

HousingAuthorityofthe CityofDouglas,GA GA076v03

PHAPlans 5YearPlanforFiscalYears2000 -2004 AnnualPlanforFiscalYearBeginning04/2003

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: Housing Authority of the City of Douglas, GA

PHANumber: GA076

PHAFiscalYearBeginning: 04/2003

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
PHAF ISCAL YEARS 2000 -2004
 [24CFRPart903.5]

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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include targetssuch as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
 Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies :
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
 Objectives:
 - Improve public housing management:
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate one effort to improve specific management functions :
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

- Other:(listbelow)
- PHAGoal:Increaseassist edhousingchoices
Objectives:
 - Providevoucher mobilitycounseling:
 - Conductoutreacheffortstopotentialvoucherlandlords
 - Increasevoucherpaymentstandards
 - Implementvoucherhomeow nershipprogram:
 - Implementpublichousingorotherhomeownershipprograms:
 - Implementpublichousing site -basedwaitinglists:
 - Convertpublichousingtovouchers:
 - Other:(listbelow)

HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality

- PHAGoal:Provideanimprovedlivingenvironment
Objectives:
 - Implementmeasurestode -concentratepovertybybringinghigherincome publichousinghouseholdstolowerincomedevelopments :
 - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomefamiliesintohigherincome developments:
 - Implementpublichousingse curityimprovements:
 - Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly,personswithdisabilities)
 - Other:(listbelow)

HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentoffa miliesand individuals

- PHAGoal:Promoteself -sufficiencyandassetdevelopmentofassisted households
Objectives:
 - Increasethenumberandpercentageofemployedpersonsinassisted families:
 - Provideoratractsupportiveservicestoimproveassistancerecipients' employability:
 - Provideoratractsupportiveservicestoincreaseindependenceforthe elderlyorfamilieswithdisabilities.
 - Other:(listbelow)

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiativesanddiscretionarypoliciessthePHAhasincludedintheAnnualPlan.

TheHousingAuthorityoftheCityofDouglashaspreparedthisAgencyPlanin compliancewithSection511oftheQualityHousingandWorkResponsibilityActof 1998andtheensuingHUDrequirements.

WehaveadoptedthefollowingmissionstatementtoguidetheactivitiesoftheHousing AuthorityoftheCityofDouglas.

The mission of the Housing Authority of the City of Douglas is to promote adequateandaffordablehousing,economicopportunityandasuitableliving environmentfreefromdiscrimination

Wehavealsoadoptedthefollowinggoalsandobjectivesforthenextfiveyears.

Goal:Expandthesupplyofassistedhousing

Objective:

- Reducepublichousingvacancies :

Goal:Improvethethequalityofassistedhousing

Objectives:

- Improvepublichousingmanagement:

- Increase customer satisfaction:
- Concentrate effort to improve specific management functions :
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:

Goal: Provide an improved living environment

Objectives:

- Implement measures to de-concentrate 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:

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

Objective:

- Provide or attract support services to improve assistances recipients' employability:

Goal: Ensure equal opportunity and affirmatively further fair housing

Objective:

- 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:

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

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

- We have updated our Admissions and Continued Occupancy to be in compliance with current HUD regulations. Our policy includes an aggressive screening policy

for our public housing program to ensure to the best of our ability that new admissions will be good neighbors (One Strike). Our screening practices meet all fair housing requirements.

- We have established flat rents for all of our public housing units.
- We have reviewed and updated our various management policies.

In summary we are on course to improve the condition of affordable housing in Douglas, Georgia.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

	<u>Page#</u>
Annual Plan	
i. Executive Summary	4
ii. Table of Contents	4
1. Housing Needs	10
2. Financial Resources	19
3. Policies on Eligibility, Selection and Admissions	21
4. Rent Determination Policies	29
5. Operations and Management Policies	33
6. Grievance Procedures	35
7. Capital Improvement Needs	36
8. Demolition and Disposition	37
9. Designation of Housing	38
10. Conversions of Public Housing	39
11. Homeownership	41
12. Community Service Programs	42
13. Crime and Safety	45
14. Pets Policy	47
15. Civil Rights Certifications (included with PHA Plan Certifications)	47
16. Audit	47
17. Asset Management	48
18. Other Information	48

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 filename in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for De-concentration: **(See Attachment F)**
- FY2003 Capital Fund Program Annual Statement (**See Attachment A**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart: **(Included in PHA Plan text)**
- FY2003 Capital Fund Program 5 Year Action Plan (**See Attachment B**)
- Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board or Boards: **(Included in PHA Plan text)**
 Other (List below, providing each attachment name)

- Attachment C: Capital Fund Program FY2002 P&ER Report
Attachment D: Capital Fund Program FY2001 P&ER Report
Attachment E: Capital Fund Program FY2000 P&ER Report
Attachment G: Definition of Substantial Deviation and Significant Amendment or Modification
Attachment H: Statement of Progress in Meeting Mission and Goals
Attachment I: Implementation of Community Service Statement
Attachment J: Deconcentration and Income Mixing
Attachment K: Resident Member on the PHA Governing Board
Attachment L: Membership of the Resident Advisory Board
Attachment M: Pet Policy

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 jurisdiction 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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
		Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment	Annual Plan: Capital Needs
NA	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	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	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
NA	Approved or submitted public housing home ownership 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 Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.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) Deconcentration/Income Mixing Documentation	(specify as needed) ACOP/Annual Plan

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction 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" Need 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	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	3100	4	3	2	3	3	4
Income > 30% but	1850	3	3	3	3	3	3

Housing Need of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
<=50% of AMI							
Income >50% but <80% of AMI	700	3	2	3	3	3	3
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
African American	2300	4	3	3	4	3	4
White	8000	4	3	3	4	3	4
Hispanic	200	4	3	3	4	3	4
Other	50	4	3	3	4	3	4

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
Indicate year: FFY 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 Need 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 Need 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/sub-jurisdiction:

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	43		126 units
Extremely low income <= 30% AMI	10	23%	
Very low income (>30% but <=50% AMI)	16	37%	
Low income (>50% but <80% AMI)	17	40%	
Families with children	42	98%	
Elderly families	1	2%	
Families with Disabilities	1	2%	
White	5	12%	
African-American	37	86%	
Latino/Hispanic	1	2%	
Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR - efficiency	0	0%	1 unit
1BR	5	11.6%	48 units
2BR	31	72.2%	14 units
3BR	5	11.6%	28 units
4BR	1	2.3%	11 units
5BR	1	2.3%	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 financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease 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 rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development processes 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 requirement 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 Douglas 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.

If there are not enough extremely low income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low income families to reach the statutory requirement.

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 voucher targeted to the elderly, should they become available
- Other: (list below)

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

....., families who are elderly, disabled, or displaced will be offered housing before other single persons.

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 voucher 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.

2.0 Reasonable Accommodation

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority of the City of Douglas housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Housing Authority of the City of Douglas will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority of the City of Douglas will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 Communication

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

2.2 Questions to Ask in Granting the Accommodation

A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Housing Authority of the City of Douglas will obtain verification that the person is a person with a disability.

B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Housing Authority of the City of Douglas will obtain documentation that the requested accommodation is needed due to the disability. The Housing Authority of the City of Douglas will not inquire as to the nature of the disability.

C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

1. Would the accommodation constitute a fundamental alteration? The Housing Authority of the City of Douglas's business is housing. If the request would alter the fundamental business that

the Housing Authority of the City of Douglas conducts, that would not be reasonable. For instance, the Housing Authority of the City of Douglas would deny a request to have the Housing Authority of the City of Douglas do grocery shopping for a person with disabilities.

2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Housing Authority of the City of Douglas may request a meeting with the individual to investigate and consider equally effective alternatives.

- D. Generally the individual knows best what it is they need; however, the Housing Authority of the City of Douglas retains the right to be shown how the requested accommodation enables the individual to access or use the Housing Authority of the City of Douglas's programs or services.

