

Revised PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Revised Annual Plan for Fiscal Year 10/01/2003 –
09/30/2004

Housing Authority of the City of Bainbridge

Bainbridge, GA

(ga064v01)

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

**Revised PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Bainbridge Georgia

PHA Number: GA064

PHA Fiscal Year Beginning: (mm/yyyy) 10/2003

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 2000 - 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)

- 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.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies: Reduce to less than 3%
 - Leverage private or other public funds to create additional housing opportunities: 5 units-Homeownership Opportunities
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) Become High Performer
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: Improve PHAS Customer Service score to over 90%

- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: 12 per year
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs: 5 in 5 years
- 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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: Provide supplemental after hours Police coverage in all developments.
- 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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Improve 3 units to reduce 504 complaints.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Revised Annual PHA Plan
PHA Fiscal Year 10/01/2003-09/30/2004

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Revised 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 Bainbridge has prepared this Revised Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

Summary of Program Changes

Subsequent to the preparation and submission of our Annual Plan for the current fiscal year, we have conducted a comprehensive physical needs assessment of all of our public housing developments. The Physical Needs Assessment includes a general description of needed physical improvements; urgency of need; and, estimated cost for the improvements. As a result of this Physical Needs Assessment, we have revised our Capital Fund program open grant budgets and 5 – Year Action Plan to reflect the improvements planned in order of priority.

The revision to our Capital Fund program requires that the Housing Authority prepare this Revised Annual Plan. We have complied with all HUD requirements for the submission of a Revised Annual Plan including: the advertising of a public notice allowing 45 days for public comment on the Revised Annual Plan; meeting with the Resident Advisory Board to advise them of the changes included in the Revised Annual Plan and to solicit their comments; a public hearing; and, approval of the Revised Annual Plan by the Board of Commissioners.

The Housing Authority of the City of Bainbridge has been approached by a real estate developer who has proposed to acquire 5 public housing units which will be demolished to make way for business expansion. We intend to submit our application for disposition of 5 dwelling units (a portion of GA064-3 and GA064-5). The existing dwelling units

will be traded to the developer in exchange for 5 new units to be constructed on a site that meets the approval of the Housing Authority and HUD.

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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Attachments

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

Required Attachments:

- Attachment E: Admissions Policy for Deconcentration
- Attachment A: FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- Attachment B - Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Included in text)

- Other (List below, providing each attachment name)
- Attachment C: Capital Fund Program FY 2002 P & E Report
- Attachment D: Capital Fund Program FY 2001 P & E Report
- Attachment F: Resident Member on the PHA Governing Board
- Attachment G: Membership of the Resident Advisory Board
- Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification
- Attachment I: Deconcentration and Income Mixing
- Attachment J: Pet Policy Statement
- Attachment K: Implementation of Community Service Requirements
- Attachment L: Statement of Progress in Meeting Mission, Goals and Objectives
- Attachment M: Organization Chart
- Attachment N: FY 2002 Resident Survey Follow Up Plan

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
NA	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	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" 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
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	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
NA	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) 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.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Policy on Administration of Community Service Requirements Deconcentration and Income Mixing Documentation	(specify as needed) ACOP/Annual Plan ACOP/Annual Plan

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	491	3	3	4	5	2	2
Income >30% but <=50% of AMI	298	1	3	4	5	2	2
Income >50% but <80% of AMI	246	1	3	4	5	2	2
Elderly	313	2	3	4	5	2	2
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Black/Non-Hisp	595	5	5	4	5	5	2
Race/Ethnicity - Hispanic	0						
Race/Ethnicity -	440	1	3	4	5	2	2

Housing Needs of Families in the Jurisdiction* by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
White							
Race/Ethnicity							

*City of Bainbridge

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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	37		84 units
Extremely low income <=30% AMI	26	70%	
Very low income (>30% but <=50% AMI)	11	30%	
Low income (>50% but <80% AMI)	0		
Families with	20	54%	

Housing Needs of Families on the Waiting List			
children			
Elderly families	1	3%	
Families with Disabilities	0		
Race/ethnicity - White	1	3%	
Race/ethnicity - Black	35	95%	
Race/ethnicity - Hispanic	1	3%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	44%	19 units
2 BR	12	32%	36 units
3 BR	9	24%	21 units
4 BR	0		7 units
5 BR	0		1 unit
5+ BR	0		0
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)

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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

10.3 Selection From the Waiting List

The Housing Authority of the City of Bainbridge shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To

insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

Buildings Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

1.0 FAIR HOUSING

It is the policy of the Housing Authority of the City of Bainbridge to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Housing Authority of the City of Bainbridge shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied

the benefits of, or be otherwise subjected to discrimination under the Housing Authority of the City of Bainbridge's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority of the City of Bainbridge will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority of the City of Bainbridge office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of the City of Bainbridge will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Housing Authority of the City of Bainbridge will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

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 2003 grants)		
a) Public Housing Operating Fund	584,537	
b) Public Housing Capital Fund	338,048	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP FY 2002 Capital Fund	488,885	Modernization
3. Public Housing Dwelling Rental Income		
Dwelling Rental Public Housing	346,280	Operations
4. Other income (list below)		
Investment Income	2,930	Operations
Excess Utilities	8,500	Operations
4. Non-federal sources (list below)		
Total resources	1,769,180	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(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) Upon Application
- 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 History
- 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.

6 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 5 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)

Resident Selection Criteria

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

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

(6) Deconcentration and Income Mixing

This section intentionally left blank in accordance with Notice HUD PIH 99-51. See Attachment I.

