

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

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# PHA Plans

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:** Alma Housing Authority

**PHA Number:** GA 133

**PHA Fiscal Year Beginning:** 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: (state mission here)

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies: through Demolition and Renovation
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) Goal: 90
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units: 10 Units-Development 2
- Demolish or dispose of obsolete public housing: Reduce by 52 units  
Development 1
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below) Reduce Crime and Renovate Housing Stock so that all  
Developments are appealing

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

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income  
public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by  
assuring access for lower income families into higher income  
developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups  
(elderly, persons with disabilities)
  - Other: (list below)  
One Strike Evictions, Applicant Screening, Security Lighting, PHDEP  
Reimbursement of Law Enforcement

**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: inform tenants of employment opportunities
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

**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)]

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

1. **Executive Summary of the Annual PHA Plan**

{24 CFR Part 903.7 9 (r)}

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

To assist the State of Georgia in meeting its housing needs, the Alma Housing Authority has included the following initiatives and policy changes in this annual plan:

1. **Shortage of affordable housing for all eligible populations**  
**Maximize the number of affordable units available to the PHA within its current resources by:**
  - a. Employ effective maintenance and management policies to minimize the number of public housing units off-line
  2. Reduce turnover time for vacated public housing units
  3. Reduce time to renovate public housing units
  4. Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
  5. Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
  6. Upgrade housing stock through prudent use of CFP Funds
7. **Assisting families at or below 30% and 50% of median by:**  
Adopt rent policies to support and encourage work
8. **Assisting Families with Disabilities by:**  
Carry out the modifications needed in public housing based on the section 504 needs

Affirmatively market to local non-profit agencies that assist families with disabilities

9. **Assisting Races or ethnicities with disproportionate housing needs by:**  
Increasing awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively market to races/ethnicities shown to have disproportionate housing needs  
**Factors influencing the Housing Authority's selection of the strategies are:**

Funding constraints  
Staffing constraints  
Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the housing authority  
Results of consultation with local government  
Results of consultation with residents and the Resident Advisory Board

The Housing Authority has revised its Policies Governing Eligibility, Selection, and Admissions to comply with the Quality Housing and Work Responsibility Act of 1998 and to specifically accomplish the following goals:

Deconcentration of Poverty and Income-Mixing in Public Housing  
Intensified screening and resident selection criteria to reduce crime and to promote self-sufficiency among the public housing residents  
Promotion of choice in rental payment to encourage higher income residents

Asset management activities during FY 2003 of the Agency Plan are:

Capital improvements in developments  
Investment  
Disposition of Non-Performing Assets

10. **Impact the residents quality of life by**
- Establishing GED/Literacy classes
  - Addressing health and safety issues
  - Establish policies that promote economic self-sufficiency
  - Establish tutorial and summer programs for children

### **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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### 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 See Below
- FY 2002 Capital Fund Program Annual Statement See Attached Component 7
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Deconcentration of Poverty and Income-Mixing in Public Housing

AHA shall deconcentrate poverty in each of its housing developments by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects. AHA shall make every effort to maintain the following income mix for each development.

- 40 percent of families with incomes below 30 percent of median (“very poor families”) in a fiscal year.
- 60 percent of other admissions shall comply with eligibility limits under the current regulations (24CFR 982.201(b)) and law.

To accomplish this, AHA will take the following steps:

- Initial assessment and current occupancy
- Before the start of each fiscal year, AHA shall assess each development to determine the percentage of families whose income are at or below 30 percent of median (“very poor families”) of HUD’s latest published income limits. AHA will determine and compare the relative tenant incomes of each development and the incomes of the census tract in which the development is located.
- Developments where the percentage of families whose income are at or below 30 percent of median (“very poor families”) of HUD’s income limits exceeds 40%
- Should AHA find that the percentage of families whose income are at or below 30 percent of median (“very poor families”) of HUD’s income limits exceeds 40% in any one development, AHA shall offer the opportunity for relocation to a development where the percentage of families whose income are at or below 30 percent of median (“very poor families”) of HUD’s income limits may be less than 40%. The offer of relocation will be based on the following:
  - Availability of appropriate units in other developments where the percentage of units available for families whose income are below 30 percent of median (“very poor families”) of HUD’s 1999 income limits; and
  - Ability of the relocating family to meet all admission requirements.
- For each development, should more families wish to relocate than the number of units available for families whose income are at or below 30 percent of median (“very poor families”) in other developments, AHA shall conduct a lottery. The lottery will be publically held at a regulary scheduled board meeting. The name of each family wishing to relocate will be placed in the lottery box. A Board member will then draw the number of names from the box corresponding to the number of units available.
- As an incentive, AHA shall bear the cost of relocation. Relocation costs are limited to the actual cost of the move and utility deposits including telephone and cable TV, but only if the resident had a telephone and cable TV at the unit being vacated.
- Should the number of families necessary to achieve the 40% target choose not to relocate, AHA shall target the appropriate number of units and will apply the wait list skipping procedure defined below to occupy the units as units become available for occupancy.

Maintaining deconcentration- Maintaining the 40% target of families whose income are at or below 30 percent of median (“very poor families”) of HUD’s current income limits.

The 1998 Act allows a Housing Authority to offer incentives to eligible families that would help accomplish the deconcentration and income-mixing objectives. In addition, skipping of a family on a waiting list specifically to

reach another family with a lower or higher income is permissible, provided that such skipping is uniformly applied.

1. Therefore, when a development’s percentage of families meeting the 30 percent of median (“very poor families”) of HUD’s current income limits falls below 40% of the total units, AHA shall select the next eligible family from the wait list whose income is less than 30 percent of median (“very poor families”) of HUD’s current income limits and who meets all other admissions requirements. AHA shall continue selecting families in this manner until the 40% target is met.
2. Likewise, should a development’s percentage of families meeting the 30 percent of median (“very poor families”) of HUD’s current income limits exceed 40% of the total units, AHA shall select the next eligible family from the wait list whose income is more than 30 percent of median (“very poor families”) of HUD’s current income limits. AHA shall continue selecting families in this manner until the 60% target is met.