If more than one accommodation is equally effective in providing access to the Housing Authority of the City of Douglas's programs and services, the Housing Authority of the City of Douglas retains the right to select the most efficient or economic choice.

The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Housing Authority of the City of Douglas if there is no one else willing to pay for the modifications. If another party pays for the modification, the Housing Authority of the City of Douglas will seek to have the same entity pay for any restoration costs.

If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Housing Authority of the City of Douglas will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

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 FAIRHOUSING

It is the policy of the Housing Authority of the City of Douglas 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 Douglas 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 Douglas's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority of the City of Douglas 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 Douglas office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of the City of Douglas 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 Douglas 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

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

<p>Financial Resources: Planned Sources and Uses</p>

Sources	Planned\$	PlannedUses
1. FederalGrants(FY2003grants)		
a) PublicHousingOperatingFund	508,928	
b) PublicHousingCapitalFund	707,467	
c) HOPEVIRevitalization	0	
d) HOPEVIDemolition	0	
e) AnnualContributionsforSection 8Tenant -BasedAssistance	0	
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)	0	
g) ResidentOpportunityandSelf - SufficiencyGrants	0	
h) CommunityDevelopmentBlock Grant	0	
i) HOME	0	
OtherFederalGrants(listbelow)		
	0	
2.PriorYearFederalGrants(un - obligatedfundsonly)(listbelow)	0	
3.PublicHousingDwellingRental Income	397,300	Operations
4.Otherincome (listbelow)		Operations
Excessutiliti es	7,500	
InterestonGeneralFundInvestments	15,600	
OtherMiscIncome	95,000	
4.Non -federalsources (listbelow)	0	
Totalresources	1,731,795	

3.PHAPoliciesGoverningEligibility,Selection,andAdmissions

[24CFRPart90 3.79(c)]

A.PublicHousing

Exemptions:PHAsthatdonotadministerpublichousingarenotrequiredto completesubcomponent3A.

(1)Eligibility

a. WhendoesthePHAverifyeligibilityforadmissiontopublichousing?(selectallthat apply)

- Whenfamiliesarewithinacertainnumberofbeingofferedaunit:(statenumber)
- Whenfamiliesarewithinacertaintimeofbeingofferedaunit:(statetime)
- Other:(describe)

ThefollowingisanextractfromouradoptedAdmissionsandContinuedOccupancy Policy.

9.3 FamiliesNearingtheTopoftheWaitingList

When a family appears to nearing the top of the waiting list, the family will be invitedtoaninterviewandtheverificationprocesswillbegin. Itisatthispointin time that the family's waiting list preference will be verified. If the family no longerqualifiestobenearthetopofthelist,thefamily'snamewillbereturnedto the appropriate spot on the waiting list. The Housing Authority of the City of Douglas must notify the family in writing of this determination and give the familytheopportunityforaninformalreview.

Oncethepreferencehasbeenverified,thefamilywillcompleteafullapplication, present Social Security number information, citizenship/eligible immigrant information,andsigntheConsentforReleaseofInformationforms.

b. Whichnon -income(screening)factorsdoesthePHAusetoestablisheligibilityfor admissiontopublichousing(selectallthatapply)?

- CriminalorDrug -relatedactivity
- Rentalhistory
- Housekeeping
- Other(describe)

c. Yes No:DoesthePHArequestcriminalrecordsfromlocalawenforcement agenciesforscreeningpurposes?

d. Yes No:DoesthePHArequestcriminalrecordsfromStatelawenforcement agenciesforscreeningpurposes?

- 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 plan 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 a roster 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 admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

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

- Emergencies
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: Quality of life in neighborhood.
- 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 points 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 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 referencematerialscan applicantsand residentsusetoo obtaininformationabout therulesofoccupancyofpublichousing(selectallthatapply)

- ThePHA -residentlease
- ThePHA’sAdmissionsand(Continued)Occupancypolicy
- PHAbriefingseminarsorwrittenmaterials
- Othersource(list)

b. HowoftenmustresidentsnotifythePHAof changesinfamilycomposition? (select allthatapply)

- Atanannualreexaminationandleaserenewal
- Anytimefamilycompositionchanges
- Atfamilyrequestforrevision
- Other(list)

(6)De -concentrationandIncomeMixing

ThissectionleftblankinaccordancewiththeinstructionsfoundinHUDNoticePIH 99-51.SeeAttachmentJ.

a. Yes No: DidthePHA’sanalysisofitsfamily(generaloccupancy) developments todetermineconcentrationsofpovertyindicatethe needformeasurestopromotede -concentrationofpovertyor incomemixing?

b. Yes No: DidthePHAadoptanychangestoits **admissionspolicies** basedon theresultsoftherequiredanalysisoftheneedtopromotede - concentrationofpovertyortoassureincomemixing?

c. Iftheanswertobwasyes,whatchangeswereadopted?(selectallthatapply)

- Adoptionofsite basedwaitinglists
Ifselected, listtargeteddevelopmentsbelow:
- Employingwaitinglist“skipping”toachievede -concentrationofpovertyor incomemixinggoalsattargeteddevelopments
Ifselected, listtargeteddevelopmentsbelow:
- Employingnewadmissionpreferencesattargeteddevelopments
Ifselected, listtargeteddevelopmentsbelow:
- Other(listpoliciesanddevelopmentstargetedbelow)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration 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 de-concentration of poverty and income mixing
- Other (list below)

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

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

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

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

B. Section 8 -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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 admission 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 points 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
- Household that contribute to meeting income goals (broad range of incomes)

- Household 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 the 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 ensure 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 admission 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 program to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24CFR Part 903.79(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 re-examinations, 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
- Anytime the family experiences an income increase

- Anytime 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)

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 sub-market
- 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 sub-market
- To increase housing options for families
- Other (list below)

d. How often are repayment 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 -NA

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

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

BOARD OF COMMISSIONERS
 EXECUTIVE DIRECTOR
 DIRECTOR OF OPERATIONS
 ADMINISTRATION - MAINTENANCE - RESIDENT SERVICES

B. HUD Programs Under PHAM anagement

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	379 units	126 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)	NA	

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)

- Admissions and Continued Occupancy Policy;
- Public Housing Dwelling Lease;
- Blood-borne Diseases Policy;
- Capitalization Policy;
- Car Permit Policy;
- Collection Policy;
- Community Service Policy;
- Criminal Records Maintenance Policy;
- Disposition Policy;
- Drug-Free Workplace Policy;
- Equal Housing Opportunity Policy;
- Ethics Policy;

FundsTransferPolicy;
 GrievanceProcedure;
 InsurancePolicy;
 InvestmentPolicy;
 MaintenancePlan
 MoldPolicy
 PersonnelPolicy;
 PestControlPolicy;
 PetPolicy;
 ProcurementPolicy;
 SexualHarassmentPolicy
 TravelPolicy;
 TransferPolicy;
 TrespassingPolicy;
 YardMaintenancePolicy.

(2) Section8Management:(list below)
 NA

6. PHA Grievance Procedures

[24CFRPart903.79(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 24CFRPart966, 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 offices 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

[24CFR Part 903.79(g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as **Attachment A**

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan as **Attachment B**

-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 there)

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 Plans 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 -financed 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

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

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

streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(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 FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as 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

The Housing Authority of the City of Douglas has completed an initial assessment of each of its developments and none of the developments were identified as requiring conversion. A copy of the Voluntary Conversion Assessment is on file at the administrative offices of the Housing Authority.

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(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"/> HOPEI <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 24CFR 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

[24CFR Part 903.79(l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target support 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 program to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip

to sub -component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHAMain office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FFY2001 ROSS GRANT</i>	<i>100</i>	<i>Waiting list</i>	<i>Community Center PHAMain Office</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s -NA

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY2000 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 plan 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 training 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 I: Implementation of Community Service Requirements

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(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.

The PHDEP has been eliminated as a special program.

