

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2003

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

PHA Plan Agency Identification

PHA Name: Camilla Housing Authority

PHA Number: GA096

PHA Fiscal Year Beginning: (mm/yyyy) 4/01/2003

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To serve low and moderate income citizens by providing adequate, affordable housing, free from discrimination, and by promoting stable family relationships and providing opportunities for increased self sufficiency through our programs and through partnerships with other agencies in the area.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other: Work with community leaders to best decide how to expand supply of assisted housing in the area. Request release of approximately 4.85 acres of excess land on GA 96-14 to be used for development of single family homes for low and/or moderate income persons built either by nonprofit formed by PHA, by individual low or moderate income persons, or by a developer.

Addition for 2002 PHA Plan:- Participate in Rural Rental Development Program either through the Housing Authority or through the non profit.

Addition to Plan for 2003

Begin to study the possibility and feasibility of demolishing up to 45 units of public housing (Catchings Homes – 25 units and 20 units of Walker Homes) that are fifty years old and are in a highly dense population area and look at replacing with a combination of rental and home ownership programs. Some reserve funds have been set aside at end of five year period to plan for this possibility.

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score) Achieve high performer status by 3/31/2004
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: Have favorable responses on 85% of resident surveys by 3/31/2004
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units: Have all units air conditioned and have renovations begun on the last 100 units of non renovated housing by 3/31/2005
 - Demolish or dispose of obsolete public housing: We will look at feasibility of this.
 - Provide replacement public housing: Some replacement public housing and some home ownership program housing.
 - Provide replacement vouchers:
 - Other: (list below)

- PHA Goal: Increase assisted housing choices
Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs: Work on program for converting new public housing units to home ownership and look at and study possibility of converting some existing housing units to homeownership.
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: All sites (14 developments) have a minimum of 65% very low income persons. Goal is to raise level of higher income persons by 5% in all developments by 3/31/2005.
- 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: Follow up improvements plan from tenant survey results for 2002:
 1. Continue to expand site lighting in requested areas.
 2. Put special emphasis on discovering malfunctioning or broken locks during yearly inspections. Post signs in offices requesting information on malfunctioning locks.
 3. Communicate with signs and posters about police contracts and community policing. Ask police to visit functions for senior citizens.
 4. Communicate by posters and signs about reporting crime and suspected drug exchanges or drug scenes
 5. Follow up more quickly on reports about tenants who are disruptive.
 6. Work on neighborhood appearance. Take tougher measures to ensure that persons are responsible for trash in their yards.
 7. Improve appearances through introduction of additional flowers & shrubs.
 8. Begin quarterly newsletter.
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: increase by 15% by 3/31/2005
- Provide or attract supportive services to improve assistance recipients' employability: continue to work with workforce development center to provide assistance to persons who need to find work.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: Use already created non profit to provide consulting in this area of state on collaboration efforts, family connection sites, workforce development sites etc. to promote self sufficiency. Use non profit to help create housing for low income persons.

Addition for 2002 PHA Plan- Begin Voluntary Family Self Sufficiency Program by 3/31/2003

Addition for 2003 PHA Plan: Have a successful Good Works Program up and running well by 3/31/2004. Program is contracted through State and is run by non profit. It is beginning stages now.

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: convert an additional 3 units to handicapped accessible by 3/31/2005 if need is evident.
 - Other: (list below)

Other PHA Goals and Objectives:

To enhance marketability of housing units and sites and to enhance image of public housing.

Objective: Use Capital Funds to provide central heat and air conditioning to all units by 2006.

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Camilla Housing Authority annual plan states mission, goals and objectives for next five years to include air conditioning all 458 units, renovations of the last 100 non –renovated units, improving marketability of units, continued use of drug elimination funds to partner with a number of agencies to provide self sufficiency and upward mobility opportunities by requesting release of 4.83 acres of vacant land for use for as building lots for low and moderate income persons, by submitting a 5(h) plan for building 15 units with Capital Fund Program funding and selling these to residents and/or other persons qualified under HUD guidelines, and working with the communities on ways to increase assisted housing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