Optional Attachments:

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

**Organization Chart**

**Board of Commissioners**

Mark Barth, Chairperson  
James Henry Carter , Vice Chairperson  
Frank Smith  
Lillie Mae Mims  
Marilyn Smiley, Resident  
Dorothy Johnson

**Executive Director**

Randy Welty

**Office Staff**

Kristy Taylor, Office Supervisor  
Laura Holmes, Occupancy Coordinator  
Terry Miller, Clerk

**Resident Iniaitives  
Coordinator**

Floyd Thompkins  
-Stipend Students  
-Volunteers

**Maintenance Staff**

Abe Richardson,	Maintenance Mechanic
Glenn Smith,	Maintenance Mechanic
Chester Thomas	Maintenance Mechanic
Everett Haggard	Maintenance Mechanic
Tashara Folsom	Maintenance Mechanic Assistant

**Public Housing Drug Elimination Program Plan**

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

**Annual PHDEP Plan Table of Contents:**

- 1. General Information/History**
- 2. PHDEP Plan Goals/Budget**
- 3. Milestones**
- 4. Certifications**

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ 74,039.00**
- B. Eligibility type (Indicate with an “x”) N1 \_\_\_\_\_ N2 \_\_\_\_\_  
R \_\_\_\_\_**
- C. FFY in which funding is requested 2000**
- D. Executive Summary of Annual PHDEP Plan**

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

The first goal of our PHDEP program is to provide a safe environment to support social interaction and academic growth through crime reduction. The second goal is to promote academic excellence through after school tutorial programs, summer reading programs, and SAT preparation classes. Our third goal is to promote college as a viable option through College and Career nights, PREP Programs (college prep experience) and mentoring projects. We also offer GED as an alternative to the traditional High School experience.

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

<b>PHDEP Target Areas (Name of development(s) or site)</b>	<b>Total # of Units within the PHDEP Target Area(s)</b>	<b>Total Population to be Served within the PHDEP Target Area(s)</b>
All Developments	314	361

**F. Duration of Program**

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

6 Months \_\_\_\_\_ 12 Months \_\_\_\_\_ 18 Months \_\_\_\_\_ 24Months \_\_\_\_\_  
 Other \_30\_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Anticipated Completion Date</b>
FY 1995					
FY 1996	160,500.00	GA06DEP1330196	0.00		
FY 1997					
FY1998	96,600.00	GA06DEP1330198	0.00		
FY 1999	71,041.00	GA06DEP1330199	0.00		

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

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

The goal of our PHDEP initiative is to partner with organization whose existence is based upon providing services to an underprivileged or underserved population. When we partner with these organizations, we provide “need” and facilities for them to meet this need and thus justify their existence to their respective grantor. We use our PHDEP monies to leverage services for out total population so that when our PHDEP money is expended, we will have in place the infrastructure of facilities and service providers to carry on the PHDEP initiatives. All of our programs are monitored and evaluated by our RIC (Resident Initiatives Coordinator) so that we can offer a proven track record and gran management history to prospective grantors. The RIC tracks the number of people served and other relevant data that helps us monitor the outcome and impact of the program. The money used to reimburse law enforcement is designed to provide a safe environment in which social and academic change can take place. Judging by the most recent crime statistics, there is generally less crime in the Housing Authority than in the city and contiguous area.

**B. PHDEP Budget Summary**

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

<b>FY __2000__ PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	35,785.00
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	5,680.00
9170 - Drug Intervention	5,680.00
9180 - Drug Treatment	
9190 - Other Program Costs	26,894.00
<b>TOTAL PHDEP FUNDING</b>	<b>74,039.00</b>

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to

exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$ 35,785.00</b>	
<b>Goal(s)</b>		Crime Reduction					
<b>Objectives</b>		Less crime in Housing than in contiguous area and city					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicator
1.Increased Police Presence			8/01	1/03	34,800/year		Crime Statis 0-Murder 0-Rape 0-Robbery
2.							
3.							

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

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

<b>9140 - Voluntary Tenant Patrol</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.							
2.							
3.							

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

<b>9160 - Drug Prevention</b>						<b>Total PHDEP Funding: \$5680.00</b>	
Goal(s)							
Promote alternative to drugs and drug culture							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1. Tutorial	20	Youth 5-18	8/01	1/03	2680	10,000.00	33% rise in grades
2. PREP	9	7 <sup>th</sup> Grade	6/02		3,000.00		
3.							

<b>9170 - Drug Intervention</b>						<b>Total PHDEP Funding: \$5680.00</b>	
Goal(s)							
Promote alternative to drug culture							

Objectives	Increase employment potential						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.GED	15	Post H.S.	9/01	1/03	5680.00		2 Graduates
2.Bingo	42	Elderly	8/01	1/03		In-kind	
3.Senior Fellowship Dinners	68	Elderly	8/01	1/03		In-kind	

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.							
2.							
3.							

9190 - Other Program Costs						Total PHDEP Funds: \$ 26,894.00	
Goal(s)	Establish PHDEP intervention/opportunity center						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1. OP Center			8/01	1/03	10,895.00	650.00/month from partners	Provide services from multiple sites
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Act 1	17,400.00	Act 1	35,785.00
9120	0			
9130	0			
9140	0			
9150	0			
9160	Act 1, 2	7573.38	Act 1,2	5680.00
9170	Act 1, 2, 3	0	Act 1,2,3	5680.00
9180				
9190	Act 1	10,895.32	Act 1	26,894.00
<b>TOTAL</b>		<b>\$35,868.38</b>		<b>\$74,039.00</b>

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**Public Housing Drug Elimination Program Plan**

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

**Annual PHDEP Plan Table of Contents:**

- 1. General Information/History**
- 2. PHDEP Plan Goals/Budget**
- 3. Milestones**



Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	160,500.00	GA06DEP1330196	0.00		
FY 1997					
FY 1998	96,600.00	GA06DEP1330198	0.00		
FY 1999	71,041.00	GA06DEP1330199	0.00		

