital Fund Program Annual Statement FY2000 (Ga193b01)	
|X| Attachment C : Capital Fund Program Annual Statement FY2001 (Ga193c01)	
|X| Attachment D : Capital Fund Program 5 Year Action Plan (Ga193d01)	
☐ Attachment __: Capital Fund Program Replacement Housing Factor Annual Statement	
|X| Attachment E : Public Housing Drug Elimination Program (PHDEP) Plan	11-17
|X| Attachment F : Resident Membership on PHA Board or Governing Body	18
|X| Attachment G : Membership of Resident Advisory Board or Boards	19
☐ Attachment __: Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	
|X| Other (List below, providing each attachment name)	
Attachment H: Progress in Meeting the 5-Year Plan Mission and Goals (Ga193h01)	
|X| Attachment I : Admissions and Continued Occupancy Policy (Ga193i01)	

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

The Housing Authority updated the ACOP to conform to the final rule on deconcentration and community service requirements. All other policy or program changes are covered in other sections of this update.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. |X| Yes ☐ No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? $ 128,556.00

C. |X| Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment D

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment C

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Relocation resources (select all that apply) ☐ Section 8 for units ☐ Public housing for units ☐ Preference for admission to other public housing or section 8 ☐ Other housing for units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

A. ☐ Yes |X| 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 next component; if "yes", describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family's resources

☐ Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

☐ Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. |X| Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? $ 25,000.00

C. |X| Yes ☐ No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. |X| Yes ☐ No: The PHDEP Plan is attached at Attachment E

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

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

2. If yes, the comments are Attached at Attachment (File name)

3. In what manner did the PHA address those comments? (select all that apply)
   - ☐ The PHA changed portions of the PHA Plan in response to comments
     A list of these changes is included
     - ☐ Yes ☐ No: below or
     - ☐ Yes ☐ No: at the end of the RAB Comments in Attachment ____.
   - ☐ Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment ____.
   - ☐ Other: (list below)

B. 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: (provide name here) State of Georgia

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)
   - |X| The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
   - |X| The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
   - |X| 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
   - ☐ Other: (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

3. PHA Requests for support from the Consolidated Plan Agency

☐ Yes |X| No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

A Substantial Deviation from the 5-year Plan is defined as follows:

1. Any change to rent or admissions policies, or organization of the waiting list which is not required by HUD regulations.
2. Addition of new non-emergency work items not listed in the current CFP Annual Statement or 5-year CFP Action Plan that is more than 20% of the total grant amount or $10,000.00, whichever is lower. Emergency work items or new items that are less than 20% of the total grant amount or $10,000.00, whichever is lower, are never considered substantial deviations.
3. Addition of new activities not included in the current PHDEP Plan that is more than 20% of the total grant or $10,000.00 whichever is lower.
4. Changes in regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

B. Significant Amendment or Modification to the Annual Plan:

A Substantial Deviation from the Annual Plan is defined as follows:

5. Any change to rent or admissions policies, or organization of the waiting list which is not required by HUD regulations.
6. Addition of new non-emergency work items not listed in the current CFP Annual Statement or 5-year CFP Action Plan that is more than 20% of the total grant amount or $10,000.00, whichever is lower. Emergency work items or new items that are less than 20% of the total grant amount or $10,000.00, whichever is lower, are never considered substantial deviations.
7. Addition of new activities not included in the current PHDEP Plan that is more than 20% of the total grant or $10,000.00 whichever is lower.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

8. Changes in regard to demolition or disposition, designation of housing, homeownership programs or conversion activities.

Attachment A

Supporting Documents Available for Review

PHAs are to 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**	**Related 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 (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers in Public Housing ☐ check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
X	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies ☐ 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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☐ check here f included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures ☐ 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 any active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section _____of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	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
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
X	PHDEP-related documentation: · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) ☐ check here if included in the public housing A & O Policy	Pet Policy

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
X	The results of 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)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Public Housing Drug Elimination Program Plan

Attachment E

Ga193e01

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Section 1: General Information/History

A. Amount of PHDEP Grant $ 25,000.00

B. Eligibility type (Indicate with an "x") N1_____ N2_____

R____X___

C. FFY in which funding is requested _2001____

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Madison Housing Authority will use the PHDEP grant funds to contract with the City of Madison Police Department to provide 8 hours of police patrols each day in the housing projects in an effort to keep the projects free of illegal drug activity. The Housing Authority will also hire a part time grant program coordinator to monitor the police services provided and track crime data.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
James Madison Homes	24	60
Daniel Morgan Homes	42	113

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

12 Months__X___ 18 Months_____ 24 Months_____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term

End Date should include any HUD-approved extensions or waivers. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Grant Start Date	Grant Term End Date
FY 1996	X	GA06DEP1930196	0			
FY 1997						
FY 1998	X	GA06DEP1930198	0			
FY 1999	X	GA06DEP1930199	16,857.15		12-7-99	12-31-2001
FY 2000	X	GA06DEP1930100	25000.00		8-7-2000	10-31-2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

In order to maximize available funding, the Madison Housing Authority will continue the law enforcement and crime punishment component of our drug elimination efforts. This will entail the use of additional city police patrols to rid our project sites of the dealers and convince them that the housing authority can no longer be used as a base for illegal drug activities. These security measures, including community policing, along with strict enforcement of the housing authority's "One Strike And You're Out" policy should help promote a drug free environment, and improve the quality of life for our 66 housing authority families.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FFY 2001 PHDEP Budget Summary Original statement Revised statement dated:	
Budget Line Item	**Total Funding**
9110 – Reimbursement of Law Enforcement	25,000.00
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	25,000.00

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 – Reimbursement of Law Enforcement						**Total PHDEP Funding: $ 25,000.0**
Goal(s)	To maintain current low level of drug related crime in and around our project sites.					
Objectives	We will utilize additional city police that will be practicing community policing tech "One Strike And Your Out" policy.					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Fund (Amount Source)
1.Additonal Police Patrols			12-14-2001	12-14-2002	18,000.00	
2.Grant Coordination			12-14-2001	12-14-2002	7,000.00	
3.						

9115 - Special Initiative						**Total PHDEP Funding: $**
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)
1.						
2.						
3.						

9116 - Gun Buyback TA Match						**Total PHDEP Funding: $**
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)
1.						
2.						
3.						

9120 - Security Personnel						**Total PHDEP Funding: $**
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)
1.						
2.						
3.						

9130 – Employment of Investigators						Total PHDEP Funding: $
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)
1.						
2.						
3.						

9140 – Voluntary Tenant Patrol						Total PHDEP Funding: $
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)
1.						
2.						
3.						

9150 - Physical Improvements						Total PHDEP Funding: $
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)
1.						
2.						
3.						

9160 - Drug Prevention						Total PHDEP Funding: $
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)
1.						
2.						
3.						

9170 - Drug Intervention						Total PHDEP Funding: $
Goal(s)						
Objectives						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)

1.						
2.						
3.						

9180 - Drug Treatment	**Total PHDEP Funding: $**

Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

9190 - Other Program Costs	**Total PHDEP Funds: $**

Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	
1.							
2.							
3.							

Required Attachment __F__: Resident Member on the PHA Governing Board

1. |X| Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: Katie Fitch

B. How was the resident board member selected: (select one)?
☐Elected
|X|Appointed

C. The term of appointment is (include the date term expires): 7-16-2000 to 7-16-2001

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member: 7-16-2001

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Bruce Gilbert, Mayor

Required Attachment ___G____: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Katie Fitch
Martha Nelson
Juanita Colbert

CAPITAL FUND PROGRAM TABLES START HERE

Attachment B
Ga193b02

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
HOUSING AUTHORITY OF THE CITY OF MADISON, GA	Capital Fund Program Grant No: **GA06P19350100** Replacement Housing Factor Grant No:	**2000**

☐**Original Annual Statement** ☐**Reserve for Disasters/ Emergencies** |X| **Revised Annual Statement (revision no:** 1)
/X/ **Performance and Evaluation Report for Period Ending: 12-31-2000** ☐**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				
2	1406 Operations	$12,998.00	$0.00	$0.00	$0.00
3	1408 Management Improvements Soft Costs	$4,000.00	$0.00	$0.00	$0.00
	Management Improvements Hard Costs				
4	1410 Administration	$9,000.00	$7,500.00	$0.00	$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$4,000.00	$7,500.00	$0.00	$0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	$8,500.00	$298.00	$0.00	$0.00
10	1460 Dwelling Structures	$64,000.00	$106,450.00	$0.00	$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	$11,000.00	$4,750.00	$0.00	$0.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	$13,000.00	$0.00	$0.00	$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	$126,498.00	$126,498.00	$0.00	$0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance				
23	Amount of line 20 Related to Security –Soft Costs				
24	Amount of Line 20 related to Security—Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: **HOUSING AUTHORITY OF THE CITY OF MADISON, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P19350100** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2000**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	**Revised**	**Obligated**	**Expended**	
GA193-01	Sod Bare Areas		1450.00	0	$2,000.00	$0.00	$0.00	$0.00	
	Install chips in playground		1450.00	1	$2,000.00	$298.00	$0.00	$0.00	No work
	Remove 3 trees		1450.00	0	$1,400.00	$0.00	$0.00	$0.00	Done to
	Concrete Repair		1450.00	0	$100.00	$0.00	$0.00	$0.00	Date.
	Install hand rails		1460.00	0	$5,000.00	$0.00	$0.00	$0.00	Awaiting
	Paint Interior		1460.00	5	$12,000.00	$100.00	$0.00	$0.00	HUD
	Interior Doors		1460.00	0	$3,900.00	$0.00	$0.00	$0.00	Environ-
	Reattach Bathroom Accessories		1460.00	0	$10,000.00	$0.00	$0.00	$0.00	mental
	Electrical Upgrade		1460.00	19	$100.00	$78,700.00	$0.00	$0.00	Release.
	Install HVAC		1460.00	19	$0.00	$22,800.00	$0.00	$0.00	
	Install Waterheaters		1460.00	19	$0.00	$4,750.00	$0.00	$0.00	
	Ranges		1465.10	19	$2,500.00	$4,750.00	$0.00	$0.00	
	Refrigerators		1465.10	0	$2,500.00	$0.00	$0.00	$0.00	
	Air Conditioners		1465.10	0	$6,000.00	$0.00	$0.00	$0.00	
	Lawn Mowers		1475.00	0	$13,000.00	$0.00	$0.00	$0.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: **HOUSING AUTHORITY OF THE CITY OF MADISON, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P19350100** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2000**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	**Revised**	**Obligated**	**Expended**	
GA193-02	Sod Bare Areas		1450.00	0	$2,900.00	$0.00	$0.00	$0.00	
	Concrete Repair		1450.00	0	$100.00	$0.00	$0.00	$0.00	
	Reattach Bathroom Accessories		1460.00	0	$10,000.00	$0.00	$0.00	$0.00	
	Paint Interior		1460.00	5	$20,000.00	$100.00	$0.00	$0.00	
	Interior Doors		1460.00	0	$2,900.00	$0.00	$0.00	$0.00	
	Electrical Upgrade		1460.00	0	$100.00	$0.00	$0.00	$0.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: **HOUSING AUTHORITY OF THE CITY OF MADISON, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P19350100** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2000**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	**Revised**	**Obligated**	**Expended**	
HA WIDE	Operations		1406.00		$12,998.00	$0.00	$0.00	$0.00	
HA WIDE	a) Staff Training		1408.00		$2,000.00	$0.00	$0.00	$0.00	
Management	b) Computer Hardware and Software		1408.00		$2,000.00	$0.00	$0.00	$0.00	
Improvements									
	SUBTOTAL		**1408.00**		**$4,000.00**	**$0.00**	$0.00	$0.00	
HA WIDE	a) Mod Coordinator		1410.00		$5,000.00	$5,000.00	$0.00	$0.00	
Administration	b) Fringe Benefits		1410.00		$3,000.00	$2,000.00	$0.00	$0.00	
	c) Sundry		1410.00		$1,000.00	$500.00	$0.00	$0.00	
	SUBTOTAL		**1410.00**		**$9,000.00**	**$7,500.00**	$0.00	$0.00	
HA WIDE	Clerk of Works		1430.07		$4,000.00	$2,000.00	$0.00	$0.00	
Other Fees &	A & E Fees		1430.01		$0.00	$5,500.00	$0.00	$0.00	
Costs									