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Annual Plan

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- ii. Table of Contents
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 - 7. Capital Improvement Needs
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 - 10. Conversions of Public Housing
 - 11. Homeownership
 - 12. Community Service Programs
 - 13. Crime and Safety
 - 14. Pets (Inactive for January 1 PHAs)
 - 15. Civil Rights Certifications (included with PHA Plan Certifications)
 - 16. Audit
 - 17. Asset Management
 - 18. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration(GA096a01)
- FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
Deconcentration and Income Mixing
Voluntary Conversion Initial Assessments

Optional Attachments:

- PHA Management Organizational Chart.
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Community Services Program
 - Pet Policy
 - Progress Report
 - Resident Membership of PHA Board of Commissioners
 - Membership of Advisory Board
 - Amendment and Deviation Definitions

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies. Analysis of various Developments.
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
x	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	1996 HUD Appropriations Act	
x	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	593	5	2	2	2	3	1
Income >30% but <=50% of AMI	218	3	2	2	2	2	1
Income >50% but <80% of AMI	210	2	4	2	2	2	1
Elderly	173	3	1	2	2	1	1
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
BLACK	752	4	2	2	2	3	1
HISPANIC	18	5	2	2	2	2	1
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data

- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	124		100
Extremely low income <=30%	93	75%	

Housing Needs of Families on the Waiting List			
AMI			
Very low income (>30% but <=50% AMI)	22	18%	
Low income (>50% but <80% AMI)	9	7%	
Families with children	110	89%	
Elderly families	4	3 %	
Families with Disabilities	13	10%	
White	8	6%	
Black	116	94%	
Race/ethnicity-hispanic	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	21%	
2 BR	51	41%	
3 BR	34	27%	
4 BR	13	11%	
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes, closed only for 2 & 3 bedrooms in Camilla

If yes:

How long has it been closed (# of months)? 6

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: Work with local community to encourage other sources of assisted housing. Request release of 4.85 acres of excess land on Ga96-14 to be used for development of single family homes for low and/or moderate income persons (list below)

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes;

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	656,383.00	
b) Public Housing Capital Fund	847,705.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	400,392.00	Operations, Resident services, capital purchases, extraordinary maintenance
4. Other income (list below)		
Sales & Services	65,000.00	Same as Above
Interest income	14,000.00	Same as Above
4. Non-federal sources (list below)		
Total resources	1,983,480.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: At time applications are received.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other Credit history

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

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

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

(2)Waiting List Organization

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

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other: There are several small communities in Camilla Housing Authority and each community has a different waiting list.

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

- PHA main administrative office
- PHA development site management office

Other (list below)

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing)

- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

1,2,3 Date and Time

Former Federal preferences:

- 1 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)

- 2 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
- 3 Other preference(s) All other persons

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source Bulletin boards in main office and site rental offices.

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

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? All developments are heavily concentrated with persons below 30% of median.

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

- c. If the answer to b was yes, what changes were adopted? (select all that apply)
 - Adoption of site-based waiting lists
If selected, list targeted developments below:

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

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

 - Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
 Fair market rents (FMR)
 95th percentile rents
 75 percent of operating costs
 100 percent of operating costs for general occupancy (family) developments
 Operating costs plus debt service

- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other If family member is added to household and that family member has income or when rent for the year is based on anticipated non-earned income of a family member and income changes to become earned income.

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 used site characteristics such as last renovation, availability, of air conditioning, location, density to determine percentage of fair market rent to use for each site.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	458	100
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	448	
Other Federal Programs(list individually)		
Comp Grant	100	

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:

1. ADMISSIONS AND CONTINUED OCCUPANCY POLICY
2. CAPITALIZATION POLICY
3. CRIMINAL RECORDS MANAGEMENT POLICY
4. MAINTENANCE POLICY
5. DE-CONCENTRATION POLICY
6. PEST CONTROL POLICY
7. DISPOSITION POLICY
8. ETHICS POLICY
9. NATURAL DISASTER POLICY
10. BLOOD BORNE DISEASES POLICY
11. HAZARDOUS MATERIALS POLICY
12. INVESTMENT POLICY
13. DRUG FREE WORKPLACE POLICY
14. PROCUREMENT POLICY
15. PERSONNEL POLICY

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Component 7 Capital Fund Program Annual Statement

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report		
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary		
PHA Name: CAMILLA HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: GA06P09650103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)		
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report		