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

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

**The goal of our PHDEP initiative is to partner with organizations whose existence is based upon providing services to an underprivileged or underserved population. When we partner with these organizations, we provide “need” and facilities for them to meet this need and thus justify their existence to their respective grantor. We use our PHDEP monies to leverage services for our total population so that when our PHDEP money is expended, we will have in place the infrastructure of facilities and service providers to carry on the PHDEP initiatives. All of our programs are monitored and evaluated by our RIC (Resident Initiatives Coordinator) so that we can offer a proven track record and grant management history to prospective grantors. The RIC tracks the number of people served and other relevant data that helps us monitor the outcome and impact of the program. The money used to reimburse law enforcement is designed to provide a safe environment in which social and academic change can take place. Judging by the most recent crime statistics, there is generally less crime in the Alma Housing Authority than in the city and contiguous area.**

**B. PHDEP Budget Summary**

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

FY <u>  2000  </u> PHDEP Budget Summary
---

<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	35,785.00
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	3311.00
9160 - Drug Prevention	8180.00
9170 - Drug Intervention	5,680.00
9180 - Drug Treatment	
9190 - Other Program Costs	26,894.00
<b>TOTAL PHDEP FUNDING</b>	<b>79,850.00</b>

**D. PHDEP Plan Goals and Activities**

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

<b>9110 - Reimbursement of Law Enforcement</b>						<b>Total PHDEP Funding: \$ 35,785.00</b>		
Goal(s)	Crime Reduction							
Objectives	Less crime in Housing than in contiguous area and city							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicator	
1.Increased Police Presence			8/02	1/04	35,785.00year			
2.								
3.								

<b>9120 - Security Personnel</b>						<b>Total PHDEP Funding: \$</b>		
Goal(s)								
Objectives								
Proposed Activities	# of Persons	Target Population	Start Date	Expected Complete	PHDEP Funding	Other Funding	Performance Indicator	

	Served			Date		(Amount /Source)	
1.							
2.							
3.							

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

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

<b>9150 - Physical Improvements</b>						<b>Total PHDEP Funding: \$3311.00</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.Purchase Computer for Sub-Base			8/02	1/04	3311.00		
2.							

3.							
----	--	--	--	--	--	--	--

<b>9160 - Drug Prevention</b>						<b>Total PHDEP Funding: \$8180.00</b>	
Goal(s)		Promote alternative to drugs and drug culture					
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1							
2							
3.							

<b>9170 - Drug Intervention</b>						<b>Total PHDEP Funding: \$5680.00</b>	
Goal(s)		Promote alternative to drug culture					
Objectives		Increase employment potential					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.GED		Post H.S.	8/02	1/04			
2.Bingo		Elderly	8/02	1/04			
3.Senior Fellowship Dinners		Elderly	8/02	1/04			

<b>9180 - Drug Treatment</b>						<b>Total PHDEP Funding: \$</b>	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$ 26,894.00</b>		
Goal(s)	Establish PHDEP intervention/opportunity center						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicator
1. OP Center			9/02	1/04	26,894.00	650.00/month from partners	
2.							
3.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110		0.00	Act 1	35,785.00
9120				
9130				
9140				
9150		0.00	Act 1	0.00
9160		0.00		0.00
9170		0.00		0.00
9180				
9190		0.00		0.00
<b>TOTAL</b>		\$0.00		\$35,785.00

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**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**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
XX	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	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
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	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
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	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
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public	Annual Plan: Grievance

XX	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
XX	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
XX	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
XX	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
XX	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
N/A	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	340	1	1	3	3	2	3
Income >30% but <=50% of AMI	217	1	1	3	3	2	3
Income >50% but <80% of AMI	204	1	1	3	3	2	3
Elderly	199	1	1	3	3	2	3
Families with Disabilities	N/A						
Race/Ethnicity W	8.39%						
Race/Ethnicity B	17.9%						
Race/Ethnicity A	1.5%						
Race/Ethnicity	.5%						

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

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	9		
Extremely low income <=30% AMI	7		
Very low income (>30% but <=50% AMI)	1		
Low income (>50% but <80% AMI)	1		
Families with children	4		
Elderly families	---		
Families with Disabilities	---		
Race/ethnicity B	7		
Race/ethnicity W	1		
Race/ethnicity H	1		
Race/ethnicity A			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	6		
2 BR	2		
3 BR	1		
4 BR	--		
5 BR	--		

Housing Needs of Families on the Waiting List			
5+ BR	---		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

1. Unit Prep Strategy
  - a. Two Unit Prep crews to reduce unit turn around time
  - b. Prudent usage of CFP funds to remodel/upgrade housing stock
  - c. Relocation of over/under housed tenants to free up homes with correct bedroom size
  - d. Streamline criminal history process to reduce time it takes to qualify new tenants
2. Reason for Strategy
  - a. Because of deferred maintenance, we face the task of prepping units that have been vacant for some time. Our strategy must address the need for reduced unit turn around time.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

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

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work i.e. Income Disregard
- 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)  
Complete renovation of Development 4. Begin to address units in Development 5

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources CFP Fy2001</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	417,500.00	Est. From FY 02
b) Public Housing Capital Fund	1,101,978.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources CFP Fy2001</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	79,850.00	
g) Resident Opportunity and Self-Sufficiency Grants	-----	
h) Community Development Block Grant	-----	
i) HOME	-----	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	180,000.00	General Operating Expenses
<b>4. Other income (list below)</b>		
CD's	2500.00	General Operating Expenses
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	2,314, 665.00	

### **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: After completing application process
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
  - Rental history
  - Housekeeping
  - Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
  - Sub-jurisdictional lists
  - Site-based waiting lists
  - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
  - PHA development site management office
  - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
- N/A
1. How many site-based waiting lists will the PHA operate in the coming year?

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

**(3) Assignment**

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

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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 Date and Time

Former Federal preferences:

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

- Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(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?

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:

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:

**Admissions and Continued Occupancy Policy and Procedure:** The Housing Authority shall grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the responsible entity's written policies.

**Financial Hardship.** The financial hardships shall include the following: suspended the minimum rent requirement immediately, until the Housing Authority determines whether there is a qualifying financial hardship and whether the hardship is long-term.