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	Grant Type and Number	Federal FY of Grant:
HOUSING AUTHORITY OF THE CITY OF MADISON, GA	Capital Fund Program No: **GA06P19350100** Replacement Housing Factor No:	**2000**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
GA193-01	9/2001	9/2002		9/2002	3/2003		Target Dates revised to reflect actual grant
							approval date. Dates are still within HUD
GA193-02	9/2001	9/2002		9/2002	3/2003		allowable time frames.
HA WIDE	9/2001	9/2002		9/2002	3/2003		

CAPITAL FUND PROGRAM TABLES START HERE

Attachment C
Ga193c02

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 Madison, GA	Grant Type and Number Capital Fund Program Grant No: GA06P19350201 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

|X| 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	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	$7,500.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	$8,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	$14,600.00			
10	1460 Dwelling Structures	$79,558.00			
11	1465.1 Dwelling Equipment—Nonexpendable	$3,750.00			
12	1470 Nondwelling Structures	$15,148.00			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	$128,556.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 compliance				
23	Amount of line 20 Related to Security –Soft Costs				
24	Amount of Line 20 related to Security-- Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: **Housing Authority of The City of Madison, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P19350201** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2001**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
GA193-01	Lawn Replacement & Maintenance		1450	24	$4,000.00				
	Install playground landing surface		1450	2	$2,000.00				
	Concrete Repair		1450	24	$600.00				
	Interior Doors		1460	5	$1,000.00				
	Electrical Upgrade		1460	5	$22,763.00				
	Replace Waterheaters		1460	5	$1,250.00				
	Install HVAC		1460	5	$6,000.00				
	Interior/Exterior Paint		1460	10	$6,000.00				
	Install Handrails		1460	24	$1,000.00				
	Ranges		1465	5	$1,250.00				
	Refrigerators		1465	1	$500.00				
	Maintenance Shop Entrance Remodel		1470	1	$15,148.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: **Housing Authority of The City of Madison, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P19350201** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2001**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
GA193-02	Lawn Replacement & Maintenance		1450	42	$4,000.00				
	Install Playground Landing Surface		1450	2	$2,000.00				
	Concrete Repair		1450	42	$2,000.00				
	Electrical Upgrade		1460	6	$24,845.00				
	Replace Waterheaters		1460	6	$1,500.00				
	Install HVAC		1460	6	$7,200.00				
	Interior/Exterior Paint		1460	6	$6,000.00				
	Interior Doors		1460	5	$2,000.00				
	Ranges		1465	6	$1,500.00				
	Refrigerators		1465	1	$500.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: **Housing Authority of The City of Madison, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P19350201** Replacement Housing Factor Grant No:	**Federal FY of Grant:** **2001**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
HA Wide	a) Modernization Coordinator		1410.01	Lump Sum	$5,000.00				
Administration	b) Fringe Benefits		1410.09	Lump Sum	$2,000.00				
	c) Sundry		1410.19	Lump Sum	$500.00				
HA Wide	A & E Fees		1430.01	Lump Sum	$6,000.00				
Fees & Costs	Clerk of Works		1430.07	Lump Sum	$2,000.00				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: **Housing Authority of The City of Madison, GA**	**Grant Type and Number** Capital Fund Program No: **GA06P19350201** Replacement Housing Factor No:	**Federal FY of Grant:** **2001**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
GA193-01	9/2003			3/2004			
GA193-02	9/2003			3/2004			
HA Wide	9/2003			3/2004			

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name **HOUSING AUTHORITY OF THE CITY OF MADISON, GA**				/X/ **Original 5-Year Plan** ☐**Revision No:**	
A. Development Number/Name/HA-Wide	Year 1 2001	Work Statement for Year 2 FFY Grant: 2002 PHA FY:	Work Statement for Year 3 FFY Grant: 2003 PHA FY:	Work Statement for Year 4 FFY Grant: 2004 PHA FY:	Work Statement for Year 5 FFY Grant: 2005 PHA FY:
	Annual Statement				
GA193-01		835.00	835.00		60,000.00
GA193-02		102,163.00	102,163.00	97,498.00	37,498.00
B. Physical Improvements Subtotal		102,998.00	102,998.00	97,498.00	97,498.00
C. Management Improvements		4,000.00	4,000.00	4,000.00	4,000.00
D. HA-Wide Non-Dwelling Structures & Equipmt-1470/1475		0.00	0.00	0.00	0.00
E. Administration		7,500.00	7,500.00	9,000.00	9,000.00
F. Other- 1430/1495		7,500.00	7,500.00	4,000.00	4,000.00
G. Operations		2058.00	2058.00	14,058.00	14,058.00
H. Dwelling Equipment- 1465		4,500.00	4,500.00		
I. Replacement Reserve					
J. Mod Used for Development-1499/1440		0.00	0.00	0.00	0.00
K. Total CFP Funds (Est.)		128,556.00	128,556.00	128,556.00	128,556.00
L. 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 : 2002 FFY Grant: PHA FY:			Activities for Year: 2003 FFY Grant: PHA FY:		
	GA193-02			**GA193-02**		
	1450 Site Improvements			**1450 Site Improvements**		
	Lawn Maintenance	42	$1,463.00	Lawn Maintenance	42	$1,463.00
	1460 Dwelling Structures			**1460 Dwelling Structures**		
	Electrical Systems	18	$74,600.00	Electrical Systems	18	$74,600.00
	HVAC	18	$21,600.00	HVAC	18	$21,600.00
	Waterheaters	18	$4,500.00	Waterheaters	18	$4,500.00
	1465 Dwelling Equipment			**1465 Dwelling Equipment**		
	Stoves	18	$4,500.00	Stoves	18	$4,500.00

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

Activities for Year 1	Activities for Year : 2002 FFY Grant: PHA FY:			Activities for Year: 2003 FFY Grant: PHA FY:		
	GA193-01			**GA193-01**		
	1450 Site Improvements			**1450 Site Improvements**		
	Lawn Maintenance	24	$835.00	Lawn Maintenance	24	$835.00

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

Activities for Year 1	Activities for Year : 2002 FFY Grant: PHA FY:			Activities for Year: 2003 FFY Grant: PHA FY:		
	1408 Management Improvements			**1408 Management Improvements**		
	Staff Training	Lump Sum	2,000.00	Staff Training	Lump Sum	2,000.00
	Computer Hardware and Software	Lump Sum	2,000.00	Computer Hardware and Software	Lump Sum	2,000.00
	1410 Administration			**1410 Administration**		
	Coordinator Salary	Lump Sum	5,000.00	Coordinator Salary	Lump Sum	5,000.00
	Coordinator Benefits	Lump Sum	2,000.00	Coordinator Benefits	Lump Sum	2,000.00
	Sundry	Lump Sum	500.00	Sundry	Lump Sum	500.00
	1430 Fees & Costs			**1430 Fees & Costs**		
	A&E fees	Lump Sum	5,500.00	A&E fees	Lump Sum	5,500.00
	Clerk of The Works w/Benefits	Lump Sum	2,000.00	Clerk of The Works w/Benefits	Lump Sum	2,000.00
	1406 Operations			**1406 Operations**		
	Mod Used for Operations	Lump Sum	2,058.00	Mod Used for Operations	Lump Sum	2,058.00

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

Activities for Year 1	Activities for Year : 2004 FFY Grant: PHA FY:			Activities for Year: 2005 FFY Grant: PHA FY:		
	GA193-02			**GA193-01**		
	1450 Site Improvements			**1450 Site Improvements**		
	Off-Street Parking	42	85,498.00	Off-Street Parking	24	58,000.00
	Fencing	42	8,000.00			
	1460 Dwelling Structures			**1460 Dwelling Structures**		
	Concrete work	42	4,000.00	Concrete work	24	2,000.00
				GA193-02		
				1460 Dwelling Structures		
				Settlement Correction	2	37,498.00

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

Activities for Year 1	Activities for Year : 2004 FFY Grant: PHA FY:			Activities for Year: 2005 FFY Grant: PHA FY:		
	1406 Operations			**1406 Operations**		
	Mod Used for Operations	Lump Sum	14,058.00	Mod Used for Operations	Lump Sum	14,058.00
	1408 Management Improvements			**1408 Management Improvements**		
	Staff Training	Lump Sum	2,000.00	Staff Training	Lump Sum	2,000.00
	Computer Hardware and Software	Lump Sum	2,000.00	Computer Hardware and Software	Lump Sum	2,000.00
	1410 Administration			**1410 Administration**		
	Coordinator Salary	Lump Sum	5,000.00	Coordinator Salary	Lump Sum	5,000.00
	Coordinator Benefits	Lump Sum	3,000.00	Coordinator Benefits	Lump Sum	3,000.00
	Sundry	Lump Sum	1,000.00	Sundry	Lump Sum	1,000.00
	1430 Fees & Costs			**1430 Fees & Costs**		
	A&E fees	Lump Sum	1,500.00	A&E fees	Lump Sum	1,500.00
	Clerk of The Works w/Benefits	Lump Sum	2,000.00	Clerk of The Works w/Benefits	Lump Sum	2,000.00
	Engineering Study	Lump Sum	500.00	Engineering Study	Lump Sum	500.00

Required Attachment __H_ : Progress in Meeting the 5-Year Plan Mission and Goals

The PHA continues to strive towards meeting its mission of providing quality, affordable housing and related services in an efficient, effective and non-discriminatory manner as evidenced by the most recent PHAS score of 94.3 and its efforts at meeting all its goals and objectives described below.