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 area 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 use to determine the need for PHA action 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 anti-crime/anti-drug programs
- Other (describe below)

2. Which developments are most affected?

76-14 Thrash Circle; 76 -2 South Gaskin; 76 -7 College Ave; 76 -1 & 76 -3 W. Phillips Street; 76 -8 South Pearl; 76 -10 West Cherry; 76 -6 & 76 -9 East Baker Highway; 76 -6 Brooks Ave.

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

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

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

3. Which developments are most affected?

The developments that have the highest rates of crime areas follows:

76-14 Thrash Circle; 76 -2 South Gaskin; 76 -7 College Ave; 76 -1 & 76 -3 W. Phillips Street; 76 -8 South Pearl; 76 -10 West Cherry; 76 -6 & 76 -9 East Baker Highway; 76 -6 Brooks Ave.

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 PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below):

3. Which developments are most affected?

76-14 Thrash Circle; 76 -2 South Gaskin; 76 -7 College Ave; 76 -1 & 76 -3 W. Phillips Street; 76 -8 South Pearl; 76 -10 West Cherry; 76 -6 & 76 -9 East Baker Highway; 76 -6 Brooks Ave.

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

The PHDEP Program has been eliminated as a special program.

- 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 FY2003 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. Attachment Filename:

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]:

See Attachment M

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFR Part 903.79(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

[24CFR Part 903.79(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 description of asset management activities in the **optional** Public Housing Asset Management Table.

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached as Attachment (Filename)
 - 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 there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

The PHA resident that serves on the PHA Board of Commissioners, (Ms. Helen Tapley) was recommended to Mayor Lockwood by Executive Director Carolyn D. Thompson and subsequently appointed to the Board on 10/2001 to serve a five year term.

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: Consolidated Plan of the State of Georgia; City of Douglas, GA

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)

Public Housing Authorities

The Consolidated Plan Executive Summary provides the following comments relating to Public Housing Authorities in Georgia.

Public Housing Authorities implement a large portion of Georgia's housing assistance effort. Local governments have created 202 PHAs, providing public housing. Seventeen PHAs offer Section 8 rental subsidies. PHAs utilize funds from public housing rent receipts, federal subsidies from HUD, and proceeds from bond issues for some development costs.

Over 108,000 residents live in the 55,834 units of local public housing available across Georgia.

No public housing authorities are operated by the State. Therefore, the State has not developed a plan to encourage public housing residents to become more involved in the public housing management or to become owners of their units. However, the State encourages individual PHAs to develop such a plan with residents. The State also continues to encourage within its program the transition of public housing residents into private housing living situations.

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 Douglas has adopted a definition of substantial deviation and significant amendment or modification. That definition is provided in Attachment G.

Attachments

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

- Attachment A: Capital Fund Program FY2003 Annual Statement
- Attachment B: Capital Fund Program 5 Year Action Plan
- Attachment C: Capital Fund Program FY2002 P&ER Report
- Attachment D: Capital Fund Program FY2001 P&ER Report
- Attachment E: Capital Fund Program FY2000 P&ER Report
- Attachment F: Deconcentration Policy
- Attachment G: Definition of Substantial Deviation and Significant Amendment or Modification
- Attachment H: Statement of Progress in Meeting Mission and Goals
- Attachment I: Implementation of Community Service Statement
- Attachment J: Deconcentration and Income Mixing
- Attachment K: Resident Member on the PHA Governing Board
- Attachment L: Membership of the Resident Advisory Board
- Attachment M: Pet Policy

ATTACHMENT F

Housing Authority Of The City Of Douglas, GA

Annual Plan

Fiscal Year Beginning 04/ 2003

Deconcentration Policy

It is the Housing Authority of the City of Douglas'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 Douglas 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 level 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 Douglas 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 non-discriminatory manner.

Offer of a Unit

When the Housing Authority of the City of Douglas 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 Douglas 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 Utica 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 Douglas 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 Douglas 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 Douglas 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 with 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, tenant

handbook, 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.

AttachmentG

HousingAuthorityoftheCityofDouglas

AnnualPlan

FiscalYearBeginning04/2003

PolycstatementregardingSignificantAmendmentorSubstantialDeviationand SignificantAmendmentorModificationinBu dgetsandWorkItemThresholds.

TheHousingAuthorityoftheCityofDouglashasestablishedthefollowingas SignificantAmendmentorSubstantialDeviationinBudgets:

1. additionsofnon -emergencyworkitems(itemsnotincludedinthecurrentAnnual Statemtor5 -YearActionPlan)orchangeinuseofreplacementreservefunds undertheCapitalFund;
2. additionsofnewactivitiesnotincludedinthePHDEPplan;and
3. anychangewithregardtodemolitionordisposition,designation,homeownership programsorc onversionactivities.

Additionally,theestablishedfinancialthresholdapplicabletotheaboveis\$50,000.00

AttachmentH

Housing Authority of the City of Douglas

Annual Plan

Fiscal Year Beginning 04/2003

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
<p>Reduce public housing vacancies</p> <p>The objective is to increase occupancy levels that will result in an average vacancy rate of 5% or less for each of the next five years.</p>	<p>The occupancy rate was 78% for FY 2002. Our current rate, as of October, 2002 is 87%, an increase of 9%. Our efforts to modernize the dwelling units; improve maintenance; and increasing marketing are showing positive results.</p>

Goal: Improve the quality of assisted housing	
Objective	Progress
<p>Improve public housing management</p> <p>The objective is to increase the MASS score to 27 or greater for each of the next five years</p>	<p>For FY ended 3/31/02 our MASS score was 26.</p>
<p>Increase customer satisfaction</p> <p>The objective is to work toward increasing customer satisfaction throughout the next five years as measured by HUD REAC Resident Assessment Sub-system (RASS) surveys.</p>	<p>The PHA did not reach REACT/RASS threshold scores in a number of categories in 2000. In 2001 the PHA received a score of 67% in Communication; 74% in Safety; and 70% in Neighborhood Appearance. These RASS scores were below the 75% threshold and we submitted a Follow-up Plan to HUD. The funds to support the Follow-up Plan are allocated from the Operating Budget. RASS scores for FY 2002 not available at the time this plan was submitted.</p>

Concentrate one effort to improve specific management functions	During the past year we have had UPCS training; attended GAHRA workshops; monthly safety training meetings for maintenance staff; on-going equipment safety training.
Renovate or modernize public housing units: Our objective is to maximize the use of Capitol Fund grants to improve the livability and aesthetics of all PHA neighborhoods.	All of our FY2000, 2001, and 2002 capital funds have been obligated. We are in the process of comprehensively modernizing all of our dwelling units as funds permit.
Demolish or dispose of obsolete public housing	Demolition of units from a portion of GA076 -4 and GA076 -1 and GA076 -3 has been completed. This objective has been accomplished.

Goal: Increase assisted housing choices	
Objective	Progress
Implement public housing or other homeownership programs	This objective has been deleted from our Five year Plan.

Goal: Provide an improved living environment	
Objective	Progress
Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments	Our Deconcentration Policy meets HUD requirements and is incorporated into our ACOP. We annually conduct the deconcentration analysis and include the results in our Annual Plan that is submitted to HUD.
Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:	Our Deconcentration Policy meets HUD requirements and is incorporated into our ACOP. We annually conduct the deconcentration analysis and include the results in our Annual Plan that is submitted to HUD.
Implement public housing security improvements	This objective to obtain a TA grant from HUD has been deleted from our Five Year Plan. We currently enjoy a good relationship with local police and are working with them on security improvements. We are also including physical improvements throughout CFP.

Goal: Promote self-sufficiency and asset development of assisted households	
Objective	Progress
Provide or attract support services to improve assistance recipients' employability:	The FY 2001 ROSS Family grant in the amount of \$250,000 will be online from 10/2001 through 06/2003. To date this program has been very successful. We have residents enrolled college courses, computer lab in place at one of four community facilities.