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

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

GA64-01 and GA64-02

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)
Deconcentration Policy which applies to all Authority developments.

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

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

Additional affirmative marketing
 Actions to improve the marketability of certain developments
 Adoption or adjustment of ceiling rents for certain developments
 Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)
Adjustment of flat rents

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8 - NA

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:

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)

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)

HUD FMRs

B. Section 8 Tenant-Based Assistance - NA

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. (Attachment M)
- 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	285 units	84 units
Section 8 Vouchers	NA	
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)		
Section 8 New Construction	74 units	10 units

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)

- Employee Handbook (Personnel Policy)
- Maintenance Plan (includes pest control),
- ACOP
- Dwelling Lease

Rent Collection Policy
Grievance Policy
Procurement Policy
Investment Policy
Capitalization Policy
Disposition Policy
Organizational Chart
Job Descriptions
Maintenance Charges
Applicant Information Packet

(2) Section 8 Management: (list below)

NA

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 - NA

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 (Revised)

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 Revised Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Attachment A (ga064a01)

-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 (Revised)

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 Revised 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) Attachment B (ga064b01)

-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.)

Demolition/Disposition Activity Description	
1a. Development name: Scattered Sites	
1b. Development (project) number: GA064-3 and GA064-5	
2. Activity type: Demolition <input type="checkbox"/>	Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(March 1, 2004)</u>	
5. Number of units affected: GA064-3: 4 units; GA064-5: 1 unit	
6. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development(s)	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity: upon approval of the Disposition Application – estimated June 1, 2004	
b. Projected end date of activity: May 30, 2005 (completion of replacement units)	

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: <u>(DD/MM/YY)</u>	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes 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)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has 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 (Not Applicable)

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)
Parenting Classes	10 adults	DFACS referral	PHA Main Office	Public Housing
School Meeting “Sandra Brown” drug awareness program	150 children	PHA Wide	PHA Main Office	Public Housing
Health Department Clinic	150	PHA Wide	PHA Main Office	Public Housing
Bain Inc. (families with disabilities)	30 families	PHA Wide	PHA Main Office	Public Housing
Head Start	50 children	PHA Wide	PHA Main Office	Public Housing
Neighborhood Watch Meetings	25 adults	PHA Wide	PHA Main Office	Public Housing
Choices for Women	15 adults	PHA Wide	PHA Main Office	Public Housing
Summer Day Camp	15 children	PHA Wide	PHA Main Office	Public Housing
Christmas Program	50 children	PHA Wide	PHA Main Office	Public Housing
Commodities (3 times a year)	110	PHA Wide	PHA Main Office	Public Housing

	families		
--	----------	--	--

(2) Family Self Sufficiency program/s - NA

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)
Public Housing		
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

See Attachment K: Implementation of Community Service Requirements

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)

GA064-001
GA064-002

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)

PHA Security Officer
Neighborhood Watch

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

GA064-001

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)

GA064-001
GA064-002

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 2002 in this PHA Plan?
Not Applicable
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)
Not Applicable

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment J: Pet Policy

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 Revised 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.)

See Attachment F: Resident on the Governing Board

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) State of Georgia
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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)

Certified compliance with State of Georgia Consolidated Plan. The State of Georgia has committed to the enhancement of the quality of life in our area by implementing programs to diversify economic development, improve community streets and public transportation, development of supportive housing, increase comprehensive planning, improve safety in city neighborhoods, and construct more recreational facilities for the youth and elderly.

D. Other Information Required by HUD

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

The final Agency Plan Rule contains a requirement in 24 CFR 903.7[®] that agency plans contain a locally derived definition of “substantial deviation” and “significant amendment or modification.”

The Housing Authority of the City of Bainbridge has adopted a definition of substantial deviation and significant amendment or modification. It is found in Attachment H: Definition of Substantial Deviation and Significant Amendment or Modification.

Attachments

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

N/A – See Annual Plan Table of Contents

Attachment E

Housing Authority of the City Of Bainbridge

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Deconcentration Policy

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

DECONCENTRATION POLICY

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

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

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

DECONCENTRATION INCENTIVES

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

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

OFFER OF A UNIT

When the Housing Authority of the City of Bainbridge discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority

for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

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

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Housing Authority of the City of Bainbridge will send the family a letter documenting the offer and the rejection.

REJECTION OF UNIT

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

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

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

ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

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

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail.

The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the resident's file.

Attachment F

Housing Authority of the City of Bainbridge, GA

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Required Attachment: Resident Member on the PHA Governing Board

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

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

B. How was the resident board member selected: (select one)?

- Elected
 Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 Other (explain):

During the current fiscal year, the Housing Authority formally submitted a list of potential candidates to serve on the Board of Commissioners to the Mayor of the City of Bainbridge. The Housing Authority was advised that the Mayor was opposed to appointing a resident commissioner.