The PHA made the following progress in meeting its goals:

1. Goal 1-Manage the PHA's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer in the year 2005. The PHA has achieved high performer status on its most recent PHAS score. The PHA will continue to work towards improving its PHAS score in the future.

2. Goal 2-Provide a safe and secure environment in the PHA's public housing developments. The PHA is working with the local police department to track and reduce the crime rate in its developments. The project manager is continuing to screen out applicants with prior histories that do not meet the PHA's guidelines. Also the project manager is stressing to all new tenants the importance of not involving themselves in criminal activities.

ATTACHMENT I
GA193I02

ADMISSIONS AND

CONTINUED

OCCUPANCY POLICY

FOR

MADISON HOUSING AUTHORITY

INDEX

I.	**Authority**	1
	Objectives	1
II.	**Definitions - Family**	1
	Elderly Family	2
	Near-Elderly Family	2
III.	**Definitions - Income**	3
	Monthly Income	5
	Adjusted Income	5
	Monthly Adjusted Income	6
	Income for Eligibility	6
	Income for Rent	6
IV.	**Total Tenant Payment**	6
V.	**Definitions - Other**	6
	Child Care Expenses	6
	Citizen	6
	Dependent	6
	Disabled Person	6
	Displaced Person	7
	Elderly Person	7
	Full Time Student	7
	Handicapped Assistance Expenses	7
	Head of Household	7
	Live-In Aide	7
	Low Income Family	7
	Medical Expenses	7
	Military Service	7
	Minor	7
	Near-Elderly Person	7
	Neighborhood or Community	7
	Net Family Assets	7
	Noncitizen	8
	Public Housing Agency	8
	Ranking Applicant Family	8
	Ranking Rentable Unit	8
	Rent/Income Ranges	8
	Resident	8
	Single Person	8
	Spouse	8
	Substance Abuse	8
	Tenant Rent	8
	Utility	9
	Utility Allowance	9
	Utility Reimbursement	9
	Very Low-Income Family	9
	Extremely Low-Income Family	9

INDEX (CONTINUED)

	Veteran	9
	Working Family	9
	Welfare Assistance	9
VI.	**Application Taking**	9
VII.	**Admissions-Eligibility Criteria**	11
VIII.	**Verification of Income and Circumstances**	13
IX.	**Determination and Notification of Eligibility**	14
X.	**Occupancy Standards**	14
XI.	**Rent/Income Ranges**	15
XII.	**Applicant Selection and Assignment Plan**	15
	Application Ranking - Non-Elderly Families	15
	Application Ranking - Elderly Families	16
	Applicant Selection and Assignment	16
	Unit Refusals	17
XIII.	**Leasing of Dwelling Units**	17
XIV.	**Admission of Additional Members to a Current Household**	18
XV.	**Approval Process for Residents Requesting Per-mission to Operate a Business in the Unit**	18
XVI.	**Eligibility for Continued Occupancy**	19
XVII	**Re-examinations**	20
	Purposes	20
	Annual Re-examinations	20
	Special Re-examinations	20
	Interim Re-examinations	21
	Processing Re-examinations	21
XVIII.	**Re-examination Dates**	22
XIX.	**Temporary Rents**	22
XX.	**Minimum Rent**	22
XXI.	**Community Service Requirement**	23
XXII.	**Eviction of Families Based on Income**	23
XXIII.	**Transfer Policy**	24
	Types of Transfer	24
	Priorities for Transfer	25
	Transfer Procedures	26
	Right of Management to Make Exceptions	26
XXIV.	**Fraud**	26
XXV.	**Rental Collection Policy (Sections H1.0 - H6.0)**	27
XXVI.	**Payments After the Delinquency Date**	27
XXVII.	**Procedures After the Expiration of the Termination of the Dwelling Lease**	28
XXVIII.	**Retroactive Rent Charges**	28
XXIX.	**Vacated Tenants with Balances**	28
XXX.	**Dispossessory Warrants Issued for the Second Time**	28
XXXI.	**Treatment of Income Changes Resulting From Welfare Program Requirements**	28
XXXII.	**Deconcentration of Poverty**	29

MADISON HOUSING AUTHORITY

ADMISSION AND CONTINUED OCCUPANCY POLICIES
EFFECTIVE OCTOBER 1, 1999

I. Authority

Eligibility for admission to and occupancy of Low-Income Public Housing is governed by requirements of the Department of Housing and Urban Development, with some latitude for local policies and procedures. This Admissions and Continued Occupancy Policy (ACOP) incorporates these requirements and is binding upon applicants, tenants, and Authority alike, the latter two through inclusion of the ACOP into the Dwelling Lease by reference. Notwithstanding the above, changes in applicable Federal law or regulations will supersede this policy at any point in which they are in conflict.

Objectives

The objectives of this policy are to:

A. Promote the overall goal of safe, decent, and sanitary housing in good neighborhoods by:
   1. Insuring a social and economic mix of low-income residents within each public housing neighborhood in order to foster social stability and upward mobility.
   2. Insuring the fiscal stability of the Authority.
   3. Lawfully denying admissions or continued occupancy to families whose presence in a public housing neighborhood is likely to adversely affect the health, safety or welfare of other tenants or the physical environment of the neighborhood.

B. Facilitate the efficient management of the Authority and compliance with Federal Regulations by establishing the policy basis for management procedures, record keeping, and auditing.

C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964 and all other applicable Federal Laws and Regulations to insure that admission to and occupancy of public housing neighborhoods is conducted without regard to race, color, creed, sex or national origin.

D. Prescribe standards and criteria for tenant selection and annual reexamination of income and family composition.

Terminology - The term "he" or "his" used throughout this document is used in the generic sense to include male/female, singular/plural as appropriate.

II. Definitions-Family

A. The term "family" as used in this policy means:
   1. A group of two or more people related by blood, marriage, or legal adoption, who will live regularly together in the same dwelling unit in the neighborhood (including foster children and members of the family who are temporarily absent.) There must be some concept of family living beyond the mere sharing or intention to share housing accommodations by two or more persons to constitute them as a family within the meaning of this policy. Some recognized

and acceptable basis of family relationship must exist as a condition of eligibility. By definition, a family must contain a competent adult who is capable of functioning as the head of household.

2. A single person who has attained at least age 62; or
3. A person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act 42 U.S.C. 6001)(7). Section 223 of the Social Security Act defines disability as:
   a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or
   b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness"as defined in Section 416 (I) (1) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time; or
4. A handicapped person who has a physical or mental impairment which(1) is expected to be of long, continued and indefinite duration,(2) substantially impeded their ability to live independently, and (3) is of such nature that such ability could be improved by more suitable housing conditions (Note: All three conditions must be met to qualify as handicapped.);or
5. Two or more Elderly, Disabled, or Handicapped persons living together, or one or more of these persons living with one or more Live-in Aides; or
6. For continued occupancy purposes only, the remaining member of a tenant family who meets all the requirements for continued occupancy.
7. A single person who has been displaced by governmental action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal Disaster relief laws; or
8. Other single persons with HUD Field Office approval; or
9. Single pregnant women with no other children, provided verification of pregnancy is furnished from a physician ; or
10. A single person with no other children, who is in the process of securing legal custody of an individual under the age of 18 years.

B. Elderly Family - A family whose head, spouse or sole member is an elderly person. It may include two or more elderly persons living together, and one or more elderly persons living with one or more persons who are determined to be essential to the care or well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly.

C. Near-Elderly Family - A family whose head, spouse, or sole member is near-elderly person (see section V). It may include two or more near-elderly persons living together, and one or more near-elderly persons

living with one or more persons who are determined to be essential to the care or well-being of the near-elderly person or persons. A near-elderly family may include other family members who are not near-elderly.

D. The above definitions of "family" do not exclude a person living alone during the temporary absence of a family member who will later live regularly as a part of the family.

E. A person necessarily residing with a family by reason of employment by or for such family (a) to permit the employment of a sole wage earner, or (b) for the health and welfare of a sick or incapacitated member of the family, need not be considered as a member of the family for the purpose of determining family income for eligibility or establishing

the Total Tenant Payment. However, the necessity for such an arrangement must be evidenced by a doctor's certificate when health related reasons are given for the arrangement. In all cases, the presence of such a person must be determined essential and must be certified by the Authority. Under no circumstances may such an arrangement be either continued longer than necessary or permitted only for the convenience of the tenant or such employee. This provision is applicable both for admission and continued occupancy and is not restricted to elderly families.

III. Definitions- Income

A. Annual Income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, nonrecurring, sporadic, and exclusive of certain other types of income specified in this policy.

Annual Income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services:
2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Services regulations. Any withdrawal of cash or assets from the operation or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the Family;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in section III (A)(2). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or

assets invested by the Family. Where the family has Net Family Assets in excess of $5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD;

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment. (See item B(13)below for exception)
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see "lump sum additions" in this policy in item B(1)(c) below);
6. Welfare assistance;
7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.

8. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling)(but see item B(1)(d) of this section).

B. Annual income does not include the following:

1. Temporary, nonrecurring or sporadic income such as the following:
   a. Temporary, nonrecurring or sporadic income (including gifts)
   b. Amounts that are specifically for or in reimbursement of the cost of medical expenses;
   c. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for person or property losses (but see "payments in lieu of earnings" in this policy:
   d. The special pay to a family member serving in the Armed Forces away from home and exposed to hostile fire;
   e. Amounts received under training programs funded by HUD;
   f. Amounts received by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); or
   g. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
2. Income from employment of children (including foster children) under the age of 18 years;
3. Payments received for the care of foster children;
4. Income of a Live-in Aide, as defined in 24 CFR 913.102;
5. Resident service stipend which does not exceed $200.00 per month. If the stipend exceeds $200.00 per month the entire amount is considered to be income.
6. Adoption assistance payments in excess of $480.00 per year per adopted child. Any payment which is less than $480.00 per year is considered as income.
7. Student financial assistance payments are not considered as income no

matter what type of expenses the payments are supposed to cover.