Goal: Ensure equal opportunity and affirmatively further fair housing	
Objective	Progress
Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability	Our Fair Housing policy is incorporated into our ACOP. The Housing Authority shall affirmatively further fair housing in the administration of the public housing program.
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	Our Fair Housing policy is incorporated into our ACOP. The Housing Authority shall affirmatively further fair housing in the administration of the public housing program.

Attachment I

Housing Authority of the City of Douglas, GA

Annual Plan

Fiscal Year Beginning 04/2003

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 are precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permits Housing Authorities to immediately suspend enforcement of the requirements.

The Housing Authority of the City of Douglas has suspended enforcement of the 8-hour community service requirement. The Housing Authority will not enforce this provision of our Admissions and Continued Occupancy Policy so long as Congress provides for the option to not enforce it. In taking this action, we still want to encourage our public housing residents to both participate in their community and enhance their self-sufficiency skills in a truly voluntary manner.

All affected residents have been notified of the suspension of the requirements.

The following policy is hereby suspended.

The administrative steps that we will take to implement the Community Service Requirements include the following:

1. Development of Written Description of Community Service Requirement:

The Housing Authority has a written developed policy of Community Service Requirements as a part of the Admissions and Continued Occupancy Policy and has completed the required Resident Advisory Board review and public comment period.

2. Scheduled Changes in Leases:

The Housing Authority has made the necessary changes to the lease and has completed the required Resident Advisory Board review and public comment period.

3. Written Notification to Residents of Exempt Status to each Adult Family Member:

The Housing Authority will notify residents at the time of their recertification.

4. Cooperative Agreements with TANF Agencies:

The Housing Authority does not have a Cooperative Agreement with the TANF Agency.

Programmatic Aspects:

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

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

The Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

Together with the Resident Advisory Board, the Housing Authority may create volunteer positions such as litter patrols, and supervising and record keeping for volunteers.

Attachment J

Housing Authority of the City of Douglas, GA

Annual Plan

Fiscal Year Beginning 04/2003

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)]
GA076-4	16	See Below	See Below
GA076-7/8	45	See Below	See Below

The Housing Authority of the City of Douglas owns and operates a total of 379 units of public housing. There are 13 developments.

Breakdown of the developments by project number and income range utilizing the bedroom adjustment factor per development based on occupied units is as follows.

<u>Development No:</u>	<u>Development Name</u>	<u>Income Range</u>
GA076-1:	West Bryan Homes	N/A
GA076-2:	Gaskin Homes	96%
GA076-3:	West Bryan Homes	N/A
GA076-4:	Carver Homes	148%
GA076-5:	Sellers/Dewer/Cross	105%

GA076-6:	BakerHomes	102%
GA076-7:	Brooks/Coffee/Ross	
GA076-8:	Pearl/BrooksHomes	82%
GA076-9:	MartinLuther/Mitchell	102%
GA076-10:	CherryStreet	100%
GA076-11:	BryanCircle	87%
GA076-14:	ThrashCircle	101%

Notes:GA076 -7,8arecontiguousandareconsideredonesite/developmentforthis analysis.

GA076-1,3arevacantandundergoingcomprehensivemodernization.

Thefollowingdevelopmentsorportionsofdevelopmentsa redesignedforoccupancyby elderly/disabledfamiliesandareexemptfromthedeconcentrationrequirements.

GA076-10:	PhillipsHomes
GA076-13:	BryanHomes
GA076-14:	ThrashCircle(10unitsdesignedforelderly)

Explanation

ThedeconcentrationanalysiswasconductedonOctober15,2002andisbasedonthe occupiedfamilyunit.TheanalysisutilizedtheBedroomAdjustmentFactorPer DevelopmentBasedonOccupiedUnits.

WiththeexceptionGA076 -4,allotherdevelopmentsarelessthan30%ofthearea medianincome.

GA076-4:CarverHomes

CarverHomesisa16 -unitdevelopmentwith15unitscurrentlyoccupied.This developmentiscurrentlyat148%oftheaverageannualincomeforallcovered developments.Theoccupantsareprimarilyworkingfamiliesandmostarepayingtheflat rent.ThisdevelopmentiscentrallylocatedandrecentlymodernizedThedevelopmentis averydesirable site.

GA076-7:Brooks/Coffee/Ross
GA-76-8:Pearl/BrooksHomes

Thesetwodevelopmentsarecontiguouswithacombinetotalof45unitswith37 occupied.Thisdevelopmentcurrentlyisat82%oftheaverageannualincomeforall developments.Thissitehasahighpercentageoffamiliesattheminimumrentlevel.

General Comment:

The Housing Authority of the City of Douglas has experienced significant vacancies over the past several years. That trend is now reversing and we currently have a small waiting list of 43 eligible families. With a small waiting list, it is impossible to select families to the extent practical in order to meet deconcentration requirements. Our current objective is to fill our vacant units as quickly as possible with the eligible families to minimize vacancy loss.

Once our modernization programs are complete, we will be in a better condition to compete in the market for residents. We anticipate that the modernization of our units will make them more desirable as a place to live.

Deconcentration Policy

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

10.4 DECONCENTRATION POLICY

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

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

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

10.5 Deconcentration Incentives

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

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

10.6 Offer of a Unit

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

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

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

10.7 Rejection of Unit

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

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

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

Attachment K

The Housing Authority of the City of Douglas

Annual Plan

Fiscal Year Beginning 04/2003

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:

Ms. Helen Tapley

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): 5 year term expiring on September, 2006

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

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

B. Date of next term expiration of governing board member: NA

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

Mayor Lockwood

AttachmentL

HousingAuthorityoftheCityofDouglas

AnnualPlan

FiscalYearBeginning04/2003

**RequiredAttachment:MembershipoftheResidentAdvisoryBoardor
Boards**

- i. ListmembersoftheResidentAdvisoryBoardorBoards:(Ifthelistwouldbe unreasonablylong,listorganizationsrepresentedorotherwiseprovideadescription sufficienttoidentif yhowmembersarechosen.)

TheResidentCouncilservesastheResidentAdvisoryBoard.

President: ThomasHill

VicePresident: HelenTapley

Secretary: DebraBrown

Treasurer: PaulineCoates

Attachment M

Annual Plan

Fiscal Year Beginning 04/2003

Housing Authority Of The City Of Douglas

Pet Policy

1. PURPOSE –The Policy of the Housing Authority of the City of Douglas (HACD) is designed to allow eligible residents the privilege of owning or keeping a common household pet, while also respecting the rights of other residents and neighbors and protecting the interest of the HACD.
2. APPLICABILITY –This policy applies to all residents of the Housing Authority of the City of Douglas.
3. PET FEE –A three hundred dollar (\$300.00) non-refundable fee shall be used to defray any cost(s) directly caused by the presence of the pet. Only one pet is allowed per family. For the purposes of this policy, one cage or aquarium.
4. ACCEPTABLE HOUSEHOLD PETS –Acceptable household pets included dogs, cats, tropical fish, birds, and hamsters. Others similar type pets may be accepted by written decision of the Executive Director. Pets that are not considered common household pets such as monkeys, snakes or other non-domesticated creatures are not allowed.
5. PET SIZE LIMIT –Authorized pets may not exceed the weight of twenty (20) pounds.
6. PET MAINTENANCE –when pets are outside, the resident or the resident's designee must attend them. Pets may not be quartered outside. No dog houses or related pet quarters will be permitted. Pets may not be left chained to posts or structures or otherwise left unattended outside.
7. VACCINATIONS AND LICENSES –Each dog and cat must be certified to have current rabies shots. Each dog and cat must have current licenses if required by local law.
8. NUISANCE OR THREAT TO PUBLIC HEALTH OR SAFETY –The HACD will require the removal of any pet from a neighborhood upon determination that the pet's conduct or condition becomes a nuisance, or a threat to the health safety of other residents of the neighborhood.