B. Date of next term expiration of a governing board member: July 28, 2004

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

Mayor Billy K. Reynolds

Attachment G

Housing Authority of the City of Bainbridge, GA

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Required Attachment: Membership of the Resident Advisory Board or Boards

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

GA064-1:

Sheila A. Collins, 108 S. Sims Street, #3-D

GA064-2:

Jessie Johnson, 851 M.L.K. Jr. Drive, #1-A
Mariel Taylor, 851 M.L.K. Jr. Drive, #1-B

GA064-3:

Reatha Williams, 105 S. Sims Street, (Secretary)
Louvenia Scott, 1019 Water Street

GA064-4:

Janice Jones, 1005 Lord Avenue
Lucy Floyd, 703 Sims Street, (President)
Loretta Spann, 1112 M.L.K. Jr. Drive

GA064-5:

Louise Williams, 1409 Broughton Street, (Treasurer)

GA064-7:

Ramona Christmas, 1732 Bethel Road, #23-B

Eula Flowers, 1732 Bethel Road, #5-C

GA064-9:

Emma Brown, 912 N. Sims Street, #20-D (Vice President)

Otis Powell, 912 N. Sims Street, #22-D

Dorothy Cheatem, 912 N. Sims Street, #25-A

Note: The Housing Authority owns and operates a Section 8 New Construction development that has three residents that serve on the Resident Advisory Board. They are:

Emma Brown, 912 N. Sims Street, #20-D

Eva Johnson, 912 N. Sims Street, #6-A

Alfred Rucker, 912 N. Sims Street, #7-A (Vice President)

Attachment H

Housing Authority of the City of Bainbridge, GA

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Definition of Substantial Deviation and Significant Amendment or Modification

The following actions are defined as substantial deviation and significant amendment or modification.

Goals:

- Additions or deletions of Strategic Goals

Programs:

- Adding new programs not included in the Housing Authority Agency Plan
- Any change with regard to demolition or disposition, designation of housing, homeownership programs or conversion activities

Capital Fund Program Budget:

- Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan or change in use of replacement reserve funds.

Policies:

- Changes to rent or admission policies or organization of the waiting list

An exception to the above definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements since such changes are not considered significant amendments by HUD.

Attachment I

Housing Authority of the City of Bainbridge, GA

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

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)]
GA064-2	70 units	*See Below	See Below
GA064-4	40 units	*See Below	See Below
GA064-5	45 units	*See Below	See Below

*Bedroom Adjustment Factor Per Development Based on Occupied Units

Our calculations of average annual incomes conducted on 05/20/03 indicate that the three covered family developments have average incomes that fall outside 85% to 115% of the average incomes of all such developments as follows.

Development	Income Range
GA064-2	71%
GA064-4	119%
GA064-5	143%

The Area Median Income for Decatur County, GA is \$36,500.

Current HUD guidelines state that public housing developments with average annual incomes that are less than 30% of the Area Median Income are exempt from Deconcentration and Income Mixing requirements. Our analysis indicates that all of the public housing developments are significantly below 30% of the Area Median Income for Decatur County. The development with the highest average income is at 24% of the Area Median Income. All of the public housing developments owned and operated by the Housing Authority of the City of Bainbridge are currently exempt from the deconcentration and income mixing requirements.

Attachment J

Housing Authority of the City of Bainbridge, Georgia

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

PET POLICY

(THESE RULES DO NOT APPLY TO ANIMALS TO AID THE HANDICAPPED.)

1. Common Household Pets shall be confined to:

- a) Dogs under twenty (20) pounds when full grown.
- b) Cats
- c) Fish commonly kept as pets.
- d) Caged birds (not domestic fowl).
- e) Hamsters, guinea pigs, and turtles.

2. Pet Registration:

Each pet owner shall register his/her pet with the Housing Authority of the City of Bainbridge, Georgia, prior to moving into the apartment on a form provided by the Housing Authority.

Pet registration shall be updated annually at the time of the annual recertification. Initial and updated registrations shall include the following information:

- a) The name, address and phone number of the pet owner.
- b) The names, addresses, and phone numbers of two adults who agree to assume full responsibility for the pet in the event of the owner's death or incapacity to care for the pet.
- c) A complete description of the pet stating pet's age, type, weights, color, and name.
- d) The name, address, and phone number of the licensed veterinarian, or other

state of local authority empowered to inoculate animals, who has on file the pet's inoculation records.

- e) A statement that the pet owner has read the pet rules of the Housing Authority of the City of Bainbridge, Georgia and agrees to comply with them.

3. Sanitary Standards:

- a) The pet owner is responsible for removing pet waste and disposing of all waste by wrapping it in a paper bag, or other sanitary container, and placing it in the container provided by the tenant, the Housing Authority of the City of Bainbridge, Georgia or the City of Bainbridge for waste disposal. This includes waste deposited outside the apartment in pet designated areas. A \$20.00 charge shall be assessed the pet owner when it becomes necessary for the Housing Authority of the City of Bainbridge, Georgia to remove pet waste. Repeated violations shall be cause for removal of the pet, termination of the lease, or both.
- b) Pets shall be confined to the immediate area of the owner's apartment and exit and entrance routes to and from the apartment.
- c) The area designated for pet exercises and deposit of waste shall be the immediate area of the owner's apartment and routes indicated above. Exercise of the pets and/or deposit of animal waste are forbidden outside the designated area.
- d) Litter boxes (where applicable) constructed of a permanent material, preferably plastic, shall be reasonably odor free at all times and litter shall be changed at lease twice each week.

4. Inoculations:

A current certificate signed by a registered veterinarian or other state or local authority empowered to inoculate animals, stating that the animal has received all inoculations required by state and local laws shall be kept on file in the pet owner's file folder.

Inoculations shall be updated as prescribed by state and local laws.

Evidence of current inoculations shall be displayed on appropriate tags attached to a pet collar and worn by the pet at all times.

5. Leashing of Animals:

Cats and dogs shall be on a leash not longer than six (6) feet and fully in the owner's control while in common areas of the project.