8. Earned income of full-time students in excess of $480.00 per year per student. Any student income less than $480.00 per year will be considered as family income when computing rent.
9. Foster care payments for children and adults.
10. Compensation from State or local job training programs and training of resident management staff.
11. State tax rent credits and rebates for property taxes paid on a dwelling unit.
12. Home care payments paid by the State for developmentally disabled children or adult family members.
13. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum.
14. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. A notice will be published in the Federal Register and distributed to HAs identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of types of benefits that qualify for that exclusion, effective July 23, 1990:

a. Payments received from programs funded under title V of the Older American Act of 1985 (42 U.S.C. 3050(f));
b. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));
c. Payment to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g),5058;
d. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626 (a));
e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);
f. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
g. Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b);
h. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);
i. The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of the Interior (25 U.S.C. 117);
j. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution (see 24 CFR 215.1(c)(6), 236.3(c)(6),813.106 (c)(6), and 913.106(c)(6));
k. Payment received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the InRe Agent Orange product Liability litigation M.D.L. No 381(EDNY); And
l. Payments received under the Maine Indian Claims Settlement Act of

1980 (Pub.L. 96-420, 94 Stat. 1785).

15. All Incremental income earned for the first 12 months and fifty percent of the incremental income for the next twelve months if one of the following criteria applies:

    a. The family member who is employed was unemployed for one or more years previous to employment. Previously unemployed includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage;
    b. The family member whose annual income increases as a result of increased earnings during the participation in any economic self-sufficiency or other job training program; or
    c. Whose annual income increases, as a result of new employment or increased earnings of a family member, during or within six months after receiving assistance, benefits or services of at least $500.00 under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the PHA in consultation with the local agencies administering Temporary Assistance for Needy Families (TANF) and Welfare-to-Work programs.

The disallowance of increased income of an individual family member is limited to a lifetime 48 month period. It only applies for a maximum twelve months disallowance of the entire increased income and a maximum twelve months disallowance of fifty percent of the increased income starting from the initial exclusion.

If it is not feasible to anticipate a level of income over a 12 month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.

C. MONTHLY INCOME - One-twelfth of Annual income. For purposes of determining priorities based on an applicant's rent as a percentage of monthly income.

D. ADJUSTED INCOME - Adjusted income means annual income less the following:

1. $480 for each Dependent;
2. $400 for any Elderly Family;
3. For any Family that is not an Elderly Family but has a Handicapped or Disabled member other than the head of household or spouse, Handicapped Assistance Expenses in excess of three percent of Annual Income, but this allowance may not exceed the employment income received by Family members who are 18 years of age or older as a result of the assistance to the Handicapped or Disabled Person;
4. For any Elderly Family.
   a. That has no Handicapped Assistance Expenses, an allowance for medical Expenses equal to the amount by which the Medical Expenses exceed three percent of Annual Income;
   b. That has Handicapped Assistance Expenses greater than or equal to three percent of Annual income, an allowance for Handicapped Assistance Expenses computed in accordance with paragraph (c)of this section, plus allowance for Medical Expenses that is equal

to the Family's Medical Expenses;

c. That has Handicapped Assistance Expenses that are less than three percent of Annual Income, an allowance for combined Handicapped Assistance Expenses and Medical Expenses that is equal to the amount by which the sum of these expenses exceeds three percent of Annual Income; and

5. Child Care Expenses as defined in Section V.

E. MONTHLY ADJUSTED INCOME - One-twelfth of Adjusted Income.

F. INCOME FOR ELIGIBILITY - "Income for Eligibility" for purpose of determining eligibility for admission and for statistical reporting, means "Annual Income."

1. Projects available for occupancy before 10-1-81 - Income for eligibility shall not exceed the "lower income" limits.
2. Projects available for occupancy on or after 10-1-81 - Income for eligibility shall not exceed the "Very Low Income" limits.

G. INCOME FOR RENT - "Income for Rent" for the purpose of determining rents, and for statistical reporting means adjusted income; except that Annual Income is to be used in determining the 10 percent minimum rent.

IV. TOTAL TENANT PAYMENT

A. Total Tenant Payment shall be the highest of the following, rounded to the nearest dollar:

1. 30 percent of monthly Adjusted Income; or
2. 10 percent of Monthly Income; or
3. If the family receives Welfare Assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the monthly portion of such payments which is so designated. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this subsection shall be the amount resulting from one application of the percentage; or
4. A minimum amount of $50.00.

B. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

V. Definitions - Other

A. Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The Authority will not normally determine child care expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for children.

B. Citizen: A citizen or national of the United States.

C. Dependent: A member of the family household (excluding foster children)

other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a Full-Time Student. An unborn child shall not be considered a dependent.

D. Disabled Person: A person under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or who has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7)).

E. Displaced Person: A person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal disaster relief laws.

F. Elderly Person: A person who is at least 62 years of age.

G. Full-time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree.

H. Handicapped Assistance Expenses: Reasonable expenses that are anticipated, during the period for which Annual Income is computed, for attendant care and auxiliary apparatus for a Handicapped or Disabled Family member and that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

I. Head of Household: Head of Household means the adult member of the family who is held primarily responsible and accountable for the family, particularly in regard to lease obligations.

J. Live-In Aide: A person who resides with an Elderly, Disabled, or Handicapped person or persons and who (a) is determined by the PHA to be essential to the care and well-being of the person(s);(b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide supportive services.(See 913.106(c) for treatment of a Live-in Aide's Income.

K. Low Income Family: A family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs of unusually high or low family incomes.

L. Medical Expenses: Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by Insurance. Medical expenses, in excess of 3% of Annual Income, are deductible from annual income for elderly families only.

M. Military Service: Military service means the active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and the commissioned corps of the United States Public Health Service.

N. Minor: A "minor" is a person less than eighteen years of age. (An unborn child may not be counted as a minor.)

O. Near-Elderly Person - A person who is at least 50 years of age but below the age of 62, who may be a person with a disability.

P. Neighborhood or Community: Any lower income Public Housing site as established in a development program, except that when sites are adjacent or within a block of each other, such sites collectively shall be considered one location.

Q. Net Family Assets: Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investments, excluding, interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered as an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining Net Family Assets, the PHA shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant received important consideration not measurable in dollar terms.

R. Noncitizen-A person who is neither a citizen or national of the United States.

S. Public Housing Agency (PHA): Any State, County, municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

T. Ranking Applicant Family: The "ranking applicant family" is that eligible family within any particular rent range with the highest priority as defined in this policy, or priority being equal, the earliest date and time of application.

U. Ranking Rentable Unit: The "ranking Rentable Unit" is that rentable dwelling unit which is located in the neighborhood having the greatest number of the same bedroom size and type of rentable vacant units. A "rentable unit" is a vacant unit which has been prepared for re-occupancy and which is not encumbered by an offer which has been made but not yet been accepted or rejected.

V. Rent/Income Ranges: Rent/Income Ranges are a system of insuring a diversified social and economic mix within each PHA neighborhood by allocation of a certain percentage of available dwelling units to each of several low-income groups based on Total Tenant Payment or Annual Income. The number, spread, and allocation of Rent/Income Ranges shall

be established from time to time by resolution of the Board of Commissioners taking into account the need for social-economic diversity and the distribution of low-income families in the area. Rent/ Income Ranges may be "Open" or "Closed", as follows:

1. Open Rent/Income Range: This is a Rent/Income Range within a particular neighborhood in which the number of families in occupancy is lower than the number of units allocated to that Rent/Income Range.

2. Closed Rent/Income Range: This is a Rent/Income Range within a particular neighborhood in which the number of families in occupancy equals or exceeds the number of units allocated to that Rent/Income Range.

W. Resident: Any family who lives in Walton County, Morgan County or Barrow county. The term lives in includes applicants who have documentation that they have been hired to work in the jurisdiction even though they may have not yet moved there.

X. Single Person: A person who lives alone or intends to live alone, and who does not qualify as an elderly family or displaced person or as the remaining member of a tenant family.

Y. Spouse: Spouse means the husband or wife of the head of household.

Z. Substance abuse: includes, but not be limited to, the illegal manufacture, sale distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances act (21 U.S.C. 802)).

AA. Tenant Rent: The amount payable monthly by the Family as rent to the PHA. Where all utilities (except telephone) and other essential housing services are supplied by the PHA, tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the PHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. (Tenant Rent is a term established and defined by 24 CAR (Part 913) and as such, is occasionally awkward in ordinary usage. For this reason, the term "Tenant Rent" is used interchangeably with "rent" elsewhere in this ACOP to refer to the net monthly payment by the family to PHA. The only exception is the term "rent" as defined in this policy in reference to admission priorities based on an applicant's rent as a percentage of monthly income). The tenant will have a choice of being charged a flat rent or a rent based on income:

1. Flat rent is a ceiling rent computed by the PHA, and it will vary in amount based on the apartment size.
2. Income based rent is 30 percent of adjusted income or 10 percent of monthly income, whichever is higher.
3. If a tenant chooses a flat rent and later suffers a financial hardship in the form of loss of employment the rent method may be changed at the tenant's request, but the lower rent will not be effective until the first of the month following the rent change.

AB. Utility: Electricity, gas, heating fuel, water and sewage services, and trash and garbage collection. Telephone service is not included as a Utility.

AC. Utility Allowance: If the cost of utility (except telephone) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by PHA or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

AD. Utility Reimbursement: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.

AE. Very Low-Income Family: A family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for small and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.

AF. Extremely Low-Income Family. A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for small and larger families. The PHA will assure that at least 40 percent of the families admitted each year have incomes that do not exceed 30 percent of area median.

AG. Veteran: Any person who has served in any branch of the armed forces and has received an honorable discharge.

AH. Working family: Household head or the spouse of the household head is gainfully employed, or is receiving payments based on the individual's inability to work, or is 62 years of age or older.

AI. Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by federal, state or local governments.

VI. APPLICATION TAKING

All admissions to public housing shall be made on the basis of a written application in such form as the Authority shall prescribe. The Application for Admission shall constitute the basic record of each family applying for admission. All supplemental materials pertaining to eligibility shall also be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required.

The following conditions shall govern the taking and processing of applications:

A. This Public Housing Agency will not, on account of race, color, creed, sex or national origin, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs in any of its developments.

B. The Authority reserves the right to suspend application taking when the current supply of completed full applications exceed the number of families which could be reasonably expected to be housed within the next twelve months. In such cases, the Authority may ask applicants to complete abbreviated applications which contain sufficient information to determine unit size, unit type, Rent/Income Range and priority. This determination shall be made in accordance with 24 CFR 960.207.

C. All applications must be made in person by a responsible adult member of the applicant family, who will reside in the household. He/She shall sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Authority reserves the right to require the signature of any or all adult members of the applicant household. No applications shall be accepted by mail.

D. The Authority will normally take applications from a central location, but reserves the right to establish satellite locations for application taking.

E. The Authority reserves the right to establish times for taking applications, including by appointment. The Authority staff may at its discretion provide for application interviews outside normal hours when necessary for hardship reasons.