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	71,500			
4	1410 Administration	21,076			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000			
8	1440 Site Acquisition	10,000			
9	1450 Site Improvement	41,828			
10	1460 Dwelling Structures	585,920			
11	1465.1 Dwelling Equipment—Nonexpendable	12,381			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	100,000			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	847,705			
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	57,518			
26	Amount of line 21 Related to Energy Conservation Measures	30,732			

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

PHA Name: CAMILLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: GA06P09650103 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	
PHA Wide	Grants Coordinators Salary	1408		30,000				
“	Police contracts	1408		17,500				
“	Drub prevention Enrichment Program	1408		24,000				
Ga96-15	Modernization Expense	1410	18	750				
“	A & E Design	1430						
“	A & E Reimbursables	1430						
“	Administrative clerk	1410	18	20,326				
“	Abatement Monitoring	1430	18	5,000				
“	Water Lines	1450	18	23,328				
“	Landscaping	1450	18	18,500				
“	Asbestos Abatement	1460	18	8,973				
“	Carpentry	1460	18	27,719				
“	Attic Insulation	1460	18	9,536				
“	Windows	1460	18	20,929				
“	Roofing	1460	18	26,720				
“	Security Screens	1460	18	31,267				
“	Screen doors, ext frames, doors	1460	18	39,545				
“	Interior Doors, Hardware	1460	18	28,367				
“	Ceramic Tile	1460	18	13,250				
“	VCT Flooring	1460	18	30,748				
“	Int & Ext Painting	1460	18	35,323				

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

PHA Name: CAMILLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: GA06P09650103 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	
“	Bath Accessories	1460	18	13,366				
“	Kitchen Renovations	1460	18	32,748				
“	HVAC	1460	18	68,988				
“	Water Heaters	1460	18	6,366				
“	Plumbing	1460	18	73,468				
“	Electrical	1460	18	52,193				
“	Termite treatment	1460	18	9,227				
“	Demo & Hauling	1460	18	22,012				
“	Attic Access	1460	18	3,366				
“	Fascia, Soffit	1460	18	20,543				
“	Enclose Closets	1460	18	11,266				
“	Refrigerators, Stoves	1465	18	12,381				
96-16	Mod Used for Development	1499	1	100,000				
“	Site Acquisition	1440	1	10,000				

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

PHA Name: CAMILLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program No: GA06P09650103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA WIDE	12/31/03			12/31/04			
GA 96-15	9/30/04			3/31/06			
NEW DEVELOPMENT	9/30/04			3/31/06			

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

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

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name CAMILLA HOUSING AUTHORITY		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: GA06P09650102 PHA FY: 4/1/04-3/31/05	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 4/01/05-3/31/06	Work Statement for Year 4 FFY Grant: 2004 PHA FY:4/01/04- 3/31/05	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 4/01/05-3/31/06
PHA Wide	Annual Statement	71,500	71,500	71,500	71,500
96-15-Borders Homes		666,2056			
New Development		100,000	160,000	160,000	160,000
Site Acquisition		10,000	20,000	20,000	20,000
96-1,Bennett Homes			244,205		
96-2Catchings Home					
96-8 Walker Homes					
GA96-14 Jester			160,000		

96-3,4,5,6,7			135,000	280,000	
96-10 Furlow			57,000		114,000
96-9 ,11,13				50,000	102,000
96-5,6,9,10,11,8,14				134,500	
Reserves				131,705	380,205
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2004</u> FFY Grant: GA06P09650104 PHA FY: 2004			Activities for Year: <u>2005</u> FFY Grant: GA06P09650105 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA WIDE	<i>Grants Coordinator</i> Police Contract Drug Elim Enrichment Prog	30,000 17,500 24,000	<i>PHA WIDE</i>	<i>Grants Coordinator</i> Police Contract Drug Elim Enrichment Prog	30,000 17,500 24,000
Annual	96-16	Development	100,000	96-16	Development	160,000
Statement	96-16	Site Acquisition	10,000	96-16	Site Acquisition	20,000
	96-15	Mod Expenses	750.00	96-1	Roofing	50,000
	“	A&E Design		96-1	Office, Maintenance addition	144,205
	“	A & E Reimbursables		96-1	Landscaping, sodding	50,000
	“	Asbestos Design		96-14	Roofing	160,000
	“	Asbestos Monitoring	5,000	96-3,4,5,6	Roofing	135,000
	“	Administrative Clerk	20,326	96-10	Roofing	57,000
	“	Clerk of Works				
	“	Water Lines	23,328			
	“	Landscaping	18,500			
	“	Asbestos Abatement	8,973			
	“	Carpentry	27,719			
	“	Attic insulation	9,536			
	“	Windows	20,929			
	“	Roofing	26,720			
	“	Security Screens	31,267			
	“	Screen doors, ext frames, doors	39,545			