9. VIOLATIONS – Violation of this policy will be considered as a violation of the dwelling lease agreement and the resident will be subject to such actions as prescribed in the lease agreement for violations of said agreement.
10. PRIOR APPROVAL – Residents who wish to keep a pet must receive prior written approval from the HACD, and must complete a rider to the lease agreement. The lease rider will include provisions for caring for the pet in the absence of the resident.
11. EXCEPTIONS – the HACD Board of Commissioners must approve Exceptions to this policy.
12. IMPLEMENTING PROCEDURES – The Executive Director shall establish such procedures as necessary to implement this policy. The Executive Director, with approval of the Board, may designate buildings or sections of buildings as no pet areas where pets are not permitted.
13. STATE LAW AND LOCAL ORDINANCE – This Pet Policy, as well as State laws and local ordinances that are in place by the Coffee County Animal Control Office, apply to residents of the Housing Authority of the City of Douglas.

14. PET REGISTRATION:

Each pet owner shall register his/her pet with the Housing Authority of the City of Douglas, 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 reexamination. 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 completed description of the pet stating pet's age, type, weight, color, and name.
- (d) The name, address and phone number of the licensed veterinarian, or other state or 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 Douglas, Georgia and agree to comply with them.

(f) Photo

15. SANITARY STANDARDS:

(a) The pet owner is responsible for removing pet waste and disposing of all waste and 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 Douglas, Georgia or the City of Douglas for waste disposal. This includes waste deposited outside the apartment in pet designated areas. e

A \$20.00 charge shall be assessed each pet owner when it becomes necessary for the Housing Authority of the City of Douglas, Georgia to remove the 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 exercise and deposit of waste shall be the immediate area of the owner's apartment and routes indicated above. Exercise of pets and/or deposit of animal waste is 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 least twice each week.

16. INOCULATIONS:

A current certification 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.

17. 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 projects.

18. COLLAR AND TAGS:

Each mammal 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.

19. 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.

20. REMOVAL OF PETS:

Pets must be removed when:

- (a) A pet becomes vicious,
- (b) The pet's owner becomes unable or unwilling to care for or control the pet,
- (c) Federal, State and local laws and/or regulations are not met.

21. NON COMMERCIAL PROVISION:

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

22. FLEE & TICK TREATMENT:

If it becomes necessary for management to treat an apartment for fleas and/or ticks, the pet owner shall bear the cost of such treatment. Repeated flea problems shall be cause for the removal of the pet, termination of the Lease, or both.

23. STANDARDS OF PET CARE:

- (a) Each mammal shall be spayed or neutered.
- (b) No animal shall be left unattended in a apartment for more than 24 hours.
- (c) Pets not owned by the tenants shall not be permitted in a apartment or on common areas of the project.
- (d) Cats shall be de-clawed.
- (e) Each mammal shall be housebroken and/or litter trained.

24. DOCUMENTATION:

The mammal owning tenant's files shall include the following documents:

- (a) A registration form properly and completely filled out, signed by the pet owner, and witnessed by a representative of the Housing Authority of the City of Douglas, Georgia.
- (b) A certificate of current inoculation signed by licensed veterinarian or other empowered state or local Authority.
- (c) Verification that the animal has been spayed or neutered and de-clawed (cats).
- (d) A copy of the pet rules signed by the pet owner and a representative of the Housing Authority of the City of Douglas, Georgia with the dates so signed.
- (e) A current photograph of the mammals.
- (f) A certificate or copy that all local licensing laws have been met.

25. INSPECTIONS:

The Housing Authority will conduct additional apartment inspections as deemed necessary for all tenants who have mammal pets and upon removal of pets from apartment.

Attachment A

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06P07650103 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	59,322			
3	1408 Management Improvements Soft Costs	22,000			
	Management Improvements Hard Costs				
4	1410 Administration	11,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	73,245			
8	1440 Site Acquisition				
9	1450 Site Improvement	265,400			
10	1460 Dwelling Structures	260,000			
11	1465.1 Dwelling Equipment — Nonexpendable	16,000			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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 Douglas	Grant Type and Number Capital Fund Program Grant No: GA06P07650103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
---	--	--

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 20) –	707,467			
22	Amount of line 21 Related to LBP Activities				
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				

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

PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06p07650103 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>Operations</u>	1406	Lump Sum					
	Operations			59,322				
	Subtotal Acct 1406			59,322				
HA Wide	<u>Management Improvements</u>	1408	Lump Sum					
	Management Improvements			22,000				
	Subtotal Acct 1408			22,000				
HA Wide	<u>Administration</u>	1410	Lump Sum					
	Prorated salaries/benefits for administration of CFP			2,500				
	Modernization Coordinator			9,000				
	Subtotal Acct 1410			11,500				
HA Wide	<u>Fees and Costs</u>	1430	Lump Sum					
	A/E design & expenses			53,245				
	Clerk-of-the-works			7,500				
	LBP & ACBMM Monitoring			12,500				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor

(CFP/CFPRHF)

Part II: Supporting Pages

PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06p07650103 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	
	Subtotal Acct 1430			73,245				
	Site Improvements	1450						
GA076-6	Replace water meters		24	23,729				
GA076-7	Replace water meters		20	19,774				
GA076-7	New parking/repairs sidewalks		20	9,000				
GA076-7	Replace gas meters		20	8,000				
GA076-7	Landscaping		Lump Sum	21,000				
GA076-8	Replace water meters		25	24,717				
GA076-9	Replace water meters		35	34,604				
GA076-10	Replace water meters		40	39,548				
GA076-11	Replace water meters		39	38,559				
GA076-14	Replace water meters		47	46,469				
	Subtotal Acct 1450			265,400				
	Dwelling Structures	1460						
GA076-5	A/Con existing heating systems		26	135,000				
GA076-6	A/Con existing heating systems		24	125,000				
	Subtotal Acct 1460			260,000				

AttachmentB
CapitalFundProgramFive -YearActionPlan

PartI:Summary

PHAName:HousingAuthority oftheCityofDouglas,GA		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:			
Development Number/Name/HA -Wide	Year1	WorkStatementforYear2 FFYGrant:2004 PHAFY:04/01/04	WorkStatementforYear3 FFYGrant:2005 PHAFY:04/01/05	WorkStatementforYear4 FFYGrant:2006 PHAFY:04/01/06	WorkStatem entforYear5 FFYGrant:2007 PHAFY:04/01/07
	Annual Statement				
HAWide		149,745	155,092	155,670	156,500
GA076-5		0	0	0	0
GA076-6		0	0	0	0
GA076-7		557,722	0	0	0
GA076-8		0	552,375	286,047	
GA076-9		0	0	265,750	550,967
GA076-10		0	0	0	0
GA076-11		0	0	0	0
GA076-14		0	0	0	0
CFPFundsListed for5 -year planning		707,467	707,467	707,467	707,467
Replacement HousingFactor Funds					

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages —WorkActi vities

Activities for Year1	ActivitiesforYear: <u> 2 </u> FFYGrant:2004 PHAFY:04/01/04			ActivitiesforYear: <u> 3 </u> FFYGrant:2005 PHAFY:04/01/05		
	Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
See		<u>Operations(1406)</u>			<u>Operations(1406)</u>	
Annual Statement	HAWide	Operations	60,000	HAWide	Operations	60,000
		<u>Management Improvements (1408)</u>			<u>Management Improvements (1408)</u>	
	HAWide	MgtImprovements	6,000	HAWide	MgtImprovements	10,000
		<u>Administration (1410)</u>			<u>Administration(1410)</u>	
	HAWide	AdminofCFP	2,500	HAWide	AdminofCFP	2,500
	HAWide	Mod.Coordinator	9,000	HAWide	Mod.Coordinator	9,000
		<u>FeesandCosts (1430)</u>			<u>FeesandCosts (1430)</u>	
	HAWide	A/Edesign& expenses	52,245	HAWide	A/Edesign& expenses	53,592
	HAWide	Clerk-of-the-works	7,500	HAWide	Clerk-of-the-works	7,500
	HAWide	LBP&ACBM Monitoring	12,500	HAWide	LBP&ACBM Monitoring	12,500
		SubtotalHAWide	149,745		SubtotalH AWide	155,092
		<u>DwellingStructures (1460)</u>			<u>DwellingStructures (1460)</u>	
	GA076-7	Ceramictileand shower	17,000	GA076-8	Ceramictileand shower	21,250
	GA076-7	Toiletaccessories	3,000	GA076-8	Toiletaccessories	3,750
	GA076-7	Interiorgaspi ping	12,000	GA076-8	Interiorgaspiping	15,000
	GA076-7	Plumbingandfixtures	60,000	GA076-8	Plumbingandfixtures	75,000
	GA076-7	Roughcarpentry	11,500	GA076-8	Roughcarpentry	14,375
	GA076-7	Finishcarpentry	7,500	GA076-8	Finishcarpentry	9,375