F. Insofar as possible, application interviews shall be conducted in private.

G. In addition to income, family composition and information unique to each applicant, each application shall indicate the date and time of application and the Authority's determination of eligibility or ineligibility. When the family is eligible, the application shall also record the correct unit size and type; the priority rating; the date of assignment to a dwelling unit and the unit assigned; the date, unit location and reason for rejection for any offers refused by the applicant.

H. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.

I. From time to time, the Authority shall purge the application pool of applicants no longer actively seeking housing. It shall be the sole responsibility of the applicant to inform the Authority of changes in address or other family circumstances which might affect the status of the application.

J. The Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.

VII. ADMISSIONS - ELIGIBILITY CRITERIA

A. Eligibility Requirements:

All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:

1. The applicant family must qualify as a family as defined in Section II.
2. The applicant family's Annual Income as defined in Section III (HUD Secretary's definition) must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the county of PHA's jurisdiction.
3. The applicant family must conform to the Occupancy Standards contained in Section X regarding unit size and type.
4. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent.
5. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, sexual deviation or any other history which may reasonably be expected to adversely affect any of the following:
   a. The health, safety, or welfare of other residents; or
   b. The peaceful enjoyment of the neighborhood by other residents; or
   c. The physical environment and fiscal stability of the neighborhood.
6. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to the premises and equipment, if it is established that

the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or

serious neglect of the premises. In a case where a qualified agency is working with the applicant family to improve its housekeeping and the agency reports that the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Executive Director or his designee. This category does not include applicant families whose housekeeping is found to be superficially unclean.

7. The applicant family must have no history of criminal activity which, if continued, could adversely affect the health, safety or welfare of other residents.

8. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age, handicap, etc.

9. If the applicant family is a prior tenant of public housing or Section 8 housing programs administered by the Public Housing Agency, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former tenant who owes a move out balance to the Authority will not be considered for readmission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet their rent obligations.

10. The applicant family must be a citizen or a noncitizen with eligible immigration status in one of the following categories:

a. Lawfully admitted for permanent residence as an immigrant;

b. Entered the U.S. before January 1, 1972 and has maintained continuous residence thereafter, and who is not ineligible for citizenship, but who is deemed to be lawfully admitted for permanent residence a result of an exercise of discretion by the Attorney general;

c. Lawfully present in the U.S. pursuant to the granting of asylum;

d. Lawfully present in the U.S. as a result of an exercise of discretion by the Attorney General for emergent reasons or reasons deemed strictly in the public interest;

e. Lawfully present in the U.S. as a result of the Attorney General's withholding deportation;

f. Lawfully admitted for temporary or permanent residence.

11. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at the time.

B. Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular

circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in accordance with VIII and placed in the applicant's file. Such documentation may include reports of interviews, letters or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a resume of the information received.

C. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example;

1. Evidence of rehabilitation
2. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
3. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or live-in caretakers.
4. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

D. The following type persons will be considered ineligible for public housing.

1. Persons who have been evicted from any type housing, whether Government subsidized or privately owned, because of drug-related criminal activity will be ineligible for admission to public housing for a three-year period beginning on the date of such eviction.
2. Persons who have been charged or convicted of drug-related criminal activity will be ineligible for admission to public housing for a three year period beginning on the date of such charge or conviction.
3. Persons for whom the housing authority determines are presently engaging in illegal drug activity or have engaged in illegal drug activity during the past three years will be ineligible for admission to public housing.
4. Persons for whom the housing authority determines abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents will be ineligible for admission to public housing.
5. Persons for whom the housing authority determines has a pattern of illegal drug activity or pattern of alcohol abuse which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents will be ineligible for admission to public housing.

E. The Executive Director may waive the ineligibility if the person demonstrates the successful completion of a rehabilitation program that is acceptable to the Executive Director, or if the circumstances leading to the ineligibility no longer exist; for example, the individual involved in drugs or alcohol is no

longer in the household because the person is incarcerated.

VIII. Verification of Income and Circumstances

No applicant family shall be admitted to public housing without thorough verification of income, family composition and all other factors pertaining to the applicant's eligibility, rent, unit size and type, priority rating, etc. The same type of verifications are required to process any interim or regular re-examination for public housing residents. Complete and accurate verification documentation shall be maintained for each applicant and resident. Such documentation may include, but is not limited to, the following:

A. Letters or other statements from employers and other pertinent sources giving authoritative information concerning all items and amounts of income and deduction, together with other eligibility and preference determinations;

B. Verification forms supplied by PHA and returned properly completed by employers, public welfare agencies, etc.

C. Originals, photocopies, or carbon copies of documents in the applicant's possession which substantiate his statements, or a brief summary of the pertinent contents of such documents signed and dated by the staff member who viewed them;

D. Statements from self-employed persons, and from persons whose earnings are irregular, such as salesman, etc., sworn to before a Notary, setting forth gross receipts, itemized expenses and net income (expenses incurred for business expansion or amortization of capital indebtedness are to be included in net income);

E. Signed declarations from citizens and noncitizens of U.S. citizenship for each family member.

F. Verification of original INS documents of noncitizens under 62 years of age on June 16, 1995 with eligible immigration status and a signed certification consent form for each family member.

G. Memoranda of verification data obtained by personal interview, home visit, telephone, or other means, with source, date received, name and title of person receiving the information clearly indicated, and a summary of information received;

H. Certified birth certificates, or other substantial proof of age, to support claims to the various entitlement in these policies for each member of the household;

I. Proof of disability, or of physical impairment, if necessary to determine the applicant's eligibility as a family or entitlement to consideration under the criteria established in these policies, provided in written form by the appropriate government agency.

J. Statements from landlords, family social workers, payroll officers, court records, drug treatment centers, clinics, physicians, police departments, or Immigration and Naturalization Services records where warranted in individual cases.

K. Receipts for utility services.

Because eligibility for Federal Housing Assistance is not based on a "declaration system" but upon verification of actual income and family circumstances, the Authority is not limited to verification of data supplied by applicants or tenants. Failure of an applicant to cooperate with the Authority in obtaining verifications will result in the application being declared incomplete and inactive. A tenant who fails to cooperate or to

release information may be evicted. In addition, interim rent reductions will not be made for tenants until after receipt of all required verifications. In consideration of the privacy rights of tenants and applicants, the Authority shall restrict its requests to those matters of income, family compositions and other family circumstance with are related to eligibility, rent, unit size and type, admission priority rating, or other lawful determinations made by the Authority. If the verified data as listed in this policy is not more than two months old at the time an applicant is selected for admission, and the applicant certifies by written statement that no change has occurred in his status, the data will be considered as reflecting the applicant family's status at the time of admission. If the data is more than two months old, all factors are to be reverified and findings recorded. As part of the application record of each applicant determined to be eligible for admission, the admitting officer or his supervisor shall certify that an investigation has been made of such family and that on the basis of this investigation, it has been determined that the applicant and his family meet all the conditions governing eligibility.

IX. Determination and Notification of Eligibility

As soon as possible after receipt of an application, the Authority will determine the applicant family's eligibility for public housing in accordance with the provisions of Section VII. In the event an applicant family is determined to be eligible, they shall be informed of the time estimated before an offer of a dwelling unit will be made. If this period is estimated to be longer than one year, the applicant family shall be informed of this fact in addition to his place on the current waiting list. In the event an applicant family is determined to be ineligible, they shall also be informed in writing of the basis for this determination. An applicant family does not have the right to use the Resident Grievance Procedure, but will be given, upon request, the opportunity for an informal hearing to present such facts as he wishes. In circumstances when waiting lists are very long, thorough investigation of each application may not be practical until such application approaches selection. In such cases, apparently eligible applicant families will be notified that their eligibility determination is tentative in nature, being largely based on declarations made by the applicant family, and is subject to further reviews prior to admission. In all cases, the Authority reserves the right to withdraw any determination of eligibility, tentative or otherwise, when additional information indicates that the prior determination was inappropriate. Assistance to a family may not be delayed, denied, or terminated because of the immigration status of a family except as provided in 24CFR 200.186.

X. Occupancy Standards

To avoid overcrowding and prevent wasted space, units are to be leased in accordance with the occupancy standards set forth below. If there should be a dwelling unit which cannot be filled with a family of appropriate size, after all possible efforts have been made to stimulate applications, a family eligible for the next smaller size unit may be offered this unit. This shall be with the understanding that the family is subject to later transfer to a unit of the proper size. The following system will be used to determine proper bedroom size for each applicant and resident:

A. The head of each household and their spouse (unless medical reasons dictate) are assigned to one bedroom.
B. Any additional adult member of the household is assigned to one bedroom.
C. All remaining family members are assigned to bedrooms on the basis of two of the same sex to a bedroom.
D. Notwithstanding the above, the Authority may lease one bedroom apartments to a single parent with a child under the age of three.
E. In no case, should tenants be assigned to bedroom sizes outside of the minimum and maximum constraints listed below:

Number of Bedrooms	Number of Persons Min	Max
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards regarding the minimum and maximum number of persons who will occupy a unit will be applied within the restraints of financial

solvency and program stability. The PHA will also assign units based on the type of unit needed by the individual applicant or applicant family. This refers primarily to the family's ability to use stairs or their status as an elderly family.

When it is found that the size of the dwelling is no longer suitable for the family in accordance with these standards, the family will be required to move as soon as a dwelling of appropriate size becomes available. These families will be transferred in accordance with the Transfer Policy XXIII.

XI. Rent/Income Ranges

This PHA will employ a system of Rent/Income Ranges to allocate units to each of several low-income groups based on Total Tenant Payment or Annual Income. The principal purpose of the Rent/Income Range system is to maintain a resident body in each community which contains a balanced social-economic mix which promotes social and fiscal stability. The major target groups of families are the working poor, the dependent poor, and the elderly poor. The Rent/Income ranges will also take into account the distribution of income among low-income families in the area. These PHA's selection procedures are designed so that selections of new tenants will bring the PHA's actual distribution of rents closer to the schedule of projected distribution of rents.

Rent/Income Ranges are either "Closed" or "Open" based on whether the number of units occupied is greater or less than the number of units allocated to that particular Rent/Income Range in that particular neighborhood (see definition Section V). The "open" and "closed" status of each Rent/Income Range shall be determined at least monthly by the Eligibility Branch and made available where applications are taken.

