

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

PHA Plans

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

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

**PHA Plan
Agency Identification**

PHA Name: Sparta Housing Authority

PHA Number: GA 210

PHA Fiscal Year Beginning: (mm/yyyy) 10/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- X The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

B. Goals

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

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

- X PHA Goal: Expand the supply of assisted housing
Objectives:
 Apply for additional rental vouchers:
X Reduce public housing vacancies:
 Leverage private or other public funds to create additional housing opportunities:
 Acquire or build units or developments
 Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
X Improve public housing management: (PHAS score)
 Improve voucher management: (SEMAP score)
X Increase customer satisfaction:
X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

- X Renovate or modernize public housing units:
- X Demolish or dispose of obsolete public housing:
- X Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

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

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

X PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- X Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

X **Standard Plan**

Streamlined Plan:

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

 Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Authority of the City of Sparta provided public notification of our development of an Agency Plan, and solicited public input and review. Our Agency Plan has been the result of input from the Board of Commissioners, Resident Advisory Board, local officials, and individual residents. The major points of this plan are to devise a method to address the need for additional affordable housing in the city, while promoting economic opportunities for residents and other low income individuals in the surrounding neighborhood. Additionally, the questions of the deconcentration policy and the future role of the Resident Advisory Board were discussed. The resultant thrust of these discussions lends itself toward (1) maintenance of local preference for working families (2) upgrades of units for curb appeal and aggressively reviewing the possibility of utilizing homeownership programs to provide additional resources to promote additional affordable housing in the area through collaborative efforts of the City, local financial institutions, developers, HUD and other community partners. The Annual Plan (duly adopted by the Board of Commissioners) addresses improvements to units and on-site improvements to increase the Housing Authority's ability to attract the targeted population to meet our deconcentration effort.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Annual Plan

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

Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration
- X FY 2000 Capital Fund Program Annual Statement
- X Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- X PHA Management Organizational Chart
- X FY 2000 Capital Fund Program 5 Year Action Plan
Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	298	5	5	5	5	2	2
Income >30% but <=50% of AMI	119	4	5	4	4	2	2
Income >50% but <80% of AMI	78	3	3	2	2	2	2
Elderly	146	3	5	4	2	2	2
Families with Disabilities	N/A						
Race/Ethnicity B/469		5	5	4	4	2	2
Race/Ethnicity W/26		4	4	4	4	2	2
Race/Ethnicity His/0							
Race/Ethnicity							

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

Consolidated Plan of the Jurisdiction/s

- Indicate year:
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	11		
Extremely low income <=30% AMI	2	18%	
Very low income (>30% but <=50% AMI)	5	46%	
Low income (>50% but <80% AMI)	4	36%	
Families with children	9	82%	
Elderly families			
Families with Disabilities	2	18%	
Race/ethnicity	B/11	100%	
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2	18%	
2 BR	0		
3 BR	6	55%	
4 BR	3	27%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$26,649.00	
b) Public Housing Capital Fund	\$46,336.00	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
e) Annual Contributions for Section 8 Tenant-Based Assistance	0.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	100,000.00	
h) Community Development Block Grant	0.00	
i) HOME	0.00	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$22,600.00	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	\$195,585.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

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

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

b. How often must residents notify the PHA of changes in family composition?
 (select all that apply)

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

Component 3, (6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below: **REFER TO LEASE AND ACOP**

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

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
 - At family option
 - Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - Other (list below)
Decrease in income reported immediately in order to assure rent does not constitute a hardship.
- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	24	
Section 8 Vouchers	N/A	
Section 8 Certificates	N/A	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	24	
ROSS		

--	--	--

C. Management and Maintenance Policies

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

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

**HOUSING AUTHORITY OF THE CITY OF SPARTA
MAINTENANCE DEPARTMENT**

Maintenance Plan

GENERAL INFORMATION:

The Sparta Housing Authority was formed for the purpose of providing low-income public housing, and owns and operates twenty four (24) units in two locations. Projects 210-1A, Projects 210-1B. The mission of the Sparta Housing Authority Board of Commissioner and staff is to provide decent, safe and sanitary housing to low-income individuals and families.

STAFFING PLAN:

The Executive Director is responsible for the day-to-day operation of the Sparta Housing Authority. The Executive Director implements policies and procedures instituted by the Board of Commissioners. All staff members answer to the Executive Director, or his/her designee, per the established Organizational Chart.

The Sparta Housing Authority’s strategy for meeting the day-to-day and long range maintenance needs of the properties is to assign a Maintenance Superintendent to be responsible for all Maintenance and Inspections necessary to provide decent, safe, sanitary and in good repair, housing to low-income individuals and families. The Maintenance Superintendent answers directly to the Executive Director, or his/her designee, per the Organizational Chart.