6. Density of Pets

No pet owner shall own and keep in the apartment more than one dog or cat or more

than one aquarium not larger than 20 gallons or more than one bird cage not larger than 18 inches by 30 inches or more than two pet rodents.

7. Collar and Tag:

Each dog or cat shall wear a collar bearing the name and address of the pet's owner and evidence of the current inoculations and licenses as required by state and local laws.

8. Pet Security Deposits:

Pet owners shall be required to pay a Pet Security Deposit. Pet owners who have carpeted units shall pay \$500 pet security deposit. Pet owners who have non-carpeted units shall pay \$250 pet security deposit. The Pet Security Deposit will be used only to pay reasonable expenses directly attributable to the presence of the pet in the unit.

The Pet Security Deposit shall be refunded to the resident within a reasonable time after the tenant moves from the project or no longer owns or keeps a pet in the dwelling unit. Before the Pet Security Deposit is refunded, an inspection of the dwelling unit will be conducted to determine if there are any damages attributable to the presence of the pet in the unit. Such damages will be deducted from the Pet Security Deposit.

9. Capability of Pet Owner:

Pet owners shall demonstrate the physical, mental and financial capability to care for a pet.

10. Nuisance:

Pets determined to be a nuisance should be removed from the apartment. The term nuisance shall include but not be limited to any animal which trespasses on public or private property, or is vicious, or which molests passersby, or passing vehicles, or which attacks other animals, or which causes unsanitary conditions or surroundings on another's property or which barks, howls, whines, scratches, or chirps in an excessive, continuous or untimely fashion or any animal in heat which is not confined.

11. Owner's Responsibilities:

- a) Pet owners shall assume full responsibility for any vicious or destructive act by the pet.
- b) Pet owners shall be responsible for abiding by all federal, state, and local laws and regulations as they may be changed from time to time.
- c) Pet owner agrees to immediately remove a pet, which has been determined to be vicious by Management or the local authority until such time as a decision may be reached by agreement or by a grievance hearing.

12. Removal of Pets:

Pets must be removed when:

- a) A pet becomes vicious;
- b) A pet becomes a nuisance as described by 10. Above;
- c) The pet's owner becomes unable or unwilling to care for or control the pet;
- d) Federal, state and local laws and/or regulations are not met.

13. Exercise of Animals:

Animals shall be exercised at least twice daily in the areas designated for exercise and deposit of animal waste.

14. Non-commercials Provisions:

No pet shall be raised, bred, kept, or trained for any commercial purpose.

15. Flea and Tick Treatment:

If it becomes necessary for Management to treat an apartment for fleas and /or ticks, the pet owner shall bear the cost for the removal of the pet, termination of the lease, or both.

16. Standards of Pet Care:

- a) All dogs and cats shall be spayed or neutered, as applicable.
- b) No animal shall be left unattended outside the apartment or for more than 24 hours inside the apartment.
- c) Pets not owned by the tenant shall not be permitted in an apartment or on common areas of the project.
- d) Cats shall be de-clawed.
- e) All dogs and cats shall be housebroken and /or litter trained.

17. Documentation:

The dog or cat owning tenant's file shall include the following documents:

- a) A registration form properly and completely filled out and signed by the pet owner and witnessed by a representative of the Housing Authority of the City of Bainbridge, Georgia.

- b) A certificate of current inoculations signed by a licensed veterinarian or other empowered state or local authority.
- c) Verification that the dog or cat has been spayed or neutered and de-clawed if the pet is a cat.
- d) A copy of the pet rules signed by the pet owner and a representative of the Housing Authority of the City of Bainbridge, Georgia with the date so signed.
- e) A current photograph of the dog or cat.
- f) A certificate or copy that all local licensing laws have been met.

18. Alterations to Apartments and Grounds:

Pet owners may not erect fences to create enclosures for pets. Pet owners may not alter patios and/or porches to create enclosures for pets. No doghouses or related pet quarters are permitted. Pets may not be left chained or tied to posts or structures outside the apartment.

19. Inspections:

The Housing Authority of the City of Bainbridge, Georgia will conduct additional apartment inspections as deemed necessary for all tenants whom own a pet.

I have read and fully understand this statement regarding the keeping of pets and I agree to abide by the provisions.

Signed: _____

Date: _____

Witness: _____

Attachment K

Housing Authority of the City of Bainbridge, GA

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Implementation of Public Housing Resident Community Service Requirements

The Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002, at Section 432, provides that: “None of the funds made available by this Act may be used to implement or enforce the requirement relating to community service, except with respect to any resident of a public housing project funded with any amount provided under section 24 of the United States Housing Act of 1937, as amended, or any predecessor program for the revitalization of severely distressed public housing (HOPEVI).

Under this provision, Housing Authorities were precluded from implementing or enforcing community service requirements using Federal funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the City of Bainbridge suspended enforcement of the 8-hour community service requirement for the fiscal year ending September 30, 2003. The Housing Authority has reinstated enforcement of this provision of our Admissions and Continued Occupancy Policy in accordance with HUD Notice PIH 2003-17 issued on June 20, 2003. We have notified all residents of the reinstatement of the community service requirements.

The Housing Authority of the City of Bainbridge has taken the following administrative steps to implement the Public Housing Resident Community Service Requirements.

Public Housing Dwelling Lease

Our Public Housing Dwelling Lease has been revised to incorporate the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000. Lease termination provisions include “failure to perform required community service or to be exempted therefrom.”