**Determination of Temporary Financial Hardship.** If the Housing Authority determines that there is a qualifying hardship, but that it is temporary, the Housing Authority reinstates the minimum rent from the time of suspension. The Housing Authority will not evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The Housing Authority will offer the family a reasonable payment agreement for the amount of back rent owed.

If the Housing Authority determines there is no qualifying hardship exemption, the Housing Authority shall reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Housing Authority.

The Housing Authority recognizes that this requirement may impose severe hardships for some assisted families that have adjusted monthly incomes so low that their rental obligation is below the “minimum rent” charged. These families may be unable to pay the “minimum rent,” which in turn may expose them to eviction for nonpayment.

Therefore the Housing Authority shall take action to ensure that families with severe hardships are not evicted specifically as result of their inability to pay the new minimum rents.

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)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## **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:

**Organizational Chart**

**Board of Commissioners**

Mark Johnson, Chairperson  
 Mark Barth , Vice Chairperson  
 Frank Smith  
 Lillie Mae Mims  
 Marilyn Smiley, Resident

**Executive Director**

Randy Welty

**Office Staff**

Kristy Taylor, Office Supervisor  
 Laura Holmes, Occupancy Coordinator  
 Terry Miller, Clerk

**Resident Iniatives  
 Coordinator**

Floyd Thompkins  
 -Stipend Students  
 -Volunteers

**Maintenance Staff**

Abe Richardson,	Maintenance Mechanic
Glenn Smith,	Maintenance Mechanic
Chester Thomas	Maintenance Mechanic
Everett Haggard	Maintenance Mechanic
Tashara Folsom	Maintenance Mechanic Assistant

**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	306	30
Section 8 Vouchers	N/A	
Section 8 Certificates	N/A	

Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	306	30
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

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

**General Administration**

- Record Maintenance and Disposition
- Travel
- Reasonable Accommodation
- Security
- Safety
- Natural Disaster Response
- Vehicle Policy

**Personnel**

- Personnel
- Employee Performance and Evaluation
- Annual Salary Schedule

**Procurement/Contract Administration**

- Procurement
- Delegation of Procurement Authority
- Procurement Code of Ethics
- Documentation and Record Keeping

**Financial**

- Internal Controls and Financial Management Policy and Procedures

- Accounting Procedures
- Capitalization
- Investment and Cash Management
- Internal Transfer of Funds between PHA Programs
- Uncollectable Tenant Accounts Policy (Write-Off)
- Rent Collection
- Repayment Policy
- Insurance
- Petty Cash Fund
- Accounts Payable
- Inventory
- Disposition of Property
- Financial Documentation and Record Keeping

**Socio/Economic**

- Minority Business Enterprises Participation
- Non-discrimination Handicap and Disabled
- Section 3
- Record Keeping

**Resident**

- Resident Initiatives including PHMAP-required areas
- Resident Organization and Recognition
- Resident Participation in Management and Program

**Admissions and Occupancy**

- Fair Housing
- Marketing
- Privacy Policy
- Restrictions on Assistance to Non-Citizen
- One Strike-You're Out
- Eligibility for Admission
- Waiting List Management
- Opening and Closing Waiting List
- Determining if the waiting list may be closed
- Removal of Applicants from the Waiting List
- Processing Applications for Admission
- Deconcentration of Poverty and Income-Mixing in Public Housing
- Initial assessment and current occupancy
- Maintaining deconcentration
- Interviews and Verification Process
- Screening and Resident Selection Criteria
- Resident Selection and Assignment Policies
- Eligibility for Continued Occupancy, and Annual Recertification
- Previous Earned Income Disregard
- Procedures to be used in Determining Income/rent and Rent Calculation
- Income-Based Rents

- Flat Rents
- Minimum Rents
- Rent Decreases
- Rent Increases
- Security Deposit
- Changes in Family Composition
- Effective Date of Adjustments
- Failure to Report Accurate Information
- Procedure For Establishing Retroactive Charge
- Family Choice
- Family Self-Sufficiency
- Lease Termination/Eviction Procedures
  - Record Keeping Requirements
  - Procedure for Investigating Drug-related and/or Criminal Activity
  - Notice Requirements
- Grievance Procedure
- Housekeeping Inspections
- Resident-Paid Utilities
- Resident's Maintenance and Damages Charges
- Resident Police Officers
- Residents Employed by the Housing Authority
- Residents Use of the Unit for Legal Profit-making Activities
- Pet Policy
- Procedure for Disposition of Property Due to Death of Resident
- Dwelling Lease
- Record Keeping

**Maintenance**

- Preventive Maintenance
- Work Order Procedures
- Infestation Eradication Procedures
- Maintenance Safety
- Unit Turn Around
- Quality Assurance
- Energy Audit and Conservation
- Maintenance Record Keeping

(2) Section 8 Management: (list below)  
N/A

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) ga133a03-ga133e03

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here) See Attached Component 7

**Request to move all monies in CFP#GA06P13350101 to line item 1490 Replacement Reserve.**

**While still under TARC jurisdiction, our HUD appointed technical assistants recommended demolition of units in Development 1 as a means of vacancy reduction. This was despite the fact that our original PNA (Physical Needs Assesment) called for renovation of these units. Physical improvement of these units will require more funds than we have under the current formula allocation. Combining Fy01 grants with grants from subsequent years will enable us to fund a larger segment of work. The projected cost of a total renovation is approximately 2.5 million to make the units marketable. This will require all of our FY 01 through FY05 grants to complete.**

**The A&E expects to have the plans finished the summer of ‘03 with bid date in the fall of ’03. At the signing of the contract, our FY01, 02 and 03 grants will be obligated immediately. Our FY04 and 05CFP grants will also be obligated as soon as they are on line. With the moving of our FY01 CFP grant to 1490 Replacement Reserve, it will allow us to contract approximately 50-60% of the work in Phase 1 and save us mobilization and down time costs.**

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

### **Optional Table for 5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

### **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.)

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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.