The Maintenance Department Staff consists of nine people including the Superintendent. The staff is outlined below:

*1 Maintenance Superintendent
2 Maintenance Mechanics
1 Maintenance Mechanic Assistant
3 Maintenance Laborers
1 Maintenance Administrative Assistant*

Job descriptions are as follows:

Maintenance Superintendent:

Responsible for all housing units to ensure that they are decent, safe, sanitary and in good repair. Answers to the Executive Director.

Maintenance Mechanic:

Responds to all work orders, assist in unit preparation, when necessary. Acts as the ON CALL Maintenance Mechanic when scheduled.

Maintenance Mechanic Assistant:

Works with Housekeeping in unit preparation. Responds to works orders that require minor repairs and painting.

Maintenance Laborers:

Housekeeping and unit preparation.

Maintenance Laborer:

Performs general cleaning and custodial duties on the grounds and in the units as part of unit preparation.

Maintenance Administrative Assistant:

Responsible for all administrative duties performed in the Maintenance Department. Responsible with the guidance of the Maintenance Superintendent for scheduling all Yearly Inspections, Preventative Maintenance Service, seasonal change of filters, schedule cycle painting, schedule and notify residents of Pest Control visits, maintains records of actual scheduled and unscheduled work that is accomplished during the year, issues and maintains a log on all purchase orders and issues and maintains the Work Order Files.

GOALS AND OBJECTIVES:

The goals and objectives of the Sparta Housing Authority Maintenance Department are to maintain each and every unit in a condition equal to or greater than UPCS requirements, to meet and exceed all maintenance related PHAS indicators, and to properly utilize the existing staff with a reasonable amount of overtime, within budget and on schedule.

A. ROUTINE AND SEASONAL WORK:

Maintenance Mechanics are responsible for all emergency, routine and seasonal requirements. To assist the maintenance operation, the Sparta Housing Authority will continue its service contracts to handle interior cycle painting, yearly inspections, refrigerator compress repair/replacement and disposal, pest control, quarterly HVAC maintenance, and vehicle service and maintenance.

The basic processing of work orders will be as follows:

1. Origination

*The issuance of an emergency/regular work order may be based upon information received from residents, staff, commissioners, or the general public. When information received in the Work Center indicates a work order needs to be issued, it is the responsibility of the Maintenance Clerk to record the information, to post the Work Order on the Work Order Board for the next available Mechanic. **IN THE CASE OF AN EMERGENCY, CALL IMMEDIATELY.***

2. Assignment

The method used to assign work orders to specific Maintenance Mechanics will be based on the mechanic best qualified to do the job. However, it is expected that work orders will generally be completed in sequence, without regard to the degree of difficulty associated with its completion. If the assigned Maintenance Mechanic cannot complete any portion of the work order, he/she will immediately notify the Superintendent of the problem.

3. Closing

*At completion of all work items on a work order, the Maintenance Mechanic will completely fill out and sign the work order form. All completed work orders will be returned to the Maintenance Clerk each day, but **NOT LATER THAN Monday at 8:30AM** following the completion of the work. Before leaving the unit the Maintenance Mechanic should have the resident sign the Work Order. In the event the resident is not present, a copy of the Work Order should be left in a conspicuous place, such as on the kitchen counter. Any time a unit is entered for maintenance purposes when the resident is not at home, the Maintenance Mechanic will fill out and leave a completed copy of the Work Order in a conspicuous place within the unit.*

At receipt of completed work order forms, it is the responsibility of the Maintenance Administrative Assistant to ensure the expeditious updating of the work-order computer records, including the posting of any associated resident charges. The

updating and closing of work order records should normally be accomplished within twenty-four (24) hours of receipt of completed work orders.

B. ANNUAL INSPECTIONS

Living units and major systems, the Administration and Maintenance Buildings and the property and grounds, inspections are required annually to meet PHAS requirements. The Sparta Housing Authority plans to have a contractor perform its annual dwelling unit inspections with the Maintenance Superintendent. The Maintenance Superintendent will conduct the property and grounds inspection. The inspections will be evenly scheduled over the first eight months of the year to allow time for corrective action and follow-up work.

Residents will be notified in writing, at least five (5) days prior to the inspection.

1. Frequency

All dwelling units of the Sparta Housing Authority will be inspected at least annually. A move-out inspection will be conducted on all vacant units within five (5) working days, after notification. A move-in inspection will be conducted with the resident at the time of move-in for any unit being newly occupied.

2. Standard

All inspections will utilize the Uniform Physical Condition Standards (UPCS). All conditions, noted during any inspection, which do not meet UPCS will be documented in writing. A copy of the completed inspection report will be filed in each resident's folder.

3. Corrections of Deficiencies

a. Unit Deficiencies which are UPCS violations:

All UPCS violations identified during any inspection will require the following actions:

1) Documentation on Form 52580-A in the Decision and Comment columns at the applicable Item Number.