Admission and Continued Occupancy Policy

Our adopted Admissions and Continued Occupancy Policy incorporates the changes to the Admission and Occupancy Requirements in the Public Housing Program final rule that was published on March 29, 2000 and includes a detailed description of the Public Housing Resident Community Service Requirements. The following are highlights of the pertinent sections of our policy:

- General: “In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities), or (2) participate in an economic self-sufficiency program, or (3) perform eight hours per month of combined activities unless they are exempt from this requirement.
- Exemptions are listed in our policy.
- Notifications: The Housing Authority of the City of Bainbridge will identify all adult family members who are apparently not exempt from the community service requirement. The notification will advise family members that their community service obligation will begin upon admission and/or the effective date of their first annual reexamination.
- Volunteer Opportunities: The Housing Authority of the City of Bainbridge will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.
- The Process: The Housing Authority of the City of Bainbridge process includes providing a list of volunteer opportunities, information about suitable volunteer positions, providing a volunteer time sheet, assigning family members to a volunteer coordinator and annually determining whether each applicable family member is in compliance with the community service requirements.
- Notification of Non-compliance: Any family member found in non-compliance will be advised of the determination and that the determination is subject to the grievance procedure. Unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.
- Opportunity for cure: Family members will be offered the opportunity to comply with any delinquency in community service requirement hours by entering into an agreement. Any applicable members not accepting the terms of the agreement or does not fulfill their obligations under the terms of the agreement is subject to lease termination.
- Prohibition against replacement of agency employees: Our Housing Authority will not substitute community service activities performed by residents for work ordinarily performed by our employees.

- Termination: The Housing Authority of the City of Bainbridge will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure.

Cooperative Agreement with TANF Agency

The Housing Authority of the City of Bainbridge currently does not have a cooperation agreement with our TANF agency, the Department of Family and Children's Services.

Program Administration

The Housing Authority of the City of Bainbridge is a small agency and will administer the program.

Programmatic Aspects

The City of Bainbridge is a small community in rural Georgia and the types of activities available for residents subject to the community service requirements are limited. As our Admissions and Continued Occupancy Policy states, we will make every effort to coordinate with the City of Bainbridge, local schools, hospitals and service agencies in order to develop volunteer opportunities for residents.

Attachment L

Housing Authority of the City of Bainbridge, GA

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Statement of Progress in Meeting the 5-Year Plan Mission and Goals

The following table reflects the progress we have made in achieving our goals and objectives:

Goal: Expand the supply of assisted housing	
Objective	Progress
1.Reduce public housing vacancies: Reduce to less than 3%	This objective is being accomplished. We have reduced our vacancies by 50% during the past year. Our current vacancy rate is 5%.
2.Leverage private or other public funds to create additional housing opportunities:	This objective is being deferred pending a determination regarding the potential demolition or partial demolition of one of our developments. We expect to make this decision during the ensuing fiscal year.

Goal: Improve the quality of assisted housing	
Objective	Progress
1. Improve public housing management: (PHAS score) Become High Performer	For our Fiscal Years ended 09/30/01 and 09/30/02 we were designated a standard performer. We are making every effort to improve our PHAS scores.
2.Increase customer satisfaction: Improve PHAS Customer Service score to over 90%	We are training staff to improve customer relations and have hired additional security. Residents have expressed a willingness to cooperate with our Security Officer and as a result we have been successful in reducing crime and vandalism in our developments. We are enforcing our screening and lease requirements which resulted in a slight increase in terminations. This is seen as a positive effect by residents and we are able to house families that are complying with suitability and lease requirements. Our RASS score for the FY

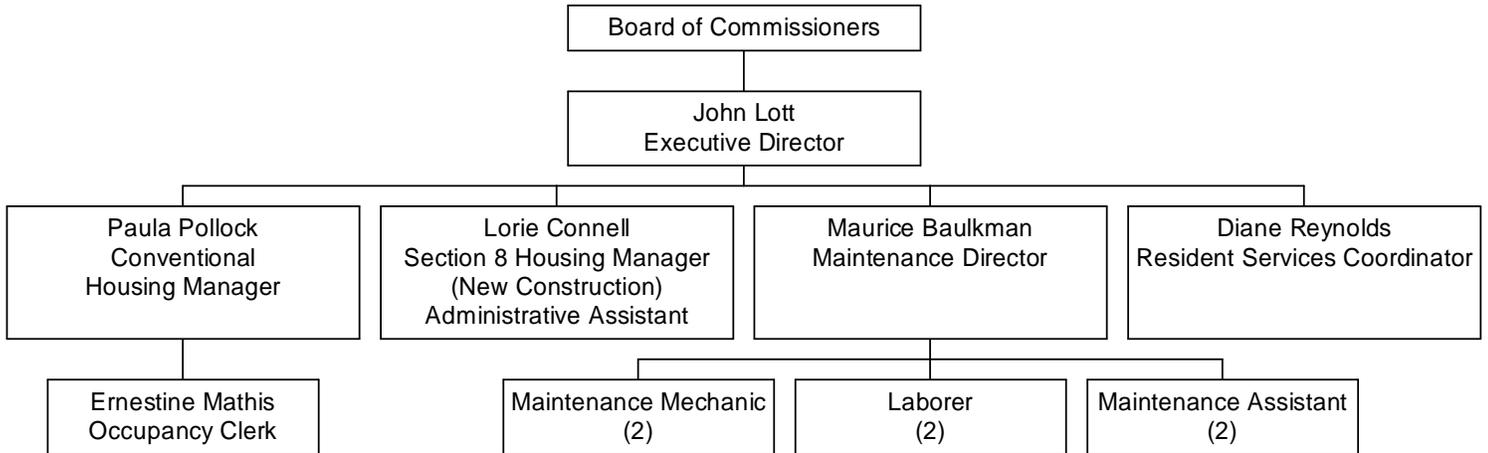
	ended 09/30/2002 was 5.8 out of a possible 10 points.
3.Renovate or modernize public housing units: 12 per year	This objective is being accomplished. We plan to conduct a detailed physical needs assessment during the ensuing fiscal year. Upon completion, we will be preparing and submitting a revised Annual Plan to HUD outlining in detail work items planned for the next five years.
4.Demolish or dispose of obsolete public housing	We indicated our intent to fully or partially demolish GA064-2 in our Annual Plan for the 2002 fiscal year. We are deferring any plans to demolish public housing units pending completion of the physical needs assessment.
5.Provide replacement public housing	This objective is being deferred for the foreseeable future.