	GA076-7	Exterior doors, frames and hardware	25,000	GA076-8	Exterior doors, frames and hardware	31,250
	GA076-7	Security screen doors	13,000	GA076-8	Security screen doors	16,250
	GA076-7	Masonry cleaning	2,400	GA076-8	Masonry cleaning	3,000
	GA076-7	Fascias and soffits	19,000	GA076-8	Fascias and soffits	23,750
	GA076-7	New heating systems & A/C	100,000	GA076-8	New heating systems & A/C	125,000
	GA076-7	Lead based paint abatement	44,000	GA076-8	Lead based paint abatement	55,000
	GA076-7	Asbestos abatement	44,000	GA076-8	Asbestos abatement	55,000
	GA076-7	Interior & exterior painting	22,500	GA076-8	Interior & exterior painting	28,125
	GA076-7	Roofing	28,000	GA076-8	Roofing	35,000
	GA076-7	Flooring	24,000	GA076-8	Flooring	30,000
	GA076-7	Water heaters	900	GA076-8	Water heaters	11,250
	GA076-7	Insulation	7,500	GA076-8	Insulation	9,375
	GA076-7	Interior doors & hardware	21,000		Subtotal GA076 -8	561,750
	GA076-7	Kitchen modernization	37,422			
	GA076-7	Electrical upgrade	48,000			
		<u>Relocation Costs</u> (1495)				
	GA076-7	Relocation	10,000			
		Subtotal GA076 -7	557,722			
	Total CFPEstimated Cost		707,467			707,467

CapitalFundProgramFive -YearActionPlan

PartII:SupportingPages —WorkActivities

Activities forYear: <u>4</u> <u> </u> FFYGrant:2006 PHAFY:04/01/06			ActivitiesforYear: <u>5</u> <u> </u> FFYGrant:2007 PHAFY:04/01/07		
Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
	<u>Operations(1406)</u>			<u>Operations(1406)</u>	
HAWide	Operations	60,000	HAWide	Operations	60,000
	<u>Management Improvements (1408)</u>			<u>Management Improvements (1408)</u>	
HAWide	MgtImprovements	10,000	HAWide	MgtImprovements	10,000
	<u>Administration (1410)</u>			<u>Administration (1410)</u>	
HAWide	AdminofCFP	2,500	HAWide	AdminofCFP	2,500
HAWide	Mod.Coordinator	9,000	HAWide	Mod.Coordinator	9,000
	<u>FeesandCosts (1430)</u>			<u>FeesandCosts (1430)</u>	
HAWide	A/Edesign& expenses	54,170	HAWide	A/Edesign& expenses	55,000
HAWide	Clerk-of-the-works	7,500	HAWide	Clerk-of-the-works	7,500
HAWide	LBP&ACBM Monitoring	12,500	HAWide	LBP&ACBM Monitoring	12,500
	SubtotalHAWide	155,670		SubtotalHAWide	156,500
	<u>SiteImprovements (1450)</u>			<u>SiteImprovements (1450)</u>	
GA076-8	Newpar king/repair walks	15,425	GA076-9	Landscaping	3,842
GA076-8	Replacegasmeters	11,250			
GA076-8	Landscaping	27,500			
	<u>DwellingStructures (1460)</u>			<u>DwellingStructures (1460)</u>	

GA076-8	1handicappedunit	41,122	GA076-9	Masonrycleaning	5,250
GA076-8	1H &Vunit	1,500	GA076-9	Roughcarpentry	21,000
GA076-8	Interiordoorsand hardware	26,250	GA076-9	Finishcarpentry	14,000
GA076-8	Kitchen modernization	62,500	GA076-9	Insulation	13,125
GA076-8	Electricalupgrade	60,000	GA076-9	Screendoors	22,750
GA076 -8	Insulation	8,000			
	<u>DwellingEquipment</u> (1465.1)		GA076-9	Interiordoorsand hardware	36,750
GA076 -8	Ranges	10,000	GA076-9	Ceramictile& showers	29,750
GA076 -8	Refrigerators	10,000	GA076-9	Flooring	40,250
	<u>RelocationCosts</u> (1495)		GA076-9	Painting	42,000
GA076-8	Relocation	12,500	GA076-9	Toiletaccessories	5,250
	SubtotalGA076 -8	286,047	GA076-9	Gaspinging&gas meters	38,500
			GA076-9	Roofing	49,000
			GA076-9	Plumbing	115,500
	<u>DwellingStructures</u> (1460)		GA076-9	Electrical	122,500
GA076-9	2handicappedunits	84,000		<u>DwellingEquipment</u> (1465.1)	
GA076-9	1H&Vunit	1,500	GA076-9	Rangesand refrigerators	28,000
GA076-9	Fasciasandsoffits	33,250		<u>RelocationCosts</u> (1495)	
GA076-9	Exteriordoors,frames &hardware	43,750	GA076-9	Relocation	12,500
GA076-9	Kitchen modernization	87,500			
GA076-9	Waterheaters	15,750			
	SubtotalGA076 -9	265,750		SubtotalGA076 -9	550,967
TotalCFPEstimatedCost		707,467			707,467

Attachment C

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06P07650102 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: 09/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non - CFP Funds	0			
2	1406 Operations	60,000		60,000	8,727.47
3	1408 Management Improvements Soft Costs	12,000		12,000	2,989.50
	Management Improvements Hard Costs	0			
4	1410 Administration	2,500		2,500	0
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	78,647		78,647	0
8	1440 Site Acquisition	0			
9	1450 Site Improvement	29,020		29,020	0
10	1460 Dwelling Structures	525,300		525,300	0
11	1465.1 Dwelling Equipment — Nonexpendable	0			
12	1470 Non Dwelling Structures	0			
13	1475 Non Dwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			

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

PHAN Name: Housing Authority of the City of Douglas	Grant Type and Number Capital Fund Program Grant No: GA06P07650102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--	--	--

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09/30/02 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	0			
19	1501 Collateralization or Debt Service	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 20) –	707,467		707,467	11,716.97
22	Amount of line 21 Related to LBP Activities	67,700		67,700	0
23	Amount of line 21 Related to Section 504 compliance	31,200		31,200	0
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	37,800		37,800	0
26	Amount of line 21 Related to Energy Conservation Measures	162,000		162,000	0

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

PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06p07650102 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>Operations</u>	1406	Lump Sum					
	Operations			60,000		60,000	8,727.47	15%
	Subtotal Acct 1406			60,000		60,000	8,727.47	
HA Wide	<u>Management Improvements</u>	1408	Lump Sum					
	Management Improvements			12,000		12,000	2,989.50	25%
	Subtotal Acct 1408			12,000		12,000	2,989.50	
HA Wide	<u>Administration</u>	1410	Lump Sum					
	Prorated salaries/ benefits for administration of CFP			2,500		2,500	0	In progress
	Subtotal Acct 1410			2,500		2,500	0	
	<u>Fees and Costs</u>	1430	Lump Sum					
GA076-1	A/E Design and Expenses			47,147		47,147	0	In progress
GA076-1	LBP and ACBM abatement design services			2,500		2,500	0	In progress
GA076-1	Clerk of the Works			7,000		7,000	0	In progress