2) Insurance of, or inclusion on, a Work Order specifying the action needed for correction of the UPCS violation. Any work order issued which includes work to correct a UPCS violation must be unit-specific, that is, it must deal with only one unit.

3) Date of Final Approval must be entered at the appropriate place on Form 52580-A when each UPCS violation has been corrected.

b. Unit Deficiencies which are not UPCS Violations:

For all unit deficiencies identified during an inspection which will require repair work, but are not UPCS violations, issuance of, or inclusion on, a Work Order specifying the action needed for correction of the deficiency will be required.

c. Goals

It is the goal of the Sparta Housing Authority that identified unit deficiencies be corrected as follows:

- 1) UPCS violations which constitute emergency items, as defined by HUD, should be alleviated or corrected within twenty-four (24) hours.*
- 2) All identified unit deficiencies which do not constitute UPCS violations should be corrected within an average of twenty-five (25) calendar days.*

C. UNIT VACANCY PREPARATION

The Maintenance Department has assigned the housekeeping team to the full time job of cleaning and placing units back in service. A unit assessment form is completed when the resident moves out. The result of that inspection determines the amount of work necessary to place the unit back on the market. Maintenance Mechanics are assigned to complete the work that is beyond the capability of the housekeeping team. Our goal is to return vacant units to the market within a yearly average of twenty (20) days.

The procedure for preparing units to the market is as follows:

- 1. When a unit is reported vacant, the Maintenance Superintendent will inspect the unit and complete a UNIT ASSESSMENT form and forward a copy to the Resident Selection Coordinator. An Inspection Report On Move-Out will be completed and used as a punch list to repair and clean the unit.*
- 2. The items identified on the INSPECTION REPORT ON MOVE-OUT form will be assigned to a Maintenance Mechanic to make the necessary repairs.*
- 3. The Maintenance Superintendent will be responsible for the assignment of work to the Maintenance Mechanic.*
- 4. The items listed on the INSPECTION REPORT ON MOVE-OUT will be used as a checklist by the Maintenance Mechanic in completing the unit preparation of the unit.*

5. Upon completion of all items by the Maintenance Mechanic the unit will be turned over to the House Keeping Team to complete the unit for return to market.

6. After the House Keeping Team has completed the final mop out and wax, the Maintenance Superintendent will inspect the unit, if no deficiencies are noted, turn the unit over to the Resident Selection Coordinator. The UNIT VACANCY LOG is used for this purpose.

7. The Maintenance Superintendent will keep the Resident Selection Coordinator aware of which units have had the UNIT ASSESSMENT REPORT completed and which units are being prepared for return to market.

D. PREVENTIVE MAINTENANCE

The Sparta Housing Authority has developed a Preventive Maintenance Program for all units.

The Preventive Maintenance Program is designed and scheduled to be completed during the Annual Dwelling Inspection, the Maintenance Mechanic that completes the repairs that are discovered during the annual inspection will do a complete check of the unit using the check list.

The program is scheduled to be completed in no more than ten (10) months.

E. EMERGENCY SITUATIONS

Emergencies arise when residents within the Sparta Housing Authority or the Housing Authority staff are faced with a health or life-threatening situation or there is a condition which might result in serious structural or system damage if not corrected within a 24-hour period.

Emergencies will fall into one or more categories; 1) those happening during the regular workday or 2) those that occur after hours or on weekends. The Sparta Housing Authority has procedures for each category and the information is attached in a memo "EMERGENCY WORK ORDERS" dated June 19, 1997.

F. EXTRAORDINARY REPAIRS

Extraordinary repairs are addressed through the Capital Fund, formerly Comprehensive Grant Program.

G. SERVICE CONTRACTS

The Sparta Housing Authority will bid our paint contract every two (2) years. This contract will be procured in accordance with the Sparta Housing Authority procurement policies, based upon the HUD regulations at 24 CFR 85.36. Other contracts are for PHAS Inspections, pest control and an answering service.

H. MATERIALS, SUPPLIES AND EQUIPMENT

Currently we are attempting to find the best price and best quality of material for our normal everyday use. We have began purchasing thru GSA floor tile, wall board, and glue for both at about 50% less than what we were paying from our previous vendors. We are also, reviewing the GSA and State of Georgia purchasing to improve the current price we are paying for paint and paint related supplies.

We will continue to purchase ranges and refrigerators from the best available price and quality of appliances.

E. MAINTENANCE STAFF TRAINING:

The training for all employees is the responsibility of the Maintenance Superintendent.

Maintenance Mechanics are interviewed by the Maintenance Superintendent and the Senior Maintenance Mechanic before hiring to ensure that they can perform the basic task for the position opening. The MHA uses the training provided by GAHRA and NAHRO and Nan McKay instruction when possible.