<b>Conversion of Public Housing Activity Description</b>	
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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: 1b. Development (project) number:	
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

- 25 or fewer participants  
 26 - 50 participants

- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 24/07/01

**Cooperation Agreement for Economic Self-Sufficiency  
between the Public Housing Agency and the Welfare  
Agency.**

**Memorandum of Agreement (MOA)**

This Memorandum of Agreement, hereinafter referred to as “MOA,” is made and entered into between the Alma Housing Authority (Public Housing Agency), a government entity corporation hereinafter referred to as the “PHA, “ and Department of Family and Children Services (DFACS) (Local Welfare Agency), an organization hereinafter referred to as “Welfare Agency.” The parties hereto agree as follows:

Whereas, the Quality Housing and Work Responsibility Act of 1998 (hereinafter referred to as “PHRA,” the Public Housing Reform Act) envisions that the PHA and the Welfare Agency will target services to families who receive housing assistance, and will work together to help these families to become self-sufficient;

**Whereas**, the PHA and the Welfare Agency recognize the significant overlap in the population receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance;

**Whereas**, the PHA and the Welfare Agency recognize that these families have the potential to succeed and become economically self-sufficient where adequate supportive services are provided;

**Whereas**, the PHA and the Welfare Agency recognize that coordinated administrative practices support participant self-sufficiency and it is in the best interest of all parties concerned to coordinate efforts aimed at jointly assisting these families in becoming economically self-sufficient so that efforts are not duplicated and so that the strengths of both the PHA and the Welfare Agency can be used to benefit all families; and

**Whereas**, the PHA and the Welfare Agency recognize the need for a streamlined process to collect, verify and provide information as necessary to either party in a timely manner to ensure efficient delivery of service, and to detect and deter participant fraud and program noncompliance;

Therefore be it resolved that the parties agree to the following:

**PURPOSE OF MEMORANDUM OF AGREEMENT (MOA):**

The purpose of this MOA is to carry out, on a local level, Sec. 512(d)(7) of the Public Housing Reform Act of 1998 (PHRA) (implemented at 24 CFR 5.613). That section states, in relevant part, the following:

*“A public housing agency.... shall make its best efforts to enter into such cooperation agreements, with State, local, and other agencies providing...welfare or public assistance...,as may be necessary, to provide... information to facilitate administration (of their program requirements) and other information regarding rents, income, and assistance that may assist a public housing agency or welfare or public assistance agency in carrying out its functions”*

*“ A public housing agency shall seek to include in a cooperation agreement...requirements and provisions designed to target assistance under welfare and public assistance programs to families residing in public housing projects and families receiving tenant-based assistance under section 8, which may include providing for economic self-sufficiency services within such housing, providing for services deigned to meet the unique employment-related needs of residents of such housing and recipients of such assistance, providing for placement of workfare positions on-site in such housing, and such other elements as may be appropriate.”*

This MOA carries out this provision by identifying common goals and purposes of both the PHA and the Welfare Agency that support the economic self-sufficiency efforts of low-income families receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance. The PHA and the Welfare Agency agree to the following goals:

1. *Targeting services and resources to families to assist them in achieving economic self-sufficiency;*

2. *Coordinating and streamlining the administrative functions to ensure the efficient delivery of services to families; and*
3. *Reducing and discouraging fraud and noncompliance with welfare and housing program requirements.*

#### **A. TARGETING SERVICES AND RESOURCES**

Sec. 512(d)(7)(B) of the Public Housing Reform Act (PHRA) and 24 CFR 5.613 states that housing authorities and local welfare agencies should enter into cooperative agreements which included provisions designed to target assistance and services to families receiving federal housing assistance. The PHA and the Welfare Agency agree to carry out this provision through targeting services and resources to programs that support the economic self-sufficiency of low-income families receiving welfare assistance and living in public housing or receiving Section 8 tenant based assistance.

(This section may include but is not limited to: pre and post employment and training activities, job search activities, job development, case management, mentoring, counseling, childcare, transportation, etc. Commitments should include specific information regarding the type of resource or activity, eligible group, length of time, size of program, contract person and any other pertinent information.

Pursuant to this commitment made by the Welfare Agency and the PHA, the following commitment and responsibility will be provided by the PHA:

**The PHA will send out timely notification to all public housing residents of all joint services provided by the PHA and the Welfare Agency to ensure that an adequate number of families are being served.**

#### **B. COORDINATING DELIVERY OF ASSISTANCE AND SERVICES**

**The Welfare Agency and the PHA will coordinate and streamline the delivery of services to joint recipients of assistance. This will include coordination of resources and program activities, identification of eligible participants and coordination of verification of information to determine program eligibility.**

(This section may include but is not limited to joint application and intake process; collocation of resources and staff; joint program resource and referral systems; or, streamlined resource and referral systems. Commitments should be specific regarding the actions to be taken by each Agency.)

Pursuant to the commitment made by the Welfare Agency and the PHA, the following commitments and responsibilities will be provided by both the Welfare Agency and the PHA:

1. The PHA and the Welfare Agency will implement a joint process of referrals for families receiving welfare or living in public housing or receiving Section 8 tenant-based assistance to facilitate admission to welfare or PHA programs.

2. The PHA and the Welfare Agency will meet twice a month or in a collaborative meeting as needed to identify areas of coordination to avoid duplication of service delivery and ways to combine or maximize scarce resources. (This may include sharing a staff member jointly paid by the PHA and the Welfare Agency.)

C. PROVIDING INFORMATION TO REWARD WORK AND PROMOTE COMPLIANCE WITH WELFARE AND HOUSING PROGRAM REQUIREMENTS

The Public Housing Reform Act requires the PHA to obtain and verify information regarding families living in public housing or receiving Section 8 tenant-based assistance from Welfare Agencies for various specific purposes described below. To carry out these purposes, the PHA and the Welfare Agency have (or will) worked together to streamline and develop joint mechanisms to verify participant income and other information used to determine program eligibility and program compliance. The PHA and the Welfare Agency have (or will) developed and defined joint processes to address participant noncompliance, sanctioning of benefits, and any participation appeals processes. {Where the PHA and the Welfare Agency have developed the joint processes to be used, details of these processes should be included as an Attachment to this agreement. }

(This section may include but is not limited to streamlined collection and sharing of information to determine eligibility; streamlined verification methods; joint information to participants regarding program rules and regulations regarding fraud and program compliance; and, joint appeals process.)