	“	Interior doors, hardware	28,367			
	“	Ceramic Tile	13,250	“		
	“	VCT Flooring	30,748	“		
	“	Int & Ext painting	35,353	“		
	“	Bath Accessories	13,366	“		
	“	Kitchen Renovations	32,748	“		
	“	HVAC	68,988	“		
	“	Water Heaters	6,366	“		
	“	Plumbing	73,468	“		
	“	Electrical	52,193	“		
	“	Termite Treatment	9,227	“		
	“	Demo & Hauling	22,012	“		
	“	Attic access	3,366	“		
	“	Fascia, Soffit	20,543	“		
	“	Enclose Closets	11,266	“		
		Refrigerators, Stoves	12,381	“		
		Total CFP Estimated Cost	847,705			\$847,705

Total CFP Estimated Cost	\$847,705			\$847,705
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B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Jester Homes 1b. Development (project) number: GA 96-14
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>07/19/00-</u>
5. Number of units affected: 0 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:
- a. Actual or projected start date of activity: 4/01/03
 - b. Projected end date of activity: 6/30/07

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/>
Occupancy by families with disabilities <input type="checkbox"/>

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

(date submitted or approved:)

- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number: New DevelopmentGA96-16
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: 7/19/01
5. Number of units affected: For new units only 6. Coverage of action: (select one) New Development <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 10/01/2000

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Workforce Development(within				
Walking distance of units in Camilla. Provides advice, evaluations, job readiness training, job acquisition, job retention help, school help, child care help, transportation help for those who need it.	Communit y wide- PHA oversees coordinati on.	Anyone who wishes or is required to go to work and needs help finding and keeping a job	Center has its own building	Anyone who needs help finding a job. PHA pays salary of one coordinator to ensure all PHA residents have access.
Mentor enrichments program for boys from 6-12. Very intense hands on program. Housing Authority property.	15 youths at any one time	Waiting list maintained with requirement that parents must request admission to	Main office through social services coordinator	Public housing residents on a first service basis with some others allowed after residents have

		program		been served.
Boys & Girls Club-Main club and outreach study program on site at PHA. PHA began main club and continues to support it with large financial support. PHA pays salary of outreach club worker.	800-main club-27 at outreach study program	Anyone who wishes to be part of program	Through main club or contact with PHA main office.	Anyone in community. PHA children given top priority due to financial support by PHA.
YES PROGRAM- PHA facilitates the program by being fiscal agent and paying salaries of workers.- After school help with reading and homework. At school.			School, Mitchell County Children & Youth, PHA office	All children
Girls Outreach program- PHA is grant recipient for State grant that operates program. Program operated through Family Connection Site. Meetings held in PHA buildings				
Child Care center is owned by PHA on PHA property and PHA contracts with a private provider to operate day care.	45 children	Anyone needing childcare. Priority give to PHA and TANF recipients	Child Care Center	Public Housing residents and TANF recipients given preference.
Teen Center- PHA is coordinator through its non-profit for collaborative effort in process of development of teen center. Within walking distance of PHA properties.	50-60 teens	All who wish to participate. Outreach given for public housing	Boys & girls Club or PHA offices	Outreach for public housing residents. Open to all teens
5H Program- have plans to submit a 5H plan for new construction accomplished through Capital Fund Program	1 to 2 each year	Must be public housing residents or qualify as potential public housing residents		
Family Self Sufficiency Program-	5 tp 6 in	Anyone in PHA	Office within walking	

beginning program	beginning	who wants to work and join program	distance of most units in City of Camilla. Located at workforce development building	
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(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Volunteer program just beginning	0
Section 8		