F. OTHER POLICIES:

1. Pest Control: Each unit will be treated yearly by the pest control service. After the initial treatment, there is a call back procedure, where the resident and or the Maintenance Department call for the pest control service to treat the unit again. The pest control service visits the MHA each month.

2. Hazardous Material: The HAZMAT "Right to Know" policy is published as part of the Maintenance Departments Safety Plan.

3. Natural Disaster Response Guidelines: All Natural Disaster Responses are coordinated through the Sparta-Hancock County Emergency Management Agency.

4. Resident Paint Policy: Applicable when residents paint the interior of their homes.

RESIDENT RESPONSIBILITIES:

a. Provide all materials and supplies, such as rollers, brushes, etc. necessary to prepare and then paint their unit

b. Move all furniture to the center of the room and cover if necessary.

c. Use drop cloths to cover the floor, furniture, cabinets, counter tops, stove and refrigerator.

d. Remove all outlet and switch covers before painting and replace after the paint dries.

e. Prepare all ceilings, walls and surfaces before painting including caulking cracks, scraping peeling paint, washing dirty areas, using spackling compound to fill drywall nail holes and cracks, patching holes in drywall up to one foot square per hole, and finish sanding of drywall repairs before painting.

f. The paint will be provided by the Housing Authority using the following guidelines for painting:

BEDROOM	NUMBER OF GALLONS
1BR	5
2BR	6
3BR	7
4BR	8
5BR	9

G. SAFETY POLICY STATEMENT: In order to maintain a successful, orderly, and safe place to work, and at the same time, comply with the Occupational Safety and Health Standards, the Safety Policies and Procedures apply to the safety of all Maintenance Department employees. The policies are necessary to ensure the effective operation of the Maintenance Department. They are not intended as restrictions on the personal rights and freedoms of individuals but to protect the employee. Please refer to the Maintenance Plan for Safety Policies and Procedures.

H. SCHEDULE OF MAINTENANCE CHARGES: (To be published)

PEST CONTROL POLICY

The Housing Authority of the City of Sparta recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve this control, the Authority has adopted a pest control policy that will be implemented by the Director of Maintenance.

PEST CONTROL AND EXTERMINATION

The Housing Authority of the City of Sparta will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The Director of Maintenance will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. The Director of Maintenance shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bilingual to insure proper notification of the resident population.

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:

(DD/MM/YYYY)

5. Number of units affected:
6. Coverage of action: (select one)
 Part of the development
 Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Resident Opportunity and Self-Sufficiency Supportive Services(ROSS)-Sandersville Tech -To provide curriculum -Construction skills -To remodel standing structure</i>	<i>9-12</i>	<i>Specific Criteria</i>	<i>Lewis Street House</i>	<i>Both</i>
<i>Hancock County Board of Education -To provide instructors</i>	<i>9-12</i>	<i>Specific Criteria</i>	<i>Hancock County Board of Education Classroom</i>	<i>Both</i>
<i>East Georgia Consortium -Support Services -Job Readiness & Search -Pay stipends to eligible persons</i>	<i>6</i>	<i>Specific Criteria</i>	<i>Hancock County/Sparta Library</i>	<i>Both</i>
<i>Adult Literacy -GED Program</i>	<i>6-9</i>	<i>Specific Criteria</i>	<i>Resident Training Center/Milledeville HA</i>	<i>Both</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
<i>Public Housing</i>	<i>24</i>	<i>39</i>

		<i>As of 06/21/01</i>
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

**Housing Authority of the City of Sparta
Community Work Requirement Policy**

GENERAL

As a part of the Eligibility for Continued occupancy, residents who have complied with the Public Housing Community Service requirement will be remain eligible.

APPLICABILITY

Under this requirement, all adult public housing residents who do not qualify for an exemption must participate at least 8 hours per month in community service or an

economic self-sufficiency program. All family members 18 years of older must contribute 8 hours of community service each month or participate in a self-sufficiency program.

EXEMPTION

Exempted from work requirement are all persons who are 62 or older, blind or disabled, employed or participating in a welfare reform program.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

Other (describe below)

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

SPARTA HOUSING AUTHORITY

PET POLICY

Effective January 15, 2000

PURPOSE: *The Pet Policy for the Sparta Housing Authority (HACS) is designed to allow eligible residents the privilege of owning or keeping a common household pet, while also respecting the rights of other residents and neighbors and protecting the interest of the HACS.*

APPLICABILITY: *This policy applies to all residents.*

PET POLICY: *A twenty-five dollar (\$25.00) refundable deposit shall be required from each resident who desires to keep a pet. This deposit shall be used to defray any cost(s) directly caused by the presence of the pet. Only one pet is allowed per family. For the purposes of this policy, one cage or aquarium will be considered as one pet for pets kept in a cage or aquarium.*