Goal: Provide an improved living environment	
Objective	Progress
1.Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:	Our Deconcentration policy is included in our ACOP and included in our Annual Plan as Attachment E. We annually conduct an analysis to determine whether our developments are with the Deconcentration guidelines.
2.Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:	Same as Above
3. Implement public housing security improvements: Provide supplemental after hours Police coverage in all developments.	We are experiencing increased cooperation with the local police department and have hired a full time Security Officer. To date, results have been completely satisfactory.

Goal: Ensure equal opportunity and affirmatively further fair housing	
Objective	Progress
1. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Improve 3 units to reduce 504 complaints.	We are in the process of renovating units to provide additional accessible units. We have exceeded the HUD minimum requirements. We have recently completed renovation of two additional units that meet Section 504/ADA requirements.

Attachment M

Housing Authority of the City of Bainbridge Organization Chart



Attachment N

Housing Authority of the City of Bainbridge

Revised Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

FY 2002 Resident Survey Follow-Up Plan

OVERVIEW/BACKGROUND

The results of the FY 2002 Resident Service and Satisfaction Survey indicate that the Housing Authority of the City of Bainbridge received scores of .6% under the Communications Section and .7% under the Neighborhood Appearance Section. As a result, we are required to include this Resident Survey Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on October 1, 2003.

The Housing Authority of the City of Bainbridge makes every effort to address all real or perceived concerns that residents may have regarding communications, neighborhood appearance, services, maintenance and repair and safety. We will continue to strive to make any necessary and appropriate improvements to our management and maintenance operations, modernization and policies and procedures that are in the best interest of our residents, the Housing Authority and the community.

RESIDENT SURVEY

We discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the Resident Advisory Board at meetings held throughout the year and as a part of our Annual Plan development process.

Our Resident Survey Follow-up Plan consists of the following steps:

STEP ONE: CONDUCT MEETINGS WITH THE RESIDENT ADVISORY BOARD

STEP TWO: DOCUMENT COMMENTS RECEIVED IN THE PHA PLAN

STEP THREE: ADDRESS THE COMMENTS RECEIVED

Actions:

Communications (.6):

- The Housing Authority will continue to seek resident involvement in the development of both an annual and long-range plan for the modernization of its public housing units and site improvements.
- We continually update our written policies and procedures, including the Admissions and Continued Occupancy Policy, Grievance Procedure and Dwelling Lease to ensure compliance with current HUD Regulations. We have adopted a Pet Policy for our public housing family units. The Resident Advisory Board is given the opportunity to provide comments and recommendations regarding each of the policies.
- We hold periodic meetings with residents and with our Resident Advisory Board. Our objective is to increase the number of meetings and to increase the attendance at the meetings. We discuss all elements of the Resident Survey including maintenance and repair, communication, safety, services, and neighborhood appearance. Residents are encouraged to express their concerns regarding their tenancy and to suggest the type of programs and activities desired. Residents will continue to be encouraged to actively participate in activities that promote the overall well being of the development.
- We send out periodic newsletters advising residents of programs and activities available. Our objective is to send newsletters every other month. We have begun this process in March, 2003.

Neighborhood Appearance (.7):

- The Housing Authority will continue to work with the City of Bainbridge to improve the appearance of the neighborhoods surrounding our public housing developments.
- Residents are encouraged to report neighborhood appearance problems such as litter and vandalism. Residents are advised regarding trash collection policies and procedures. Residents that fail to maintain the grounds around their units are counseled and if necessary, charged for cleaning up trash and litter.
- The Housing Authority has a policy for eliminating graffiti within 24 hours of discovery.
- The Housing Authority plans to utilize modernization funds to improve developments that have generated negative comments from residents. All of our development sites are upgraded as a part of the modernization process. The one site that has generated the most concerns is scheduled for comprehensive modernization by 2005.