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents

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

3. Which developments are most affected? (list below)
 GA96-15, GA96-2,GA96-8, GA96-10, GA96-14, GA96-5,GA96-6

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

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

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

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

GA96-1,GA96-2,GA96-3,GA96-4,GA96-5, GA96-6, GA96-7, GA96-8, GA96-9, GA96-10, GA96-11, GA96-14, GA96-15

C. Coordination between PHA and the police

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

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

Same as above

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. **Not applicable**

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
- Provided below: All comments were positive especially concerning the release of land from Ga 96-14 for building lots and about the submission of a 5(h) plan. Comments were also positive about the beginning a family self sufficiency program. Dismay was expressed at the demise of the PHDEP grant.
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: Since comments were all positive, no need to address comments

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of Georgia

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

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

1. To increase the access of Georgia's Special Need populations to a continuum of housing and supportive services which address their housing, economic health and social needs.
2. To increase coordination, strengthen linkages and encourage the formation of partnerships between Georgia's private sector housing developers, financial institutions, nonprofit organizations , public sector agencies, foundations, and other providers.
3. Involvement in
DCA Rural Rental Program to increase workforce housing in community.

Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

COMMUNITY SERVICE PROGRAM PLANS

The Housing Authority of the City of Camilla has for the past four years been a major participant in the Workforce Development Center in Camilla, has been a coordinator for the City in the project and has paid one case worker from a Drug Elimination Grant. The Workforce Development Center is a one stop shop for persons going to work and helps move persons into work status, especially persons on TANF and persons who are high risk and have inadequate education and training. We have an agreement with that agency to supply them with the names of those persons who will be required to participate in community service. Since this agency already has persons coordinating community service projects for those persons not yet able to find jobs, they have agreed to take persons referred from us, include them in their community service projects, keep up with the attendance and participation of these persons and send the information to us on a prescribed regular interval. We will then determine what is required on an individual basis, who is participating and who needs attention and a second chance to participate and make up loss time according to the regulations. This community service runs a range from clerical to maintenance and there is an attempt to place persons in areas they might like to pursue. There is a written contract with the firm where the community service is taking place.

Camilla Housing Authority also has units in Meigs and Norman Park which are in other counties and residents there are not eligible to participate in the Workforce Development Center in Mitchell County. The plans are to require these persons to do community service in the community where they live and the Housing Authority will use its own grounds workers to supervise the community service one or two days a month in these locations.

PET POLICY

Camilla Housing Authority has adopted a pet policy that allows each household to own up to two pets under certain conditions. There conditions include written pre-approval of the Housing Authority, a refundable deposit of \$200, proof that the pet has been inoculated as prescribed by the state and/or local ordinances and has been neutered if a dog or cat over six months old. Proof consists of verification by a licensed veterinarian. Pets are limited to dogs, cats, birds, fish. Dogs are limited to 30 pounds in weight. Cats must have water proof liter boxes that are maintained.

Owner is responsible to see that pets do not disturb neighbors, are not vicious and a threat to neighbors and/or maintenance and other housing authority employees, do not cause insect infestation in the house, are not allowed outside without leash according to local ordinances, and owners must clean up any pet waste in the house or yards. Visiting pets are allowed for up to two weeks and must meet same guidelines. No pets can be kept and used for commercial purposes. Pets may not be left unattended in an apartment for more than 48 hours.

Should any pet cause harm to any persons, pet will be removed in 24 hours. If pet owner does not abide by rules and regulations he/she must remove pet from development within 10 days. Failure to do so will be grounds for termination. Grievance procedures apply.

PROGRESS REPORT

Four Hundred One units out of 458 have been air conditioned. Another 16 are in the process of the being installed with central heat and air and are being completely renovated at the same time. We will finish the last sixteen units within a two year period.

A non profit has been formed to help pursue other housing options. We have been accepted into a DCA rural rental program to build up to the ten workforce rental units under a new program. We are in process of completing paperwork and hope to begin building nine units at the first of the year.

We have submitted a 5(H) plan to SAC and it has been approved. We are now working toward beginning this program with the intent to build several houses at the time through Capital Fund Monies. There as been some delay waiting for infrastructure to be completed and this is now nearing completion. Infrastructure was accomplished through a Community Block Grant through the City of Camilla.