ACCEPTABLE HOUSEHOLD PETS: *Acceptable household pets include dogs, cats, tropical fish, birds, and hamsters. Other similar type pets may be accepted by written decision of the Administrative Office. Pets that are not considered common household pets such as monkeys, snakes, and other non-domesticated creatures are not allowed.*

PET SIZE LIMIT: *Authorized pets may not exceed the weight of 30 pounds.*

PET MAINTENANCE: *When pets are outside, they must be attended by the resident or the resident's designee. Pets may not be quartered outside. No doghouses or related pet quarters will be permitted. Pets may not be left chained to posts or structures or otherwise left unattended outside. Pets must be on a leash in accordance with the City of Sparta leash laws.*

VACCINATIONS AND LICENSES: Each dog and cat must be certified to have current rabies shots. Each dog and cat must have current licenses if required by local law.

NUISANCE OR THREAT TO PUBLIC HEALTH OR SAFETY: The HACS will require the removal of any pet from a neighborhood upon determination that the pet's conduct or condition becomes a nuisance, or a threat to the health or safety of other residents of the neighborhood.

VIOLATIONS: Violation of this policy will be considered as a violation of the lease agreement and the resident will be subject to such actions as prescribed in the lease agreement for violations of said agreement.

PRIOR APPROVAL: Residents who wish to keep a pet must receive prior written approval from the Sparta Housing Authority, and **must** complete a rider to the lease agreement. The lease rider will include provisions for caring for the pet in the absence of the resident.

EXCEPTIONS: Exceptions to this policy must be approved by the HACS Board of Commissioners.

IMPLEMENTING PROCEDURES: The Executive Director shall establish such procedures as necessary to implement this policy. The Executive Director, with approval of the Board, may designate buildings, or sections of buildings as no pet areas where pets are not permitted.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at Attachment (File name)
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:

 Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

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

Attachments

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

SPARTA HOUSING AUTHORITY DECONCENTRATION RULE

A. Objective: The objective of the De-concentration Rule for the Sparta Housing Authority (SHA) units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher

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

income families in any one development. The specific objective of the SHA is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the SHA will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the SHA does not concentrate families with higher income levels it is the goal, of the SHA not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The SHA will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the SHA's computer system.

B. Actions: To accomplish the de-concentration goals, the SHA will take the following actions:

- (1) At the beginning of each SHA fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.
- (2) To accomplish the goals of:
 - (a). Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and
 - (b). Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the SHA's Resident Selection and Assignment Plan, which is a pan of this policy, provides for skipping families on the waiting list to accomplish these goals.

Sparta Housing Authority GA 210

Resident Assessment/Proposed Corrective Actions

Neighborhood Appearance - .7 Target Date: 8/27/01

Units have been completely renovated. The MOD program included the replacement of windows, doors, fascia, and soffit. Future MOD projects include off street parking, and landscaping which will improve our neighborhoods' appearance. To further enhance the appearance of our communities our Resident Services Coordinator is strictly monitoring the neighborhood for abandon cars, furniture and debris.

SUMMARY OF PREVIOUS YEAR GOALS

As we strive to accomplish our mission of providing affordable housing as well as economic opportunities, the last year has been a productive one for the Sparta Housing Authority. We are focused and on-target with goals outlined in the Agency Plan.

We continue to work to maintain our High Performer status on our PHAS score.

Through an Emergency CIAP grant, we were able to completely modernize twenty-three of the twenty-four units. This modernization project included the installation of security doors and windows. This too addresses our security issues. In addition, the City Police Department closely monitors the neighborhoods.

Since renovation, our vacancy rate has been very low. However, our housing staff closely monitors application and housing process to ensure the deconcentration policy is adhered.