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06p07650102 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	
GA076-1	LBP & ACBM Monitoring			20,000		20,000	0	In progress
HA Wide	Modernization Coordinator			2,000		2,000	0	In progress
	Subtotal Acct 1430			78,647		78,647	0	
	<u>Site Improvements</u>	1450						
GA076-1	Site repairs; landscaping, grading, grass, concrete repair (associated with renovations)		18 units	29,020		29,020	0	In progress
	Subtotal Acct 1450			29,020		29,020	0	
	<u>Dwelling Structures</u>	1460						
GA076-1	Ceramic tile & shower		18 units	9,000		9,000	0	In progress
GA076-1	Toilet accessories		18 units	3,150		3,150	0	In progress
GA076-1	Kitchen modernization		6 units	48,600		48,600	0	In progress
GA076-1	Interior gas piping		18 units	10,800		10,800	0	In progress
GA076-1	Plumbing & fixtures		18 units	54,000		54,000	0	In progress
GA076-1	Rough Carpentry		18 units	10,350		10,350	0	In progress
GA076-1	Finish carpentry		18 units	6,300		6,300	0	In progress
GA076-1	Insulation		18 units	6,750		6,750	0	In progress

AttachmentD

AnnualStatement/PerformanceandEvaluationReport					
CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)PartI:Summary					
PHAName:HousingAuthorityoftheCityof Douglas		GrantTypeandNumber CapitalFund ProgramGrantNo: GA06P07650101 ReplacementHousingFactorGrantNo:		FederalFYof Grant: 2001	
<input type="checkbox"/> OriginalAnnualStatement <input type="checkbox"/> ReserveforDisasters/Emergencies <input type="checkbox"/> RevisedAnnual Statement(revisionno:) <input checked="" type="checkbox"/> PerformanceandEvaluationReportforPeriodEnding: 09/30/02 <input type="checkbox"/> FinalPerformanceandEvaluationReport					
Lin e No.	SummarybyDevelopmentAccount	TotalEstimate dCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds	0			
2	1406Operations	60,000		60,000.00	60,000.00
3	1408ManagementImprovementsSoftCosts	12,000		12,000.00	12,000.00
	ManagementImprovementsHardCosts	0			
4	1410Administration	2,500		2,500.00	2,500.00
5	1411Audit	0			
6	1415LiquidatedDamages	0			
7	1430FeesandCosts	75,294		75,294.00	75,294.00
8	1440SiteAcquisition	0			
9	1450SiteImprovement	15,000		15,000.00	15,000.00
10	1460DwellingStruct ures	579,551		579,551.00	579,551.00
11	1465.1DwellingEquipment — Nonexpendable	0			
12	1470NondwellingStructures	0			
13	1475NondwellingEquipment	0			
14	1485Demolition	0			
15	1490ReplacementReserve	0			
16	1492MovingtoWorkDemonstration	0			
17	1495.1RelocationCosts	0			
18	1499DevelopmentActivities	0			

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

PH Name: Housing Authority of the City of Douglas	Grant Type and Number Capital Fund Program Grant No: GA06P07650101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
--	--	--

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09/30/02
 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	0			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 20) –	744,345		744,345.00	146,412.40
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	34,500		34,500.00	5,013.65
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	119,500		119,500.00	17,366.10

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 Douglas			Grant Type and Number Capital Fund Program Grant No: GA06P07650101 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>Operations</u>	1406	Lump Sum					
	Operations			60,000		60,000	60,000	Completed
	Subtotal Acct 1406			60,000		60,000	60,000	
HA Wide	<u>Management Improvements</u>	1408	Lump Sum					
	Management Improvements			12,000		12,000	12,000	Completed
	Subtotal Acct 1408			12,000		12,000	12,000	
HA Wide	<u>Administration</u>	1410	Lump Sum					
	Prorated salaries/benefits for administration of CFP			2,500		2,500	2,500	Completed
	Subtotal Acct 1410			2,500		2,500	2,500	
	<u>Fees and Costs</u>	1430	Lump Sum					
GA076-1	A/E Design and Expenses			66,294		66,294	0	contracted
GA076-4	A/E Design and Expenses			0				omitted
GA076-1	LBP and ACB Mabatment design services			0				omitted

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHAName: Housing Authority of the City of Douglas			Grant Type and Number Capital Fund Program Grant No: GA06P07650101 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	
GA076-4	LBP and ACBM abatement design services			0				omitted
GA076-1	Clerk of the Works			0				omitted
GA076-4	Clerk of the Works			0				omitted
GA076-1	LBP & ACBM Monitoring			0				omitted
GA076-4	LBP & ACBM Monitoring			0				omitted
HA Wide	Modernization Coordinator			9,000		9,000	0	In progress
	Subtotal Acct 1430			75,294		75,294	0	
	Site Improvements	1450						
HA Wide	Additional funding to complete water meters funded in 1999 CGP			0				omitted
GA076-3	Site repairs; landscaping, grading, grass, concrete repair (associated with renovations)			15,000		15,000	0	Under contract as of 2/7/02
	Subtotal Acct 1450			15,000		15,000	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 Douglas	Grant Type and Number Capital Fund Program Grant No: GA06P07650101 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	
	<u>Dwelling Structures</u>	1460						
GA076-1	Ceramic tile & shower		18 units	0				omitted
GA076-1	Toilet accessories		18 units	0				omitted
GA076-1	Kitchen modernization		12 units	84,706		84,706	0	obligated
GA076-1	Interior gas piping		18 units	0				omitted
GA076-1	Plumbing & fixtures		18 units	0				omitted
GA076-1	Rough Carpentry		18 units	0				omitted
GA076-1	Finish carpentry		18 units	0				omitted
GA076-1	Insulation		18 units	0				omitted
GA076-1	Windows		18 units	0				omitted
GA076-1	Exterior doors and screen doors		18 units	0				omitted
GA076-1	Interior doors		18 units	0				omitted
GA076-1	Interior & exterior painting		18 units	0				omitted
GA076-1	Fascias & soffits		18 units	0				omitted
GA076-1	Flooring		18 units	0				omitted
GA076-4	Replace roofing			0				omitted
GA076-4	Replace fascias & soffits			0				omitted

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

PHAName: Housing Authority of the City of Douglas	Grant Type and Number Capital Fund Program Grant No: GA06P07650101 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	
GA076-4	Asbestos abatement			0				omitted
GA076-3	Rough carpentry		20 units	11,500		11,500	1,671.22	15%
GA076-3	Insulation		20 units	7,500		7,500	1,089.22	15%
GA076-3	Roofing, fascia & soffit		20 units	41,500		41,500	6,030.91	15%
GA076-3	windows		20 units	32,000		32,000	4,650.34	15%
GA076-3	Exterior doors, frames & hardware		20 units	24,000		24,000	3,487.76	15%
GA076-3	Interior doors & hardware		20 units	36,000		36,000	5,231.63	15%
GA076-3	Ceramic tile and showers		20 units	10,000		10,000	1,453.23	15%
GA076-3	Painting		20 units	24,000		24,000	3,487.75	15%
GA076-3	Toilet accessories		20 units	7,000		7,000	1,017.26	15%
GA076-3	Kitchen		20 units	73,845		73,845	10,731.38	15%
GA076-3	Interior gas piping		20 units	12,000		12,000	1,743.88	15%
GA076-3	Hydronic heating systems & A/C		20 units	100,000		100,000	14,532.30	15%
GA076-3	Plumbing		20 units	65,000		65,000	9,446.00	15%
GA076-3	Ranges and refrigerators		20 units	16,000		16,000	2,325.17	15%
GA076-3	Convert 1 unit for accessibility		1 unit	32,000		32,000	4,650.34	15%
GA076-3	Convert 1 unit for H&V impaired		1 unit	2,500		2,500	363.31	15%