We have included in this plan last year the intent to create a voluntary self sufficiency program. That program has now been approved and we are in the beginning stages.

A community Development Block grant has been obtained to extend infrastructure on land donated two years ago to the non profit. That will give lots for sixteen more single family homes. Habitat for Humanity will build some of these, and the other lots will be used for the 5(h) program and for the DCA Rural Rental Program. We may build an additional house for home ownership if we have enough money in the non profit.

Additional lots will soon be available for excess land released from HUD. Infrastructure will available to these upon pending work by DOT on the road fronting the land.

We continue trying to get persons into work, hence the self sufficiency program. We organize the program at the Workforce Development Center and supply a worker there. We will soon take ownership of that building from the City. It is within walking distance of some 250 of our units .It is also the site of a Good Works Program contracted from the State and run by the non profit.

RESIDENT OF MEMBERSHIP OF THE PHA GOVERNING BOARD

Willie Woodard is the resident member of the PHA governing board.
He is appointed for a term ending 12/31/2003 unless he moves or declines to serve.

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Eula Crawford	Ann Porter
Amy Johnson	Etha Mae Reese
Eva Thomas	Johnnie Childs
Ella Simmons	Louise Brown

Ruby Harris Willie Brown
 Laverne Hopkins Eddie Reed
 Lee Irvin
 Geneva Emanuel
 Willie Woodard
 Bonnie Moore
 Tullicio Haynes
 Courtney Hill
 Howard Lewis Joanne Davis Willie James Marcus

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

PHA Name: CAMILLA HOUSING AUTHORITY	GA06P09650102	Federal FY of Grant: 2002
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Original Annual Statement X
 Reserve for Disasters/ Emergencies
 Revised Annual Statement 3
 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
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	48,000	48,000	48,000	8,830
4	1410 Administration	750	14,070		
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	43,828	13,872	6,622	6,622
8	1440 Site Acquisition	10,000	10,000		
9	1450 Site Improvement	40,769	50,769		
10	1460 Dwelling Structures	575,977	598,613	4,604	4,604

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

PHA Name: CAMILLA HOUSING AUTHORITY	GA06P09650102	Federal FY of Grant: 2002
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Original Annual Statement X
 Reserve for Disasters/ Emergencies
 Revised Annual Statement 3
 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	
11	1465.1 Dwelling Equipment—Nonexpendable	28,381	12,381		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development	100,000	100,000		
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	847,705	847,705	20,056	20,056
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	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: CAMILLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: GA06P09650102 Capital Fund Program Replacement Housing Factor #:				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 Proposed		
				Original	Revised	Funds Obligated	Funds Expended	Work	
GA96-15	A & E DESIGN	1430	16	36,678	6,622	6,622	6,622	ON SCHE DULE	
“	A& E REIMBURSABLES	1430	16	1,400					
	DESIGN-ASBESTOS	1430	16	2,500					
“	ABATEMENT MONITORING	1430	16	3,250	7,250				
“	CSP ADMINISTRATION	1430							
“	CLERK OF WORKS	1430							
“	WATER LINES, METERS	1450	16	25,828	25,828				
“	LANDSCAPING	1450	16	14,941	24,941				
“	ASBESTOS ABATEMENT-FLOOR	1460	16	7,873	16,400				
“	CARPENTRY	1460	16	26,619	26,619				
“	ATTIC INSULATION	1460	16	7,436	17,436				
“	WINDOWS	1460	16	19,829	19,829				
“	ROOFING	1460	16	25,620	28,620				
“	SECURITY SCREENS	1460	16	30,167	30,167				
“	SCREEN DOORS, EXT FRAMES, DOORS	1460	16	38,445	38,445				
“	INTERIOR DOORS, HARDWARE	1460	16	27,267	28,267				