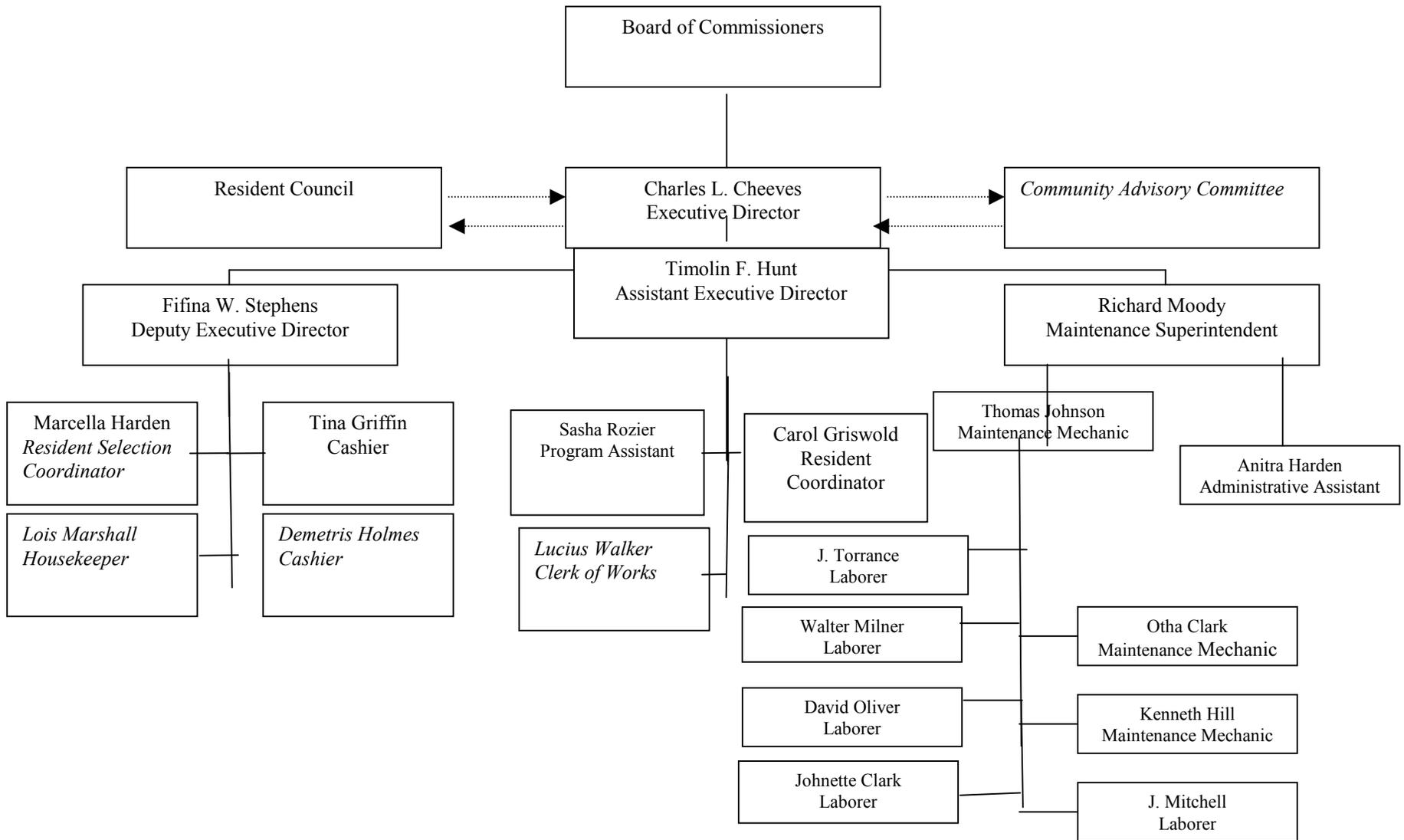
The Sparta residents are always encouraged to participate in all resident service programs for Milledgeville. We have many resident service programs that provide training, skills, and resources for the residents. With the assistance from our many community collaborative partners, we are attaining the goal of promoting economic opportunity and self-sufficiency for the residents. Most of the programs are offered onsite, in addition to our onsite Boys & Girls Club, Resident Training Center, Day Care Center, and Community Resource House.

The Sparta Housing Authority Resident Council was awarded a ROSS grant last year. The council is utilizing these funds to purchase a dilapidated home, attain construction skills through vocational training institute to renovate the home, and then possibly sell the home. This enhances the goals for promoting economic opportunity.

Our policies ensure equal opportunity for all.

RESIDENT COMMISSIONER

Mayor William Evans, appointed Kathleen Wingfield to our Board of Commissioners in 1997. Ms. Wingfield has exemplified leadership ability and is a viable part of our Board. She also serves as the Board's Vice Chairperson.



RESIDENT COUNCIL MEETING & PUBLIC HEARING
SPARTA HOUSING AUTHORITY
MAY 14, 2001

Residents were welcomed by Mr. Cheeves, Executive Director of the Housing Authority.

Minutes were read by Ms. Fantasia Brown, secretary of the Resident Council. There were no additions or corrections to the minutes. Motion was by Demetress Holmes to accept the minutes as read. Motion was seconded by Ms. Kathleen Wingfield.

Old Business:

In the absence of Mr. McNeil, some questions were raised about the ROSS grant.

1. Clarification of work plan – Who needs to do the work plan?
2. Sparta RC needs some direction on what needs to be in the application for the screening process.
3. Who needs to get liability insurance or do we need it?

New Business:

Residents don't want Mr. Lawson to cut the grass in the housing areas. They want to know if employees from Maintenance could come and cut the grass. Residents say Maintenance did a great job and complemented the lawn care employees.