The following commitments and responsibilities will be provided by both the Welfare Agency and the PHA:

3. Target Supportive Services. The Welfare Agency and the PHA will implement a jointly developed process for verification by each party, and the sharing of information, for all families jointly served by the Welfare Agency and the PHA in order to determine if a family in public housing or receiving Section 8 assistance is receiving welfare benefits/assistance. This will be done so that supportive services can be targeted as provided by this agreement.
4. Provide Welfare to Work Incentives. The Welfare Agency and the PHA will implement a jointly developed process for verification by each party, and the sharing of information, for all families jointly served by the Welfare Agency and the PHA in order to determine if a family in public housing is eligible for a “disallowance of earned income from rent determination” because of an increase in income due to employment during the 12-month period beginning on the date on which the employment began and a phase-in of fifty percent of the total rent increase for the next 12-month period. [ Pursuant to PHRA, Sec. 508 (d)]  
The eligible family must:
  - a. Reside in public housing

- b. Have experienced an increase in income as a result of employment of a member of the family who was previously unemployed for one or more years; OR
  - c. Have experienced and increase in income during participation of a family member in any family self-sufficiency or other job training program; OR
  - d. Have or has, within six months, been assisted under any State program for temporary assistance for needy families under part A of title IV of the Social Security Act and whose earned income increases.
  
- 5. Encourage Welfare Compliance. The Welfare Agency and the PHA will implement a jointly developed processes for verification by each party, and the sharing of information, for all families jointly served by the Welfare Agency and the PHA in order to determine if a family in public housing or receiving Section 8 assistance that has a decrease in income may have their rent decreased. The Welfare Agency will ensure that the PHA has information whether the family's welfare benefits/assistance has been reduced or terminated and if this reduction or termination was due to fraud or noncompliance with an economic self-sufficiency program or work activity requirement as defined in Sec. 512(d)(2)(A) and (3)-not including any reduction or termination of benefits at expiration of a lifetime or other time limit on the payment of welfare benefits.
  
- 6. Determining Exemptions from Public Housing Community Service Requirements. The Welfare Agency and the PHA will implement a jointly developed process for verification by each party, and the sharing if information, for all families jointly served by the Welfare Agency and the PHA in order to determine if adult members of a family in public housing are exempt from Community Service because they are:
  - a. Engaged in a work activity (as such term is defined in section 407(d) of the Social Security Act [42 U.S.C. 607(d)], as in effect on and after July 1, 1997;
  - b. Engaged in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601, et seq.) or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to work program; or,
  - c. Receiving assistance under a State program funded under part A of title IV of the Social Security act (42 U.S.C. 601 et. seq.) or under any other welfare program, and has not been found by the State or other administering entity to be in noncompliance with such program.
  
- 7. The Welfare Agency and the PHA will implement a jointly developed process for timely verification, including a written verification form, to ensure that the Welfare Agency and the PHA can release relevant information to either party regarding all areas stated above. This process will include joint definition of terms used in verification and will take into account all applicable privacy considerations.

Whereas, both parties herein fully understand and agree to the roles and responsibilities outlined in this agreement.

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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Summer Feeding Program</i>	275	<i>Spec. Crit</i>	<i>Dev. Office</i>	<i>PHA</i>
After School Tutoring	23	Spec. Crit	Dev. Office	PHA
G.E.D.	15	Spec. Crit	O TEC	PHA
Parenting Program	12	Spec. Crit	Dev. Office	PHA
Budeting Seminar	4	Spec. Crit	Dev. Office	PHA
Boys Mentoring Program	42	Spec.Crit	Dev. Office	PHA
Family Education	39		Family Con/School	PHA
College Prep Program	8	Spec. Crit	Waycross College	PHA
Intervention Center	60	Spec. Crit	Satilla Mental Health	PHA
Team Mentor (Tutors)	7	Spec. Crit	Dev. Office	PHA

Will be expanding afterschool program

Will be expanding parenting program

Will be establishing a teen center to support family value development

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

If no, list steps the PHA will take below:

We continue to offer GED classes. Daycare will be available by Fall 2002.

**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**

**Community Service Implementation**

1. The Board of Commissioners adopted Resolution 01-05 on March 27, 2001 creating the position of Resident Initiatives Coordinator. Part of the job description includes implementing and monitoring the Community Service Program.
2. Establishing Criteria. The Alma Housing Authority used the "Community Service and Economic Self-Sufficiency Requirement" from our ACOP to establish criteria for eligible residents.
3. Eligible residents were determined by matching against the criteria which is:
  - a. Between the ages of 18 and 62
  - b. Not receiving SSI
  - c. Not the primary caregiver of child under 3 years of age
  - d. Is not employed or participating in a self-sufficiency program.
4. Eligible residents were determined, contacted via direct mail and given the following options for compliance:
  - a. Locate their own volunteer experience to be approved by the RIC. We would then establish tracking and accountability measurements.
  - b. Participate in our "Three Steps to Self-Sufficiency" program which was created to satisfy the Community Service requirement and more residents to self-sufficiency i.e. employment.
  - c. A "Community Service Program Contestation of Qualifications" Notification was sent to eligible residents. In it they were allowed to

contest their eligibility, which was established according to HUD Guidelines.

- d. Those who were deemed eligible were invited to an orientation meeting. Community Service was defined and requirements outlined. After one month of implementation we have the following results for FY 2001:

Total number non-exempt	39
Total changing status	6 (15%)
Total finding jobs	
Through RIC efforts	5 (15%)
Total excluded for other	
Purposes (REHAB Program)	1
Total response second meeting	7 (21%)
5-2-2001	
Total response third meeting	9 (27%)
5-9-2001	