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

PHA Name: CAMILLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: GA06P09650102 Capital Fund Program Replacement Housing Factor #:				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 Proposed		
				Original	Revised	Funds Obligated	Funds Expended	Work	
“	CERAMIC TILE	1460	16	11,150	21,001				
“	VCT FLOORING	1460	16	29,670	29,670			ON	
“	INT & EXT PAINTING	1460	16	34,223	34,223			SCH	
“	BATH ACCESSORIES	1460	16	14,266	14,266			UL	
“	KITCHEN RENOVATIONS	1460	16	30,648	30,648				
96-15	HVAC	1460	16	67,820	81,460				
“	WATER HEATERS	1460	16	4,266	4,266				
“	PLUMBING	1460	16	68,954	70,954				
“	ELECTRICAL	1460	16	62,710	47,200				
“	TERMITE TREATMENT	1460	16	8,127	8,127				
“	DEMO & HAULING	1460	16	20,912	17,040	4,604	4,604		
“	ATTIC ACCESS	1460	16	3,266	3,266				
“	FASCIA, SOFFIT	1460	16	28,443	22,443				
“	ENCLOSE CLOSETS	1460	16	8,266	8,266				
“	RANGES, REFRIGERATORS	1465	16	28,381	12,381				
PHA WIDE	DRUG COORDINATOR	1408	PHA	48,000	48,000	48,000	8,830		
96-15	ADMINISTRATION	1410	16	750	14,070				
	MOD USED FOR DEV	1499	1	100,000	100,000				
	SITE ACQUISITION	1440		10,000	10,000				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: CAMILLA HOUSING AUTHORITY	GA06P09650101	Federal FY of Grant: 2001
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Original Annual Statement X
 Reserve for Disasters/ Emergencies
 Revised Annual Statement
 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
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	48,000	48,000	48,000	48,000
4	1410 Administration	750	9,900	9,900	9,900
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	43,828	43,828	43,828	43,828
8	1440 Site Acquisition	10,000	0		
9	1450 Site Improvement	43,879	44,629	44,629	44,629
10	1460 Dwelling Structures	618,620	734,505	734,505	703,271
11	1465.1 Dwelling Equipment—Nonexpendable	26,330	10,545	10,545	10,545
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development	100,000	0		
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	891,407	891,407	891,407	860,173
21	Amount of line 20 Related to LBP Activities	0			
22	Amount of line 20 Related to Section 504 Compliance	0			
23	Amount of line 20 Related to Security	0			
24	Amount of line 20 Related to Energy Conservation Measures	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: CAMILLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: GA06P09650101 Capital Fund Program Replacement Housing Factor #:				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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
GA96-15	A & E DESIGN	1430	43	36,678	36,678	36,678	36,678	ON SCHEDUL
“	A& E REIMBURSABLES	1430	43	1400	1,400	1,400	1,400	
“	A & E DESIGN-ASBESTOS	1430	43	2,500	2,500	2,500	2,500	
“	ABATEMENT MONITORING	1430	43	3,250	3,250	3,250	3,250	
“	CSP ADMINISTRATION	1430	43		5,600	5,600	5,600	
“	CLERK OF WORKS	1430	43		4,300	4,300	4,300	
“	WATER LINES, METERS	1450	43	27,879	19,656	19,656	19,656	
“	LANDSCAPING	1450	43	16,000	24,973	24,973	24,973	
“	ASBESTOS ABATEMENT-FLOOR	1460	43	9,873	32,560	32,560	32,560	
“	CARPENTRY	1460	43	28,619	30,619	30,619	30,169	
“	ATTIC INSULATION	1460	43	9,436	12,436	12,436	12,436	
“	WINDOWS	1460	43	21,829	24,829	24,829	24,829	
“	ROOFING	1460	43	27,620	30,620	30,620	30,620	
“	SECURITY SCREENS	1460	43	32,167	25,607	25,167	25,607	
“	SCREEN DOORS, EXT FRAMES, DOORS	1460	43	42,445	33,445	33,445	31,629	
“	INTERIOR DOORS, HARDWARE	1460	43	29,267	32,267	32,267	25,014	
“	CERAMIC TILE	1460	43	13,150	16,150	16,150	16,150	