Concerns for Maintenance

502 Lewis Street	Toilet and washing machine problems—water backing up
506 Lewis Street	Bad leak in refrigerator
810 Dyer Street	Electric problems in bedroom
812 Dyer Street	Water comes up a kitchen sink; problems with water on kitchen floor. Wiring problems in living room and kitchen. Sometimes no electricity

Dave Gurley of Bradfield, Richards, Rhodes, & Associates discussed the Capital Fund Program. Sparta received its first CIAP a couple of years ago. It was emergency CIAP funding that was used to completely renovate the apartments. All apartments were renovated but one, the five bedroom apartment of Dyer Drive. This apartment is in such disrepair that it would require three years of funding in order to renovate or convert to a duplex building. Another alternative would be to demolish the building.

Mr. Gurley opened the floor for suggestions. The residents suggested tabling the renovation of the five-bedroom apartment because they did not want to have to use three years of funding for it. Some of their suggestions included air conditioning the apartments, replacement of toilets and lavatories, more parking, and landscaping.

The residents reported some maintenance problems, such as water leaks and screen door locks, that were referred to the Maintenance Department.

Members present: Vernita Chatman, Catherine Brown, Fantasia Brown, Demetress Holmes, Elois Tucker, Ms. Wingfield, Charles L. Cheeves, Fifina Stephens, Timolin Hunt, Dave Gurley, Carol Griswold, Sasha Rozier, Vickie Guun and Angela Hammack

SPARTA RESIDENT COUNCIL OFFICERS

President:	Mrs. Vernita Chatham 808 Dyer Drive Sparta, GA 31087
1 st Vice President:	Ms. Catherine Brown 814 Dyer Drive Sparta, GA 31087
2 nd Vice President:	Ms. Rita Washington 506 Lewis Street Sparta, GA 31087
Secretary:	Ms. Fantasia Brown 812 Dyer Drive Sparta, GA 31087
Treasurer:	Ms. Keeottia Hubert 810 Dyer Drive Sparta, GA 31087
Parliamentarian:	Mr. Demetress Holmes 505 Lewis Street Sparta, GA 31087

**PHA Plan
Table Library**

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

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of The City of Sparta	Grant Type and Number Capital Fund Program Grant No.: GA06P210501-01 Replacement Housing Factor Grant No.:	FFY of Grant: 2001
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- 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 ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds	\$0.00		\$0.00	\$0.00
2	1406 Operations	\$9,267.00		\$0.00	\$0.00
3	1408 Management Improvements Soft Costs	\$0.00		\$0.00	\$0.00
	Management Improvements Hard Costs	\$0.00		\$0.00	\$0.00
4	1410 Administration	\$0.00		\$0.00	\$0.00
5	1411 Audit	\$0.00		\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00		\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00		\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00		\$0.00	\$0.00
9	1450 Site Improvement	\$0.00		\$0.00	\$0.00
10	1460 Dwelling Structures	\$0.00		\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00		\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00		\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00		\$0.00	\$0.00

14	1485	Demolition	\$0.00		\$0.00	\$0.00
15	1490	Replacement Reserve	\$37,069.00		\$0.00	\$0.00
16	1492	Moving To Work Demonstration	\$0.00		\$0.00	\$0.00
17	1495.1	Relocation Costs	\$0.00		\$0.00	\$0.00
18	1499	Development Activities	\$0.00		\$0.00	\$0.00
19	1502	Contingency	\$0.00		\$0.00	\$0.00
	Amount of Annual Grant (sum of lines.....)		\$46,336.00		\$0.00	\$0.00
	Amount of line xx Related to LBP Activities		\$0.00		\$0.00	\$0.00
	Amount of line xx Related to Section 504 Compliance		\$0.00		\$0.00	\$0.00
	Amount of line XX Related to Security - Soft Costs		\$0.00		\$0.00	\$0.00
	Amount of Line XX Related to Security - Hard Costs		\$0.00		\$0.00	\$0.00
	Amount of Line XX Related to Energy Conservation Measures		\$0.00		\$0.00	\$0.00
	Collateralization Expenses or Debt Service					

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

PHA Name: Sparta Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P210501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Operations		L.S.	\$9,267.00		\$0.00	\$0.00	
SUBTOTAL OPERATIONS		1406		\$9,267.00		\$0.00	\$0.00	
GA 210-001	Reserve for Air Conditioning all units	.	23 d.u	\$37,069.00		\$0.00	\$0.00	
SUBTOTAL REPLACEMENT RESERVE		1490		\$37,069.00		\$0.00	\$0.00	
GRAND TOTAL				\$46,336.00		\$0.00	\$0.00	

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

PHA Name: Sparta Housing Authority		Grant Type and Number: Capital Fund Program No: GA06P210501-01 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
Operations	9/30/02			12/31/03			
Replacement Reserve	9/30/02			12/31/03			

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

PHA Name: The Housing Authority of The City of Sparta Original Revision No.:

A. Development Number / Name	Work Stmt. for Year 1 FFY: <u>2001</u>	Work Statement for Year 2 FFY: <u>2002</u>	Work Statement for Year 3 FFY: <u>2003</u>	Work Statement for Year 4 FFY: <u>2004</u>	Work Statement for Year 5 FFY: <u>2005</u>
	Statement				
B. Physical Improvements Subtotal		\$0.00	\$0.00	\$0.00	\$0.00
C. Management Improvements		\$0.00	\$0.00	\$0.00	\$0.00
D. HA-Wide Nondwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$0.00
E. Administration		\$0.00	\$0.00	\$0.00	\$0.00
F. Other		\$0.00	\$0.00	\$0.00	\$0.00
G. Operations		\$9,267.00	\$9,267.00	\$9,267.00	\$9,267.00
H. Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I. Replacement Reserve		\$37,069.00	\$37,069.00	\$37,069.00	\$37,069.00
J. Mod Used for Development		\$0.00	\$0.00	\$0.00	\$0.00
K. Total CGP Funds		\$46,336.00	\$46,336.00	\$46,336.00	\$46,336.00
L. Total Replacement Housing Factor Funds					
M. Grand Total					

Signature of Executive Director and Date

Signature of Public Housing Director / Office of Native American Programs Administrator and Date

X

X

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: The Housing Authority of The City of Sparta	Grant Type and Number Capital Fund Program Grant No.: GA06P21050100 Replacement Housing Factor Grant No.:	FFY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending 3/31/01
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost ²	
		Original	Revised ¹	Obligated	Expended
1	Total Non-CGP Funds	\$0.00	\$0.00	\$0.00	\$0.00
2	1406 Operations	\$4,559.00	\$9,118.00	\$0.00	\$0.00
3	1408 Management Improvements Soft Costs	\$0.00	\$0.00	\$0.00	\$0.00
	Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$0.00	\$0.00	\$0.00	\$0.00
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$0.00	\$0.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$41,035.00	\$0.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$0.00	\$0.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$0.00	\$14,200.00	\$0.00	\$0.00

14	1485	Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490	Replacement Reserve	\$0.00	\$22,276.00	\$0.00	\$0.00
16	1492	Moving To Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1	Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499	Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1502	Contingency	\$0.00	\$0.00	\$0.00	\$0.00
	Amount of Annual Grant (sum of lines.....)		\$45,594.00	\$45,594.00	\$0.00	\$0.00
	Amount of line xx Related to LBP Activities		\$0.00		\$0.00	\$0.00
	Amount of line xx Related to Section 504 Compliance		\$0.00		\$0.00	\$0.00
	Amount of line XX Related to Security - Soft Costs		\$0.00		\$0.00	\$0.00
	Amount of Line XX Related to Security - Hard Costs		\$0.00		\$0.00	\$0.00
	Amount of Line XX Related to Energy Conservation Measures		\$0.00		\$0.00	\$0.00
	Collateralization Expenses or Debt Service					

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/ CFPHF) Part II: Supporting Pages

PHA Name: Sparta Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P21050100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work ²
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
PHA Wide	Operations		L.S.	\$4,559.00	\$9,118.00	\$0.00	\$0.00	
SUBTOTAL	OPERATIONS	1406		\$4,559.00	\$9,118.00	\$0.00	\$0.00	
GA210-001	Modernization of 804 Dyer Street		1 d.u.	\$41,035.00	\$0.00	\$0.00	\$0.00	
SUBTOTAL	DWELLING STRUCTURES	1460		\$41,035.00	\$0.00	\$0.00	\$0.00	
GA210-001	Purchase Maintenance Vehicle		1	\$0.00	\$13,800.00	\$0.00	\$0.00	
	Tool box for truck		1	\$0.00	\$400.00	\$0.00	\$0.00	
SUBTOTAL	NONDWELLING EQUIPMENT	1475		\$0.00	\$14,200.00	\$0.00	\$0.00	
GA210-001	Reserve for Air Conditioning all units		23 d.u.	\$0.00	\$22,276.00	\$0.00	\$0.00	
SUBTOTAL	REPLACEMENT RESERVES	1490		\$0.00	\$22,276.00	\$0.00	\$0.00	
GRAND TOTAL				\$45,594.00	\$45,594.00	\$0.00	\$0.00	

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

PHA Name: Sparta Housing Authority		Grant Type and Number: Capital Fund Program No: GA06P21050100 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates ²
	Original	Revised ¹	Actual ²	Original	Revised ¹	Actual ²	
Operations	9/30/01	9/30/01		12/31/02	12/31/02		Change in Scope
804 Dyer St	9/30/02	N/A		12/31/02	N/A		
Non-Dwelling Equipment	N/A	12/31/01		N/A	12/31/01		
Replacement Reserve	N/A	12/31/03		N/A	12/31/03		Change in Scope