XII. Applicant Selection and Assignment Plan

A. APPLICATION RANKING -NON-ELDERLY FAMILIES

Applications will be filed and selected in the following order:

1. By unit size.
2. By income range.
   a. Income ranges will have the following priority order.
      (1) Income range of $20,001 to $25,000
      (2) Income range of $15,001 to $20,000
      (3) Income range of $10,001 to $15,000
      (4) Income range of $ 5,000 to $10,000
      (5) Income range of less than $5,000
      (6) Applicants who have refused offers
   b. In each income range applicants will be selected in the following order:
      (1) Working family
         (a) Families who are not receiving Federal Housing assistance.
         (b) Families who are receiving Federal Housing assistance.
      (2) Resident
         (a) Families who are not receiving Federal Housing assistance.
         (b) Families who are receiving Federal Housing assistance.
      (3) Veteran
         (a) Families who are not receiving Federal Housing assistance.
         (b) Families who are receiving Federal Housing assistance.
3. By date and time of application.

B. APPLICATION RANKING - ELDERLY FAMILIES

Applications will be filed and selected in the following order:

1. Elderly family.
2. Near-Elderly family.
3. By the same order and criteria as used in Subsection A above.

C. APPLICANT SELECTION AND ASSIGNMENT

Selection of applicant families for making offers of dwelling units shall be performed by matching the ranking unit to the ranking applicant as follows:

1. The "ranking rentable unit" is that rentable dwelling unit which is located in the neighborhood having the greatest number of the same bedroom size and type of rentable vacant units. A "rentable unit" is a vacant unit which has been prepared for re-occupancy and which is not encumbered by an offer which has been made but not yet accepted or rejected. Radford Park GA73-06 and Ammie Briggery Home GA73-11 will be designated as elderly projects.
2. Except that elderly designated projects will be first offered to elderly families as defined in this policy. If the PHA determines there is an insufficient number of elderly families waiting to occupy a dwelling unit in the elderly designated project, the PHA may make dwelling units available to near-elderly families, who qualify for preferences under 24 CFR 960, subpart B. If the PHA determines that there are insufficient elderly and near-elderly families, the PHA shall make available to all other families any dwelling unit that is ready for re-rental and for a new lease to

take effect; and that has been vacant for more than 60 consecutive days. No elderly or non-elderly family will be required to accept or reject an offer to the designated project. A rejection of an offer to the designated project by an elderly family will not affect the elderly families position on the waiting list for a unit outside of the designated project.

3. The "appropriate Rent/Income Range" is the highest open Rent/Income Range. Notwithstanding the above, no unit shall be allowed to remain vacant indefinitely when qualified applicants are not available from "Open" rent/income ranges, but will be offered to an applicant from a closed Rent/Income Range beginning with the highest closed Rent/Income Range and proceeding to the lowest.

4. Applicants will be selected based on the above provided that applicants who qualify for a local preference are available in the "appropriate rent/income range". If such applicants are not available in the appropriate rent/income range the PHA shall move to the next "appropriate rent/income range" where an applicant with a local preference is available.

E. UNIT REFUSALS

When an applicant refuses the offer of an apartment, his application shall be returned to the waiting list. After refusal of one offer, his application shall be returned to the bottom of the waiting list, being assigned (for processing purposes only) the lowest priority and an application date and time which correspond to the date of the refusal. Upon return to the top of the waiting list, such an applicant would be made an offer in accordance with the provisions of this policy. Upon refusal of the second overall offer, including any in neighborhoods previously refused, the application shall be removed from the waiting list and classified as inactive for a period of twelve months.

If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his inability to move to the PHA's satisfaction, refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his name at the bottom of the eligible applicant list, or placing the application in the inactive status.

If an applicant presents, to the satisfaction of the PHA, clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, or national origin, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his name at the bottom of the eligible list or placing the application in the inactive status.

XIII. LEASING OF DWELLING UNITS

The head of the household of each family accepted as a tenant is required to execute a lease agreement in such form as the Authority shall require prior to actual admission. All remaining adult members of the household may also sign the lease. One copy of the lease will be given to the lessee and the original will be filed as part of the permanent records established for the family.

Each lease shall specify the unit to be occupied, the date of admission, the size of the unit to be occupied, all family members who will live in the unit, the rent to be charged, the date rent is due and payable, other charges under the lease, and the terms of occupancy. It shall be explained in detail to the head of household or other responsible adult before execution of the lease.

The lease shall be kept current at all times. If a resident family transfers to a different unit in the same or another PHA community, the existing lease will be canceled. A new lease will be executed for the unit to which the family is to move by the head of household. If any other change in the resident's status results in the need to change or amend any provisions of the lease, or if the PHA desires to waive a provision with respect to the resident, (1) the existing lease is to be canceled and a new lease executed, or (2) an appropriate rider is to be prepared and executed and made a part of the existing lease. Certain documents are made part of the dwelling lease by reference. These include, but are not limited to, the Admission and Continued Occupancy Policy (ACOP). Cancellation of a tenant's lease is to be in accordance with provisions of the lease. Generally, the lease shall not be canceled or not renewed except for serious or repeated violations of its terms by the tenant. Written records shall be maintained containing the pertinent details of each eviction.

XIV. ADMISSION OF ADDITIONAL MEMBERS TO A CURRENT HOUSEHOLD

A. Purpose - Population in excess of the number of persons for which a neighborhood or unit was designed is often the cause of many serious management problems including crime, vandalism, excessive maintenance costs, and low tenant satisfaction. It is with this in mind that this section of this ACOP is established.

B. Application Procedure - The tenant of a household that wishes to add additional members to their household must first submit a written application, in the form prescribed by management, for approval by the Executive Director or his/her designee.

C. Eligibility Criteria

1. All new member(s) must be determined eligible in accordance with Section VII eligibility criteria.

2. The unit in which new members are requesting admission shall not be over-crowded and shall be maintained in accordance with Section X, Occupancy Standards.

D. Application Denial - the PHA may deny the application for any of the following reasons:

1. Applicant(s) do not meet Eligibility Criteria as outlined in Section VII.
2. The dwelling unit is overcrowded or would exceed the Occupancy Standards as outlined in Section X.
3. Applicant(s)are not related to tenant by blood, marriage or legal adoption.
4. Applicant(s) are former members of tenant family and have since become emancipated and are attempting to re-enter household for support or other reasons.
5. Other reasons as determined from time to time by the Executive Director.

E. Additions which do not require approval of the applications. The PHA shall not deny approval for any of the following:

1. Newborn infants of members currently on the lease.

2. Minor children of members currently on the lease who were removed from their care by court action and are being returned.

XV. APPROVAL PROCESS FOR RESIDENTS REQUESTING PERMISSION TO OPERATE A BUSINESS IN THE UNIT

Prior to making a determination the resident shall request the PHA's permission in writing and include in the request a complete outline of business activities and other data as may be requested by the PHA. When a resident desires to operate a legal profit making business from the leased unit the PHA shall use the following factors in determining whether or not such activities are incidental to the primary use of the lease unit.

A. Local Building health codes, requirements for license or governmental approval.
B. Local Zoning Ordinances
C. The effect on PHA Insurance Coverage
D. Utility Consumption
E. Possible Damage to the leased unit
F. Estimated traffic and parking
G. Disturbance of other residents
H. Attraction of non-residents to the neighborhoods
I. Possible use of tenant business as a cover for drug related activities.

XVI. ELIGIBILITY FOR CONTINUED OCCUPANCY

To be eligible for continued occupancy in the PHA communities residents must meet the following requirements:

A. The family must qualify as a family as defined by federal requirements and this policy (see definition in section II).
B. The family must conform to the Occupancy Standard established for lower income housing. (see Section X).
C. The family's past performance in meeting financial obligations, especially rent, and other charges, must be satisfactory; and
D. The family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, sexual deviation, or any other history which may be reasonably expected to adversely affect:
   1. The health, safety, or welfare of other residents.
   2. The peaceful enjoyment of the neighborhood by other residents.

   3. The physical environment and fiscal stability of the neighborhood.
E. The family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of fire hazards through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, decision as to the eligibility shall be reached after a referral to a recommendation by the Executive Director or his designee.
F. The family must have no history of criminal activity which, if continued, could adversely affect the health, safety, or welfare of other residents. A tenant and his household can be evicted the first time any household member engages in any crime of physical violence

to persons or property or the first time any household member engages in illegal use, sale, or distribution of narcotics. The tenant can be evicted for such criminal activity which is committed either on or off Housing Authority property. The tenant can be evicted either before or after the person is convicted of the crime. A tenant can also be evicted if a crime is committed in his or her apartment by any person who enters the apartment with the tenant's permission.

G. The family must occupy the apartment on a full time basis. Ownership or occupancy of another dwelling unit or failure to occupy the unit for a period greater than thirty days shall be grounds for termination of the lease.

H. The family must be, with the aide of such assistance as is actually available to the family, physically and mentally able to care for themselves and their apartment and to discharge all lease obligations. A person or persons remaining as a residuum of a family may be permitted to remain in occupancy provided that the Authority, in its sole judgement, determines that the remaining person(s) is (are);

1. Otherwise eligible for Continued Occupancy, and
2. Capable of carrying out all lease obligations, including but not limited to rent payment, care of the apartment, and proper conduct, and
3. Willing to assume all lease obligation of the prior leaseholder, including all payments under the lease, and
4. Legally competent to execute a lease in his (their)own name. The Authority will not execute a lease with a minor.

I. A tenant's lease may be terminated for any of the following situations:

1. A tenant's lease may be terminated if the Housing Authority determines that the tenant or any member of the tenant's household is engaging in illegal drug activity. This includes any illegal drug activity either on or off the Housing Authority property regardless of where the illegal drug activity occurs.
2. A tenant's lease may be terminated if the Housing Authority determines that a tenant's guest has engaged in illegal drug activity on Housing Authority property.
3. A tenant's lease may be terminated if the Housing Authority determines that abuse of alcohol by any member of the tenant's household interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
4. A tenant's lease may be terminated for any type of activity, whether or not the activity is criminal, which threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the Housing Authority.

XVII. RE-EXAMINATIONS

A. PURPOSES

Re-examinations of income and family circumstances are conducted for the following purposes:

1. To comply with the Federal requirements relating to annual re-examinations.
2. To determine if each family remains eligible for continued occupancy under the terms of the lease and this policy.
3. To determine if the unit size and type is still appropriate to the family's needs and in compliance with the Occupancy Standards

(Section X).

4. To establish the Total Tenant Payment and the tenant rent to be charged to the family.

B. ANNUAL RE-EXAMINATIONS

Annual re-examinations are necessary to comply with the federal requirement that each family have its eligibility re-examined at least every twelve months. Annual re-examinations are conducted by neighborhoods according to the re-examination schedules (Section XVIII), beginning one to three months before the effective date to allow complete processing and verification of data. Tenants will be notified in writing of their appointment date and the requirements of re-examination. Failure to complete re-examination is a serious lease violation which will result in termination of tenancy. Failure to complete re-examination includes:

1. Failure to appear for a scheduled re-examination interview without making prior alternative arrangements with the Authority; or
2. Failure to supply or cooperate in the verification process pertaining to income, family composition and eligibility; or
3. Refusal to properly execute required documents.