In summary, the Housing Authority of the City of Bainbridge is striving to improve the perception of residents regarding communications and improving neighborhood appearance. In addition, we continue to address all aspects of the resident survey

including maintenance and repair, safety and services. **One of our goals is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

Attachment A – Revised FY 2003 Agency Plan

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,308			
8	1440 Site Acquisition				
9	1450 Site Improvement	4,800			
10	1460 Dwelling Structures	279,140			
11	1465.1 Dwelling Equipment— Nonexpendable	6,400			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,400			

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

PHA Name: Housing Authority of the City of Bainbridge	Grant Type and Number Capital Fund Program Grant No: GA06P06450103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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	
		Original	Revised	Obligated	Expended
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	338,048			
22	Amount of line 21 Related to LBP Activities	20,500			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	5,200			
26	Amount of line 21 Related to Energy Conservation Measures	60,080			

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Fees and Costs</u>	1430	Lump Sum					
	Architectural and Engineering fees			25,308				
	Air monitoring and clearance			9,000				
	CFP Consultant			5,000				
	Clerk-of-the-Works salary & expenses			6,000				
	Subtotal Acct 1430			45,308				
GA064-5	<u>Site Improvements</u>	1450	8					
	shrubbery, grading, trees & groundcover			4,800				
	Subtotal Acct 1450			4,800				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
GA064-5	Dwelling Structures	1460						
	Kitchen modernization: kitchen cabinets, s.s backsplash & hoods @ ranges; dryer vents		8	15,000				
	Bathroom modernization: new sinks, lavatories, washer boxes, showers & fittings; ceramic tile floors, base & tub surrounds; toilet accessories; reglaze some tubs;		8	25,700				
	lead-based paint and asbestos abatement; termite treatment		8	35,000				
	Building exterior upgrades: roofing, flashing, ridge vents; soffit, fascia and cladding systems; windows; address plaques; pressure wash bricks;			28,960				
	attic access panels; R-30 attic insulation;		8	4,080				
	exterior doors and hardware; security screen doors			12,400				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	central HVAC system: combustion air ducts;		8	44,400				
	water heaters		8	3,600				
	electrical system upgrades; GFCI outlets		8	30,400				
	repair door frames; interior doors and hardware; closet doors, frames and hardware;		8	18,800				
	vct flooring and resilient base		8	9,600				
	rough carpentry; 1-hour separation, including attics; gypsum board on walls and ceilings; "z" furring and insulation on exterior walls; demolition and minor work items; wood curtain bracket supports; shelving and hanger rods			51,200				
	Subtotal Acct 1460			279,140				
GA064-5	<u>Dwelling Equipment</u>	1465.1						
	Ranges		8	3,200				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Refrigerators		8	3,200				
	Subtotal Acct 1465.1			6,400				
GA064-5	Relocation Costs	1495.1						
	Relocation		8	2,400				
	Subtotal Acct 1495.1			2,400				

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program No: GA06P06450103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide	09/16/05			09/16/07				
GA064-5	09/16/05			09/16/07				

**Attachment B – Revised FY 2003 Agency Plan
Capital Fund Program Five-Year Action Plan
Part I: Summary**

PHA Name : Housing Authority of the City of Bainbridge		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1			
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 10/01/04	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 10/01/05	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 10/01/06	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 10/01/07
HA Wide	Annual	75,178	0	0	0
GA064-1 Simmons Homes	Statement	55,000	0	0	0
GA064-2 Hutto-McIver Homes		0	0	0	0
GA064-3 Scattered Sites		0	0	0	0
GA064-4 Scattered Sites		120,000	0	0	0
GA064-5 Scattered Sites			0	0	0
GA064-7 King-West Homes		77,870	338,048	338,048	338,048
CFP Funds Listed for 5-year planning		338,048	338,048	338,048	338,048
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 10/01/04			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 10/01/05		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	<u>Dwelling Equipment (1465.)</u>		GA064-7 King West Homes	<u>Comprehensive modernization (Phase 1): includes</u>	338,048
Annual		Replace refrigerators (30)	10,500		General demolition; termite treatment; unspecified repairs; attic	
Statement	HA Wide	<u>Non-Dwelling Equipment (1475)</u>			access panels; 1-hr rated walls in attics;	
		Replace tractor, maintenance vehicles, maintenance tools	64,678		windows with security screens; dryer vents; curtain bracket supports;	
		Total HA Wide	75,178		<u>Bathroom modernization:</u> ceramic tile repairs, tub surround and base; clean tubs; toilet accessories	
					<u>Kitchen modernization:</u> washer boxes, replace cabinets & add furring; laminated plastic backsplash on kitchen walls; replace	
					rangehoods with s.s. hood.	
	GA064-1 Simmons Homes	<u>Site Improvements (1450)</u>			interior & exterior painting;	
		Expand parking @ administration building	10,000			

	GA064-1 Simmons Homes	<u>Non-Dwelling Structures (1470)</u>			
		Expand maintenance shop storage	45,000		electric water heater; electric central
		Total GA064-1	55,000		HVAC; electrical system replacement;
					remove gas piping including meter &
	GA064-4 Scattered Sites	<u>Dwelling Structures (1460)</u>			combustion air vents; sinks, fittings, traps & stops; exterior doors,
		Replace roofs	56,000		frames & hardware;
		Replace siding, soffitts, fascia	64,000		interior doors, frames & hardware; closet doors,
		Total GA064-4	120,000		frames & hardware; repair gypsum board;
					VCT flooring and resilient base; R-30
	GA064-7 King-West Homes	<u>Non-Dwelling Structures(1470)</u>			insulation in attic; replace porch columns;
		Modernize administration building	77,870		Convert one 2BR elderly unit for accessibility; at 2 existing accessible units
		Total GA064-7	77,870		add accessible cabinets; lever handle hardware
					on doors; modify bath for accessibility;
					fascia repairs/soffitt replacement; roofing; vinyl siding; replace bath fixtures, fittings, traps & stops; replace crickets at 5 buildings;