5. Hours are being tracked weekly for all eligible tenants regardless of compliance. Those who have not responded have been contacted a second time via mail. Those in total non-compliance will be contacted via certified mail and in person.
6. Quarterly Tracking System. Each quarter eligible residents receive notification of recorded hours. The resident may contest the hours if there is an error. In case of noncompliance the resident is informed at the time of recertification. As a remedy, the tenant may enter into an agreement whereby they must become compliant within a 1- year period. However, the case will be reviewed and lease renewed one quarter at a time. If the tenant is not in compliance for at least 24 hours the first quarter of the remedy period, the lease will not be renewed. Continued noncompliance will result in non-renewal of lease for entire household, unless the noncompliance family member is no longer a part of the household.
7. A Lease Addendum must be signed for all new applicants and recertifications. This addendum will be kept in applicants file until a new lease is written. We will also include in tenant files an eligibility form that describes why a tenant is ineligible.
8. We are currently tracking 33 people weekly using the following designations:
  9. EXJ- Exempt Job
  10. EXJH- Exempt Job Found through PHA
  11. NS No Show
  12. X Fulfilled obligation
  13. DL Taken off Lease
  14. RE Exempt REHAB Program
  15. EXC Exempt College

Lease Addendum  
Community Services and Economic Self-Sufficiency Requirement

The 1998 Act adds a new requirement for non-exempt residents of public housing. Each non-exempt adult (eighteen years of age or older) resident must contribute eight (8) hours for each month of community service or participate in a self-sufficiency program for 8 hours in each month. Community service is service for which the individual volunteers. Self-Sufficiency Participation in self-sufficiency activities can satisfy part or all of a resident's requirement to perform community service. A non-exempt adult public housing resident may participate in an economic self-sufficiency program for 8 hours in each month. The 1998 Act defines economic self-sufficiency program to include activities that are designed to encourage, assist, train, or facilitate economic independence.

16. Exemptions to the requirement for community services and economic self-sufficiency.

These include adults who are 62 years of age or older, persons with disabilities, persons engaged in work activities (as defined by section 407(d) of the Social Security Act), and persons participating in a welfare to work program, or receiving assistance from and in compliance with a State program funded under part A, title IV of Social Security Act. ( For purposes of the community service requirement, an adult is a person 18 years or older.)

Persons eligible for a disability deduction are not necessarily automatically exempt from the community service, economic self-sufficiency requirement. The 1998 Act defines "disability" very narrowly for the purpose of the community service requirement. Further, the Act states that a person is exempt only to the extent the disability makes the person "unable to comply" with the community service requirement. The AHA shall ensure that the community service and self-sufficiency programs are accessible to person with disabilities.

Families who pay flat rent, live in public housing units within market rate developments, or families who are over income when they initially occupy a public housing unit are not automatically exempt.

17. Determining and documenting residents' exemptions.

The AHA shall verify an adult's exemption status upon admissions and annually. An individual exempt by being over 62 years in age would not need verification. The AHA shall document all exemptions for the resident's file. The AHA shall follow the same standards of documentation for exemptions as it does for other verification.

18. Changing exemption status.

A resident is permitted to change exemption status during the year if his/her situation changes. Unemployed residents, for example shall be able to request a

determination of exemption if they find work or start a training program. Person eligible for a disability deduction are not necessarily automatically exempt from the community service, economic self-sufficiency requirement.

19. Community Services Lease Requirements.

Under the 1998 Act, public housing leases must have 12 month terms. The lease must be automatically renewable except for noncompliance with the community service requirements. The public housing lease also must provide for termination and eviction for noncompliance with the community service requirements. The AHA shall implement this provision for each family at the family's next regularly scheduled annual reexamination on or after October 1, 1999, and for families admitted after October 1, 1999. The PHA may not renew or extend the lease if a household contains a nonexempt adult who has failed to comply with the community service requirement.

20. Noncompliance

The AHA shall determine, on an annual basis, if non-exempt residents are in compliance. The AHA shall permit noncompliant families to remedy the noncompliance by requiring the noncompliance by requiring the noncompliant adult and the head of household to sign an agreement to make up the hours needed within the next 12-month period. Continued noncompliance will result in eviction of the entire family, unless the noncompliant family member is no longer a part of the household.

21. Remedy

In case of noncompliance, at lease signing date the resident will be informed of noncompliance and offered a one year period to become compliant with the community service requirement. However, the lease will only be renewed for 3 months (one quarter) at a time. If the household is not in compliance for a least 24 hours during the quarter, the lease will not be renewed for a second quarter. If the household is in compliance, the lease will be renewed for an additional 3 months. This review process will be repeated for one year.

_____	Seal	Tenant
Executive Director	Seal	Tenant
_____	Seal	Tenant
_____	Seal	Tenant

### **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)

22. Which developments are most affected?

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#### **B. Cime 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)

**All Developments**

**C. Coordination between PHA and the police**

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

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

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

**All Developments**

**D. Additional information as required by PHDEP/PHDEP Plan**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_)  
SEE: Public Housing Drug Elimination Program Plan

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]  
Pet Policy

1. Applicability- The following policies are established to govern the keeping of pets by Housing Authority residents in and on properties owned and operated by AHA. These requirements will be incorporated in the Pet Permit and will be an addendum to the Residential Dwelling Lease; violation of these regulations shall constitute a violation of said Lease.
2. Introduction- Both elderly and non-elderly families are permitted to keep common household pets in their dwelling units in accordance with the terms and conditions of their leases, applicable Georgia laws or regulations governing the owning or keeping of common household pets in dwelling accommodations and AHA policies, rules, and procedures governing the owning and keeping of such pets in dwelling accommodations.

No one shall be denied admission to or continued occupancy to housing by reason of the person's ownership of a common household pet or the presence of such in that person's dwelling unit except in instances of refusal or failure to comply with State and local laws and rules and AHA policies, rules and procedures regarding the keeping of such pets.

Rules governing the owning and keeping of such are established for the purpose of providing a decent, safe and sanitary living environment for existing and prospective tenants, protecting the health and safety of AHA employees and the public, protecting and preserving the physical condition of the tenant units and general premises of properties, and protecting the authority's financial interest in its properties.

3. Common household pet means a domesticated animal, limited to a cat, dog bird, small fish or turtle, that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles, rodents, ferrets, piranhas, chickens, pigs, or ducks. If this definition conflicts with any Georgia law or regulations restricting the owning or keeping of pets in dwelling accommodations, the Georgia law or regulations shall apply. This definition shall not include service animals that are used to assist the disabled.

Temporary visiting pet is a common household pet not owned by a tenant that is on AHA Property.