C. SPECIAL RE-EXAMINATIONS

If at the time of admission, annual re-examination or interim re-examination, it is not possible to make an estimate of Family Income with any reasonable degree of accuracy because:

1. Family member(s) are unemployed and there are no anticipated prospects of employment; or
2. The conditions of employment and/or income are so unstable as to invalidate usual and normal standards of determination; then a Special Re-examination will be scheduled on a date determined by the Authority's estimate of the time required for the family's circumstances to stabilize. If at the time of the scheduled Special Re-examination, it is still not possible to make a reasonable estimate of Family Income, Special Re-examinations will continue to be scheduled until such time as a reasonable estimate of Family Income can be made and the Re-examination completed. The Special Re-examinations are not to replace the Annual Re-examination.

D. INTERIM RE-EXAMINATIONS

Interim re-examinations are performed to allow residents to comply with the dwelling lease requirements to report changes in income and family circumstances. The following are specific changes which must be reported in writing within ten (10) days of their occurrence:

1. All changes in family composition. Additions to the family, other than through birth of a child to a family member on the lease, must be approved by the Authority in advance in accordance with Section XIV.
2. All changes to family income except regular increase in wages on the same job or periodic increases in government benefits not related to other changes in income or family composition. This is known as "modified interim" reporting. However, a tenant who has had a rent

reduction between annual re-examinations reverts to "full interim reporting", which means that he must report all changes in income regardless of amount or source.

E. PROCESSING RE-EXAMINATIONS

All re-examinations - annuals, specials, and interims - shall be processed under the following conditions:

1. All data must be verified and documented as required in VIII. The

Authority will NOT adjust rents downward until satisfactory verification is received.

2. Lease terminations resulting from re-examinations shall be conducted in accordance with the terms of the lease.
3. Families who are determined to be in an incorrect size or type of unit will be placed on the Transfer List in accordance with the Transfer Policy (Section XXIII).
4. All interim changes in tenant's rent are to be made by a standard "Notice of Rent Adjustment" which shall become a part of the lease. Changes in rent resulting from Annual Re-examination shall be incorporated into the new lease, which shall be executed by the Authority and the tenant or by "Notice of Rent Adjustment".
5. Interim decreases in rent shall be effective on the first day of the month following the month in which documentation of the change in income was provided to the Housing Authority and verification is completed to the satisfaction of the Authority.
6. Interim increases in rent are to be made effective on the first day of the month following the month in which the change actually occurred. For employment, this is the date employment began, not the date income was first received. For government benefits, this date is the beginning of the period covered by the payment.
7. If it is found that a tenant has misrepresented or failed to report facts upon which his rent is based so that he is paying less than he should be paying, the increase in rent shall be made retroactive to the date that the increase would have taken effect. The tenant may be required to pay within seven days of official notification by PHA, the difference between the rent he has paid and the amount he should have paid. In addition, the tenant may be subject to civil and criminal penalties. Any misrepresentation is a serious lease violation which may result in termination of the lease.

XVIII RE-EXAMINATION DATES

The re-examination date(s) is the effective date of rent changes resulting from the annual re-examination. The re-examination should commence from one to three months prior to this date to allow sufficient time to obtain signed applications as may be appropriate and to process to completion.

XIX. TEMPORARY RENTS

If, at the time of admission or re-examination, PHA can satisfy itself that a family is of low income and within the approved income limits, but cannot make a determination of income for purposes of determining rent with a necessary degree of accuracy because of the inability to secure adequate verification or instability of income, a temporary rent may be established based on the data supplied by the applicant in his application. If a temporary rent is established, the tenant will be notified of this action by a temporary rent notice or such other method determined to be legally and administratively sufficient and that his appropriate rent, when determined, will be effective retroactively to the date of re-examination. The tenant will be required to pay any balance due or PHA will credit his account with

any overpayment which results from a temporary rent. PHA will schedule Special Re-examination (see XVII) of all factors relating to both rent and

eligibility of each tenant established on a temporary rent at intervals established by the Authority until a permanent determination can be made as to rent and eligibility status of the family.

All families whose Total Tenant Payment is $0 based on their report of no family income shall be placed on temporary rent based on income reported and receive special re-examinations at one month intervals.

XX. MINIMUM RENT

A. Each family must pay a minimum rent of $50.00 established by the Housing Authority. This minimum rent includes tenant rent plus any utility allowance. The Housing Authority must grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the Housing Authority's written policies.

B. Financial Hardship. The financial hardships that must be included are the following:

1. When the family has lost eligibility for or is awaiting 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 a death has occurred in the family; and
5. Other circumstances determined by the Housing Authority or HUD.

C. Request for hardship exemption - (i) If a family requests a hardship exemption, the PHA must suspend the minimum rent requirement immediately, until the PHA determines whether there is a qualifying financial hardship and whether the hardship is long-term. (ii) If the PHA determines that there is a qualifying hardship, but that it is temporary, the PHA reinstates the minimum rent from the time of suspension. The PHA cannot evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The PHA must offer the family a reasonable repayment agreement for the amount of back rent owed. (iii) If the PHA determines there is no qualifying hardship exemption, the PHA must reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the PHA. If the PHA determines there is a qualifying long-term financial hardship, the PHA must exempt the family from the minimum rent requirements.

D. Appeal of financial hardship determination. A family who appeals a financial hardship determination through the public housing grievance procedure is exempt from any escrow deposit that may be required by the regulations governing these procedures.

XXI. COMMUNITY SERVICE REQUIREMENT

A. Unless a person is exempted as explained below, each member of a tenant household who is 18 years or older must contribute 8 hours per month of community service as directed by the PHA.

B. Exempt individual. An adult who:

1. Is 62 years or older;

2. Is a person with vision impairment or other person with disabilities, as defined under 216(i)(l) or 1614 of the Social Security Act (42 U.S.C. 416(i)(l); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual.

3. Is engaged in a work activity as defined under section 407(d) of the Social Security Act (42 U.S.C.607(d), as in effect on and after July 1, 1997);

4. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or

5. Is in a family receiving assistance under a State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

C. Community Service. Community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, or/and increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded.

D. Effective date of participation. The requirement is effective for all nonexempt residents following execution of a lease, containing these provisions, by the family head of household.

E. PHA policy for administration. The PHA will develop a local policy for administration of the community service requirement and will provide a copy of this policy to each tenant family.

F. Tenants who are required to perform 8 hours of community service each month as directed by the PHA will have their lease terminated on March 31 of each year if this community service requirement is not completed.

XXII. EVICTION OF FAMILIES BASED ON INCOME

The PHA shall not commence eviction proceedings, or refuse to renew a lease, based on income of the tenant family unless:

A. It has identified, for possible rental by the family, a unit of decent, safe, and sanitary housing of suitable size available at a rent not exceeding the Tenant Rent as defined in Section V; or

B. It is required to do so by local law.

XXIII. TRANSFER POLICY

Objectives of the Transfer Policy

- To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriately sized unit.
- To facilitate humane relocation when required for modernization or other management purposes.
- To facilitate relocation of families with complete and permanent inability to continue living in a two-story apartment.

- To eliminate vacancy loss and other expense due to unnecessary transfers.

A. TYPES OF TRANSFERS

1. Authority Initiated - The Authority may at its discretion transfer residents because of an uninhabitable unit, major repairs, or other actions initiated by management as follows:

In the event of a fire, accident or natural disaster that results in the dwelling unit becoming uninhabitable, the resident will be offered alternative accommodations within the neighborhood if a rentable unit in the appropriate size is available. If the appropriate size is not available, the family may be over housed but placed on the transfer list with the transfer being accomplished at the appropriate time. If no unit is available within the neighborhood, the family may be transferred to an appropriate unit available at another Authority-owned neighborhood. If the move is to a site where residents purchase all or some utilities, the resident will pay the cost of any deposit required by the utility company. When a resident is transferred because the unit has become uninhabitable, the management of the Authority shall determine the cause of the condition of the unit for the purpose of deciding whether relocation assistance may be offered to the resident and whether the transfer shall be considered permanent. Based on this determination, the following actions will be taken:

a. If the condition of the unit is the fault of the Authority, the resident shall be provided with relocation assistance such as the cartage of house-hold goods, the cost and methods of which are to be determined by management. The resident will normally be offered the opportunity to return to his original unit at his own expense, assuming that the unit can be rehabilitated and is still the appropriate size for the family.

b. If the condition of the unit is the fault of neither the Authority nor the resident, as in the case of a natural disaster, the Authority may provide such relocation assistance as management deems appropriate. A transfer to a correctly sized apartment will be considered permanent.

c. If the condition of the unit was caused by the resident, his family or guests, no relocation assistance will be provided and the resident may be charged for all damages to Authority property. A transfer to a correctly sized apartment will be considered permanent. If a site requires modernization type work which necessitates vacating apartments, the affected resident will be relocated at the Authority's expense in available vacant units within the Authority. If determined feasible by management, the Authority will attempt to relocate affected residents into vacant units within the site. Other decisions related to modernization transfers will be made by the Executive Director or his/her designee. The Authority may suspend normal transfer procedures to facilitate modernization type activities.

2. Transfers for Approved Medical Reasons - Residents may be transferred from a two-story apartment to a single-story apartment when the Authority determines that there is a complete and continuing inability to negotiate stairs or steps. The Authority may require medical documentation of a resident's condition and

reserves the right to make its own evaluation of such documentation. Normally such transfers will be within the resident's original neighborhood unless the appropriate size and type of unit does not exist on the site. All other medical related transfer requests shall be determined solely by the Executive Director. A resident who desires to relocate on advice of a physician for reasons other than the inability to

negotiate stairs may file a new application for an apartment. This application will be processed as any other new application for housing.

3. Transfers to Appropriately Sized Unit - Section 5, Paragraph A(2) of the dwelling Lease states that:

The tenant's family composition NO LONGER conforms to the managements's Occupancy standards for the unit occupied, the Management may require the Tenant to move into a unit of appropriate size. This section establishes both that the Authority has an obligation to transfer residents to the appropriately sized unit and that residents are obligated to accept such transfers. These will be made in accordance with the following principles:

a. Determination of the correctly sized apartment shall be in accordance with the Authority's Occupancy Standards.

b. Single elderly and handicapped residents who occupy a one bedroom apartment will not be required to relocate into an efficiency (0-BR)

c. Transfers into the appropriately sized unit may be made within the same neighborhood unless that size unit does not exist on the site.

d. Management may, at it's discretion, separate a single household into multiple households if sufficiently large units are not available or if management determines this to be in the interest of both the family and the neighborhood. Based on the selection criteria for new admissions, management shall determine that each smaller family unit is eligible by HUD definition and contain a legal leaseholder capable of discharging lease obligations.

e. Families with children in school being transferred outside their current neighborhood will not be required to move until the current school year is finished if the Authority determined that a transfer would cause a hardship to the family.