				Masonry cleaning & repairs; planting beds, borders & shrubbery; walk repairs; fill & sod eroded areas; replace front entrance ramps' handrails (2 units); 4 dumpster pads & screen walls; vacuum breakers on hose bibs; remove trash can racks; restripe parking; HC parking signs; 3 security lights; remove benches & basketball goals; replace ranges and refrigerators
	Total CFP Estimated Cost		338,048	
				338,048

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

Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 10/01/06			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 10/01/07		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
GA064-7 King West Homes	<u>Continuation of Comprehensive modernization (Phase 2)</u>	338,048	GA064-7 King West Homes	<u>Continuation of Comprehensive modernization (Phase 3)</u>	338,048
Total CFP Estimated Cost		338,048			338,048

Attachment C – Revised FY 2003 Agency Plan

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2003 <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	15,000		0	0
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	378,885		0	0
11	1465.1 Dwelling Equipment— Nonexpendable	5,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000		0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

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

PHA Name: Housing Authority of the City of Bainbridge	Grant Type and Number Capital Fund Program Grant No: GA06P06450102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 03/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	488,885		0	0
22	Amount of line 21 Related to LBP Activities	29,660		0	0
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	43,000		0	0

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Management Improvements</u>	1408						Planning
	Computer Hardware and software			15,000		0	0	
	Subtotal Acct 1408			15,000		0	0	
GA064-5	<u>Fees and Costs</u>	1430						Planning
	A&E Fees; reimbursable expenses			14,000		0	0	
	CGP consulting			4,000		0	0	
	Clerk of the Works			10,000		0	0	
	Air quality monitoring and clearance			12,000		0	0	
	Subtotal Acct 1430			40,000		0	0	
GA064-5	<u>Dwelling Structures</u>	1460						Planning
	Continuation of comprehensive modernization of dwelling units as specified in previous CGP grants		7 units	378,885		0	0	

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Subtotal Acct 1460			378,885		0	0	
GA064-5	<u>Dwelling Equipment</u>	1465.1						Planning
	Ranges and Refrigerators		10 units	5,000		0	0	
	Subtotal Acct 1465.1			5,000		0	0	
HA Wide	<u>Non-Dwelling Equipment</u>	1475						Planning
	Replace maintenance trucks		2	50,000		0	0	
	Subtotal Acct 1475			50,000		0	0	
	Grand total			488,885		0	0	

Attachment D – Revised FY 2003 Agency Plan

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs	1,000		1,000	0
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,800		30,800	2,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	454,615		454,615	9,066.99
11	1465.1 Dwelling Equipment— Nonexpendable	9,600		9,600	9,600.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	22,000		22,000	22,000.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	9,600		9,600	0
18	1499 Development Activities				

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

PHA Name: Housing Authority of the City of Bainbridge	Grant Type and Number Capital Fund Program Grant No: GA06P06450101 Replacement Housing Factor Grant No:	Federal FY 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: 03/31/03 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	527,615		527,615	42,666.99
22	Amount of line 21 Related to LBP Activities	38,400		38,400	0
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	99,936		99,936	0

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Management Improvements</u>	1408						
	Purchase security/police radio		Lump Sum	1,000		1,000	0	Planning
	Subtotal Acct 1408			1,000		1,000	0	
GA064-5	<u>Fees and Costs</u>	1430						Under
	A&E Fees		Lump Sum	7,000		7,000	0	Contract
	A&E Reimbursable Expenses		Lump Sum	1,800		1,800	0	
	Air Monitoring and Clearance		Lump Sum	12,000		12,000	0	
	CGP Consultant		Lump Sum	2,000		2,000	0	
	Clerk of the Works Salaries & Expenses		Lump Sum	8,000		8,000	2,000	
	Subtotal Acct 1430			30,800		30,800	2,000	
GA064-5	<u>Dwelling Structures</u>	1460	12 units					2%
	Continuation of previous comprehensive modernization:		12 units	454,615		454,615	9,066.99	Under contract
	Shrubbery, grading, sod & trees; landscaping;							

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Gas meter & regulator (as needed)							
	Roofing							
	Lead-based paint abatement							
	Entry doors and screen doors							
	Insulated windows							
	Closet doors							
	Floor tile							
	Kitchen cabinets (refinish, new counter tops							
	Kitchen sinks and faucets							
	Lavatory faucets							
	Replace heating system							
	rewire							
	Combustion air							
	Water heaters							
	GFI outlets							
	Reglaze tubs							
	Faucets & valves on tub/shower							

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Re-grout ceramic tile							
	Light fixtures							
	Cover soffit & exterior wood with vinyl							
	Paint interior							
	Dryer hook-ups							
	Subtotal Acct 1460			454,615		454,615	9,066.99	
GA064-5	<u>Dwelling Equipment</u>	1465.1						100%
	Ranges and refrigerators		12 units	9,600		9,600	9,600	
	Subtotal Acct 1465.1			9,600		9,600	9,600	
HA Wide	<u>Non-Dwelling Equipment</u>	1475						100%
	New car for Executive Director		Lump Sum	22,000		22,000	22,000	
	Subtotal Acct 1475			22,000		22,000	22,000	
GA064-5	<u>Relocation Costs</u>	1495.1						Pending
	Temporary relocation of residents		Lump Sum	9,600		0	0	
	Subtotal Acct 1495.1			9,600		0	0	

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

PHA Name: Housing Authority of the City of Bainbridge		Grant Type and Number Capital Fund Program Grant No: GA06P06450101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Grand Total			527,615		527,615	42,666.99	