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

PHA Name: CAMILLA HOUSING AUTHORITY		Grant Type and Number Capital Fund Program #: GA06P09650101 Capital Fund Program Replacement Housing Factor #:				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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
“	VCT FLOORING	1460	43	31,670	24,770	24,770	20,560	ON SCHEDUL
“	INT & EXT PAINTING	1460	43	36,223	29,223	29,223	17,446	
“	BATH ACCESSORIES	1460	43	16,266	19,266	19,266	19,266	
	KITCHEN RENOVATIONS	1460	43	32,648	35,648	35,648	35,648	
96-15	HVAC	1460	43	69,820	106,605	106,605	100,428	
“	WATER HEATERS	1460	43	6,266	9,266	9,266	9,266	
“	PLUMBING	1460	43	72,954	85,954	85,954	85,954	
“	ELECTRICAL	1460	43	61,353	90,353	90,353	90,353	
“	TERMITE TREATMENT	1460	43	10,127	13,127	13,127	13,127	
“	DEMO & HAULING	1460	43	22,912	17,912	17,912	17,912	
“	ATTIC ACCESS	1460	43	3,266	6,266	6,266	6,266	
“	FASCIA, SOFFIT	1460	43	30,443	44,316	44,316	44,316	
“	ENCLOSE CLOSETS	1460	43	10,266	13,266	13,266	13,266	
“	RANGES, REFRIGERATORS	1465	43	26,330	10,545	10,545	10,545	
PHA WIDE	DRUG COORDINATOR	1408		48,000	48,000	48,000	48,000	
96-15	ADMINISTRATION	1410	43	750	0		0	
	SITE ACQUISITION	1440		10,000	0		0	
	MOD USED FOR DEVELOPMENT	1498		100,000	0		0	

COMPONENT 10(B) VOLUNTARY CONVERSION INITIAL ASSESSMENTS

- A. How many of the PHA's developments are subject to the Required Initial Assessments?
All – 14 total
- B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?
None
- C. How many assessments were conducted for the PHA's covered developments?
14
- D. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

Development Name	Number of Unit
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- E. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **Not Applicable**

COMPONENT 3, (6) DECONCENTRATION AND INCOME MIXING

- 1. 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.
YES
- 2. Do any of these covered developments have average incomes above or below 85% to 115% of Of the average incomes of all such developments? If no this section is complete.

If yes, list these developments as follows:

Development Name	Number of Units	Explanation	Policy
96-7 Southside Homes-below 85%	22	1 & 2 bedroom units with a large number of elderly and handicapped persons on a fixed income	Included
96-1 Bennett Homes-below 85 %		12 Same as above	Included
96-3 Jackson Homes-over 115 %	8	Two higher level incomes make a - large difference with only 8 units included	
96-13 Norman Homes-under 85%	10	Located in Norman Park, low income farming community on the decline. No jobs	Included
96-14- Jester Homes-over 115%	100	Average exceeds 115% by \$100 Policy will bring back into desired Average	Included

All nine other developments are within the desired range.

Amendment and Deviation Definitions

- A. A "substantial Deviation" from the 5-year plan is an overall change in the direction of the Authority pertaining to the Authority's goals and objectives. This includes changing the Authority's Goals and Objectives.
- B. A "significant amendment of modification" to the Annual plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:
 - ③ Changes to rent or admissions policies or organization of the waiting list.
 - ③ Additions of non-emergency work items exceeding \$25,000 (items not included in the current Annual Statement of the 5-year Action Plan) or change in use of the replacement reserve funds under the Capital Fund.
 - ③ Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

10.4 DECONCENTRATION POLICY

It is CAMILLA HOUSING AUTHORITY'S policy to provide for de-concentration 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 CAMILLA HOUSING AUTHORITY will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

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

10.5 DECONCENTRATION INCENTIVES

The CAMILLA HOUSING AUTHORITY may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

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

10.6 OFFER OF A UNIT

When the CAMILLA 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 de-concentration goal and/or the income targeting goal.

The CAMILLA HOUSING AUTHORITY will contact the family in writing via first class mail and notify them of a unit offer. The family will be given five (5) business days from the date the letter was mailed to contact the CAMILLA HOUSING AUTHORITY regarding the offer and make a decision to take or reject the unit.

The family will be offered the opportunity to view the unit. This offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the CAMILLA HOUSING AUTHORITY will document the offer and the rejection in the file.

10.7 REJECTION OF UNIT

If in making the offer to the family the CAMILLA HOUSING AUTHORITY skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration 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 CAMILLA HOUSING AUTHORITY did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects three units, 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 third unit was rejected.