B. PRIORITIES FOR TRANSFERS

All transfers must be for either approved medical reasons, for relocation to an appropriately sized unit or be initiated by the Authority. No other reasons for transfers will be considered. Within the eligible types, transfers shall be performed according to the following priorities:

1. Authority initiated transfers;
2. Transfers to a single-level apartment for approved medical reasons;
3. Residents who are under housed by two or more bedrooms;
4. Residents who are under housed by one bedroom;
5. Residents who are over housed by two or more bedrooms;
6. Residents who are over housed by one bedroom.

The accomplishment of transfers shall be mixed with new move-ins in a ratio calculated by the Executive Director or his/her designee taking into

account the vacancy rate and the number of pending transfers for each neighborhood. Within each priority type, transfers will be ranked by date. In transfers requested by residents for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by management. In the case of an involuntary transfer, the date will be that on which management verifies that the change occurred. Management reserves the right to immediately transfer any family who has misrepresented family circumstances or composition.

C. TRANSFER PROCEDURES

The PHA shall:

- Prepare and prioritize a transfer list for each neighborhood.
- Update the list when appropriate.
- Notify residents by letter of their pending transfers.
- Issue a final offer of the vacant apartment as soon as vacant apartment is identified.

- Issue notice to transfer as soon as the vacant apartment is available for occupancy. This notice will give the resident seven (7) working days to complete the transfer.
- Inspect both apartments involved in the transfer, charging for any resident abuse.
- Maintain transfer logs and records for audit.

Only one offer of an apartment will be made to each resident being transferred. Failure to accept the unit offered will be grounds for termination of the lease. When a person who has requested a single-level apartment for approved medical reasons declines the offer of such an apartment, the Housing Authority is not obligated to make any subsequent offers.

D. RIGHT OF MANAGEMENT TO MAKE EXCEPTIONS

This policy is to be used as a guide to insure fair and impartial means of assigning units for transfer. It is not intended that this policy shall create a property right or any other type of right for a resident to transfer or refuse transfer. Management reserves the right to make exceptions to this policy as circumstances require, consistent with applicable regulations of the Department of Housing and Urban Development.

XXIV. FRAUD

Georgia Code Annotated, 16-9-55, provides that:

"Any person who obtains or attempts to obtain or who establishes or attempts to establish eligibility for, and any person who knowingly or intentionally aids or abets such person in obtaining or attempting to obtain or in establishing or attempting to establish eligibility for any public housing or a reduction in public housing rental charges or any rent subsidy to which such person would not otherwise be entitled, by means of a false statement, failure to disclose information, impersonation, or other fraudulent scheme or device shall be guilty of a misdemeanor."

All Applications and Applicants for Continued Occupancy for lower income Public Housing used by the Authority will contain a warning that falsification is against the law. Poster notices will also be displayed in the Office of the Authority. All such notices will describe the maximum penalty for a misdemeanor in the State of Georgia, which is a jail sentence up to one (1) year, and/or a fine of $1,000.00. In addition, the warning will be read and explained to housing applicants and tenants undergoing annual,

special and interim re-examinations.

The Authority considers the misrepresentation of income and family circumstances to be a serious lease and policy violation as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

A. An applicant family who has misrepresented income or family circumstances may be declared ineligible for housing assistance.

B. If any examination of the tenant's file discloses that the tenant made any misrepresentation (at the time of admission or any previous re-examination date) which resulted in his/her being classified as eligible when in fact he/she was ineligible, the tenant may be required to vacate the apartment even though he/she may be currently eligible.

C. A tenant family who has made misrepresentation of income or family circumstances is subject to both eviction and being declared ineligible for future housing assistance.

D. If it is found that the tenant's misrepresentations resulted in his/her paying a lower Tenant Rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the tenant remains in occupancy, but failure to pay under terms established by the Authority shall always result in immediate eviction. The Authority reserves the right to demand full payment within seven days.

E. The Authority shall report apparent cases of tenant or applicant fraud to the appropriate government agency. It shall be the policy of the PHA to press state and Federal authorities for prosecution of cases which, in the Authority's judgement, appear to constitute willful and deliberate misrepresentation.

XXV. RENTAL COLLECTION POLICY

Rent is due on the 1st day of each month and is delinquent by the day stated in the lease. If the delinquency date falls on a Saturday, Sunday, or an observed Holiday, the tenant shall have until the close of the business the next scheduled work day.

All payments tendered after 4:00 p.m. shall be dated the next work day.

Maintenance charges and all other charges are due 14 days after PHA notifies the tenant of such charge.

All payments received shall be applied to the oldest debt first.

No amount shall be considered too small to issue a dispossessory warrant.

Management reserves the right to waive late charges or to accept payments after the delinquency date as determined on a case by case basis.

XXVI. PAYMENTS AFTER THE DELINQUENCY DATE

A. The PHA will assess a late charge to all tenants on the delinquency

date.

B. Payments tendered by tenants after the delinquency date and prior to a demand notice will be accepted by management provided all rent and other charges then due are paid in full. No partial payments will be accepted after the delinquency date.

C. No payments will be accepted after the expiration of the termination notice.

D. A tenant will be allowed to tender rent and other charges then due in full after termination of the dwelling lease only once.

E. Failure to make payments when due and before expiration of the dwelling lease termination, shall result in an issuance of a dispossessory warrant upon expiration of all legal notices.

XXVII. PROCEDURES AFTER THE EXPIRATION OF THE TERMINATION OF THE DWELLING LEASE

A. At any time prior to expiration of the lease termination notice, management will issue a demand notice.

B. No payments will be accepted after issue of the dispossessory warrant.

XXVIII. RETROACTIVE RENT CHARGES

Retroactive Rent Charges will be due and payable within 7 days of written notice unless arrangements are made prior to this date to make installment payments. Normally retro rent installment payments must be computed not to exceed a three (3) month pay off. If the amounts are large and the tenant will not be able to pay off the retro rent charge within three (3) months a repayment schedule may be established allowing a longer period, provided the tenant agrees to pay the principal plus 10% interest.

XXIX. VACATED TENANTS WITH BALANCES

Vacated tenants will have seven (7) days from the date of the statement of Refund of Security Deposit and Unearned Rent to pay the account or make arrangements for payment. Accounts will be reported to the Credit Bureau and collection action will be taken after the expiration of this time period.

XXX. DISPOSSESSORY WARRANTS ISSUED FOR THE SECOND TIME

If a tenant has a dispossessory warrant for non-payment of rent issued against them a second time within a twelve month period, tender of rent will not be accepted as a defense to the action and tenant will be required to vacate the premises. This action does not relieve the amount owed. The tenant will be required to pay any balance owing plus any other costs.

XXXI. TREATMENT OF INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS

A. General. A PHA must not reduce the annual income of a family residing in public housing because of a reduction in the family's welfare assistance specifically because of fraud or failure to participate in an economic self-sufficiency program or comply with a work activities requirement. A reduction in welfare assistance is not to be treated as failure to participate in an economic self-sufficiency program or

to satisfy a work activities requirement if the reduction results from:

1. The expiration of a lifetime limit on receiving benefits.
2. When a family has sought but cannot find employment; or
3. The family has complied with welfare program requirements but loses welfare because of durational time limit such as a cap on welfare benefits for a period of no more than two years in a five-year period.

B. Verification. When a family requests a rent reduction based on reduction in family income from welfare, the PHA must obtain written verification from the welfare agency of the basis for the reduction. If the reduction is specifically the result of the family's failure to participate in an economic self-sufficiency program or comply with work activities requirements or fraud by the family, the PHA must not reduce the family's rent.

C. Notification to families. The PHA must notify families who are adversely affected by the requirements of this section that they have the right to review through the PHA's grievance procedure without paying a deposit in escrow.

XXXII. DECONCENTRATION OF POVERTY

In compliance with HUD's deconcentration of poverty and fair housing in program admissions policy the PHA has developed steps to determine if action is necessary to comply with HUD's policy. To determine if action is necessary to deconcentrate poverty, the PHA prior to the beginning of each fiscal year, will perform the following steps:

1. Determine average income of all families residing in all covered developments.
2. Determine average income of families in each covered development.
3. Determine which developments are below 85% or above 115% (income range) of the average computed in Step 1.
4. Determine if there are reasons developments are outside of the established income range as found in 24CFR903.2(c)(1)(iv).

For developments outside the income range which cannot be justified in the steps above, the PHA may, at it's discretion, do one or more of the following:

1. Provide a ceiling rent to higher income families to locate in lower income developments.
2. Reduce the minimum rent requirement for lower income families to locate in higher income developments.
3. Skip a family on the waiting list or transfer list to reach another family in an effort to further the goals of the PHA's deconcentration policy. Skipping to promote deconcentration shall not be considered an adverse action.
4. Target capital fund improvements toward developments with an average income below the established income range.

The PHA will allow a family to accept or reject an offer of a unit made under the deconcentration policy and will not take any adverse action toward any eligible family for choosing not to accept an offer of a unit. The PHA will comply with all fair housing requirements and will not impose any specific income or racial quotas for any development or developments.

XXXIII. CHOICE OF RENT:

A. Rent options. Once a year, the PHA will give each family the opportunity to choose between the two methods for determining the amount of tenant rent payable monthly by the family. The family may choose to pay as tenant rent either a flat rent as determined in paragraph B of this section, or an income based rent as determined in accordance with paragraph C of this section. Except for financial hardship cases as provided in paragraph D of this section, the family may not be offered this choice more than once per year. Regardless of whether the family chooses to pay a flat rent or income based rent, the family must pay at least the minimum rent described in Section XX.

B. Flat Rent. The flat rent is based on marked rent charged for comparable units in the private unassisted market. It is equal to the estimated rent for which the PHA could promptly lease the public housing unit after preparation for occupancy. ThePHA will determine the flat rent by considering the location, quality, and age of the unit and any amenities, housing services, maintenance and utilities provided by the PHA. If the family chooses to pay a flat rent, the PHA does not pay any utility reimbursement.

C. Income Based Rent. An income based rent is a tenant rent that is based on the family's income and the PH'A s rent policies for determination of such rent as defined in Section V (AA).

D. Switch from flat rent to income based rent because of hardship. A family that is paying a flat rent may at any time request a switch to payment of income based rent (before the next annual option to select the type of rent) if the family is unable to pay flat rent because of financial hardship. A financial hardship includes the following:

1. The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment, death in the family, or reduction in or loss of earnings or other assistance.
2. The family has experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education, or similar items; and
3. Such other situations determined by the PHA to be appropriate.