Attachment E

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 Douglas		Grant Type and Number Capital Fund Program Grant No: GA06P07650100 Replacement Housing Factor Grant No:		Federal FY of Grant: 2000	
<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: 09/30/02 <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	60,000		60,000.00	60,000.00
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	2,500		2,500.00	2,500.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	230,222		230,222.00	192,856.43
8	1440 Site Acquisition				
9	1450 Site Improvement	51,450		51,450.00	51,450.00
10	1460 Dwelling Structures	385,264		385,264.00	385,264.00
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
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**

PH Name: Housing Authority of the City of Douglas	Grant Type and Number Capital Fund Program Grant No: GA06P07650100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
--	--	---

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 09/30/02
 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 20) –	729,436		729,436.00	692,070.43
22	Amount of line 21 Related to LBP Activities	132,600		132,600.00	106,080.43
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	25,000		25,000.00	25,000.00
26	Amount of line 21 Related to Energy Conservation Measures				

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 Douglas			Grant Type and Number Capital Fund Program Grant No: GA06p07650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Operations</u>	1406	Lump Sum					
	Operations			60,000		60,000.00	60,000.00	complete
	Subtotal Acct 1406			60,000		60,000.00	60,000.00	
HA Wide	<u>Administration</u>	1410	Lump Sum					
	Prorated salaries/benefits for administration of CFP			2,500		2,500.00	2,500.00	complete
	Subtotal Acct 1410			2,500		2,500.00	2,500.00	
	<u>Fees and Costs</u>	1430	Lump Sum					
GA076-1	A/E Design and Expenses			10,022		10,022.00	10,022.00	complete
GA076-3	A/E Design and Expenses (demo - 2000)			11,400		11,400.00	11,400.00	complete
GA076-4	A/E Design and Expenses			24,600		24,600.00	24,600.00	complete
GA076-3	A/E Design and Expenses (mod - 2001)			60,000		60,000.00	54,694.50	91%
GA076-1	LBP and ACB M abatement design services			2,000		2,000.00	2,000.00	complete

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06p07650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
GA076-3	LBP and ACB M abatement design services			2,000		2,000.00	2,000.00	complete
GA076-4	LBP and ACB M abatement design services			2,000		2,000.00	2,000.00	complete
GA076-1	TCLP Testing			2,000		2,000.00	2,000.00	complete
GA076-3	TCLP Testing			2,000		2,000.00	2,000.00	complete
GA076-4	TCLP Testing			2,000		2,000.00	2,000.00	complete
GA076-1	Clerk of the Works			3,500		3,500.00	1,357.40	39%
GA076-3	Clerk of the Works (demo -2000)			3,500		3,500.00	1,357.40	39%
GA076-4	Clerk of the Works			4,000		4,000.00	1,551.30	39%
GA076-3	Clerk of the Works (mod -2001)			5,000		5,000.00	0	In progress
GA076-1	LBP & ACB M Monitoring			11,000		11,000.00	8,140.83	74%
GA076-3	LBP & ACB M Monitoring (demo-2000)			12,500		12,500.00	9,250.94	74%
GA076-4	LBP & ACB M Monitoring			26,700		26,700.00	19,760.00	74%
GA076-3	LBP & ACB M Monitoring (mod-2001)			28,000		28,000.00	20,722.06	74%
GA076-1,3 & 4	Modernization Coordinator (demo-2000)			9,000		9,000.00	9,000.00	complete

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

PHAName: Housing Authority of the City of Douglas		Grant Type and Number Capital Fund Program Grant No: GA06p07650100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
GA076-3	Modernization Coordinator (mod - 2001)			9,000		9,000.00	9,000.00	complete
	Subtotal Acct 1430			230,222		230,222.00	192,856.43	
	Site Improvements	1450	Lump Sum					
GA076-1	Topsoil, fill and sod		7	5,000		5,000.00	5,000.00	complete
GA076-3	Topsoil, fill and sod		8	6,000		6,000.00	6,000.00	complete
GS076-4	Topsoil, fill and sod		17	8,500		8,500.00	8,500.00	complete

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

PHAName: Housing Authority of the City of Douglas	Grant Type and Number Capital Fund Program Grant No: GA06p07650100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
---	--	----------------------------------

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
GA076-1	Replace affected sidewalks, curbs and drives		7	850		850.00	850.00	complete
GA076-3	Replace affected sidewalks, curbs and drives		8	1,000		1,000.00	1,000.00	complete
GA076-4	Replace affected sidewalks, curbs and drives		17	3,200		3,200.00	3,200.00	complete
GA076-1	Cap affected underground site utilities		7	600		600.00	600.00	complete
GA076-3	Cap affected underground site utilities		8	700		700.00	700.00	complete
GA076-4	Cap affected underground site utilities		17	1,500		1,500.00	1,500.00	complete
GA076-1	Replaces site water distribution system		18	5,500		5,500.00	5,500.00	complete
GA076-3	Replaces site water distribution system		21	6,200		6,200.00	6,200.00	complete
GA076-4	Replaces site water distribution system		16	4,400		4,400.00	4,400.00	complete
GA076-1	Landscaping		7	2,600		2,600.00	2,600.00	complete
GA076-3	Landscaping		8	3,000		3,000.00	3,000.00	complete

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHAName: Housing Authority of the City of Douglas			Grant Type and Number Capital Fund Program Grant No: GA06p07650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
GA076-4	Landscaping		17	2,400		2,400.00	2,400.00	complete
	Subtotal Acct 1450			51,450		51,450.00	51,450.00	
	Dwelling Structures	1460						
GA076-1	Asbestos-containing material abatement		25	6,000		6,000.00	6,000.00	complete
GA076-3	Asbestos-containing material abatement		29	7,000		7,000.00	7,000.00	complete
GA076-4	Asbestos-containing material abatement		33	15,000		15,000.00	15,000.00	complete
GA076-1	Lead-based paint abatement		25	6,000		6,000.00	6,000.00	complete
GA076-3	Lead-based paint abatement		29	7,000		7,000.00	7,000.00	complete
GA076-4	Lead-based paint abatement		33	5,500		5,500.00	5,500.00	complete
GA076-1	Ceramic tile & shower			0				omitted
GA076-1	Toilet accessories			0				omitted
GA076-1	Kitchen modernization			0				omitted
GA076-1	Interior gas piping			0				omitted
GA076-1	Plumbing & fixtures			0				omitted
GA076-1	Rough Carpentry			0				omitted
GA076-1	Finish carpentry			0				omitted

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 Douglas			Grant Type and Number Capital Fund Program Grant No: GA06p07650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
GA076-1	Insulation			0				omitted
GA076-1	Windows			0				omitted
GA076-1	Exterior doors and screen doors			0				omitted
GA076-1	Interior doors			0				omitted
GA076-1	Interior & exterior painting			0				omitted
GA076-1	Fascias & soffits			0				omitted
GA076-1	Flooring			0				omitted
GA076-1	2 handicapped units			0				omitted
GA076-10	Add showers		30 units	5,500		5,500	5,500	complete
GA076-10	Dryervent s		30 units	1,500		1,500	1,500	complete
GA076-4	Replaceroofing		16 units	19,964		19,964.00	19,964.00	complete
GA076-4	Replace fascias & soffits		16 units	17,600		17,600.00	17,600.00	complete
GA076-3	Finish carpentry		20 units	7,000		7,000.00	7,000.00	complete
GA076-3	Abate lead -based paint & asbestos		20 units	73,000		73,000.00	73,000.00	complete
GA076-3	Flooring		20 units	25,000		25,000.00	25,000.00	complete
GA076-3	Security screen doors		20 units	25,000		25,000.00	25,000.00	complete
GA076-3	Slab repairs		20 units	164,200		164,200.00	164,200.00	complete
	Subtotal Acct 1460			385,264		385,264.00	385,264.00	