4. Rules

- a. Registration

- i. Pets must be registered with AHA management office prior to the pet being brought onto the premises. An application to register the pet must be completed and approved in writing by AHA.

- ii. The registration must be updated annually at the time of the annual re-examination of tenant income.
- iii. The registration will include, but not limited to:
  - 1. Documentation that the pet has had required inoculations.
  - 2. Documentation that dogs and cats over six months old have been spayed and neutered. If the animal is too young for these medical procedures, the resident must agree to have the pet sprayed or neutered within two weeks after the pet attains the prescribed age.
  - 3. The name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated or is otherwise unable to care for the pet.

b. Security Deposit

- i. Tenants who own or keep a cat or dog in their units must pay a \$150.00 refundable security deposit, known as a pet deposit. This deposit is in addition to any other security deposit required of the tenants.
- ii. The pet deposit must be paid prior to the pet being brought onto the premises.
- iii. The pet deposit may be used by AHA, after the tenant has vacated the unit or no longer owns or keeps a pet in the dwelling unit, to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacements to the fumigation of the tenant's dwelling unit.
- iv. The pet deposit may also be used by AHA to provide the cost of an animal care facility in circumstances where AHA has had to remove the pet to such.
- v. The unused portion of the pet deposit will be refunded to the tenant within thirty (30) days after the tenant vacates the unit or no longer owns or keeps a pet in the dwelling unit.

c. Maintenance Fee

- i. In addition to the security deposit, the resident will be required to pay a maintenance fee of \$5.00 per occurrence for failure to maintain in accordance with the provisions stated in this Pet Policy. The purpose of this fee is to reimburse AHA for the additional maintenance of the unit and grounds, which are attributed to the pet. (e.g., removal of animal waste, fleas, and other pest control, repair of damages caused by digging, etc.)

5. Basic Guidelines

- a. Only the following types and number of pets will be allowed:

DOGS

Maximum number: one  
Maximum size: 15 pounds  
Sprayed or neutered  
Distemper and rabies shots (as required by the Health Department)  
Treated for fleas (regularly)  
Licensed and tagged

Cats

Maximum number: one  
Maximum size: 10 pounds  
Sprayed or neutered  
Distemper and rabies shots (as required by the Health Department)  
Treated for fleas (regularly)

Small Caged Animals

Maximum number: one

Fish and Turtles

Maximum aquarium size: 20 gallons

- b. Only one pet will be permitted per dwelling unit; in the instance of fish and turtles only one aquarium will be permitted per dwelling unit.
- c. The pet must be kept inside the resident's home. Dogs must be leashed and appropriately and effectively restrained at all times when outside the unit. Under no circumstances is the pet to roam free in the building or on project grounds.
- d. Pets are not permitted in the community rooms, laundry rooms, and office areas of the buildings.
- e. On project grounds pets may be exercised in designated areas only. Pet owners are responsible for removing and disposing of all removable pet waste.
- f. The tenant owning or keeping the pet is responsible for the control of noise by the pet. Barking, whining, etc. by the pet that disturbs the peace and quiet of the neighbors will not be tolerated.
- g. The tenant owning or keeping the pet is responsible for any damages to the unit or AHA property attributable to the pet.

6. Standards of Pet Care

The tenant owning or keeping pet is responsible for:

- a. Providing adequate care, nutrition, exercise and medical care for the pet. Pets that appear to be poorly cared for will be reported to appropriate authorities.
- b. Ensuring that the pet does not disturb the peace and quiet of the neighbors through noise and that the project environment is not adversely affected through odor, damage, or destruction caused by the pet.
- c. Keeping the pet under control at all times so that the pet does not physically annoy or frighten other residents, guests in the development or AHA staff.
- d. Making arrangements for care of the pet during any absence of more than twelve (12) hours.
- e. Exercising common sense and common courtesy with respect to other tenants who may have sensitivities, allergies to, be easily frightened of, or dislike pets.
- f. Disposing of pet waste, litter, etc. pursuant to any instructions issued and posted by the AHA'S maintenance section.

#### 7. Protection of the Pet

- a. If the health or safety of the pet is threatened by the death or incapacity of the tenant owning or keeping the pet or by other factors that render the tenant unable to care for the pet, AHA may contact the responsible party or parties listed in the pet registration. If the responsible party or parties are unwilling or unable to care for the pet, or the Authority despite reasonable efforts has been unable to contact the responsible party or parties, the Authority may contact the appropriate local authority (or designated agent of such an authority) and request the removal of the pet. Any cost shall be borne by the tenant.

#### 8. Inspections

- a. If AHA has reasonable grounds to believe or has received a signed, written complaint alleging that the conduct or condition of a pet constitutes a nuisance or threat to the health and safety of the occupants of the development, the AHA may, after reasonable notice and during reasonable hours, enter and inspect the premises.

#### 9. Violation of the Pet Policy

- a. Violation of these rules regarding the keeping of a pet may be grounds for removal of the pet or termination of the tenancy.

## **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.

See Attached Certifications

## **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:
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:

**Resident Council Members**

Development 8 Wilfred B. Smith Terrace

Barbara Amerson  
106 Mullis Drive  
Alma, GA 31510 (912)632-4966

Ronald Kennedy  
421 16<sup>th</sup> Street  
Alma, GA 31510 (912)632-1432

Development 6 Sun City Terrace

Lagenia Stewart  
611 Stewart Drive  
Alma, GA 31510 (912) 632-0288

Development 5 Sun City Courts

Martha Warren  
202 S Worth  
Alma, GA 31510 (912)632-7359

Alternate: Minnie Nell Anderson  
206 S Worth  
Alma, GA 31510 (912) 632-1319

Development 7 Albert Pitts Homes

Lucy Fedricks  
527 E 12<sup>th</sup> Street  
Alma, GA 31510 (912)632-6193

Alternate: Estelle Green Riley  
542 E. 14<sup>th</sup> Street  
Alma, GA 31510 (912) 632-6745

On 9/25/02 the Alma Housing Authority conducted a Public Hearing to hear any final comments before submitting its FY2003 Agency Plan. During the hearing Ronald Kennedy, who is a wheelchair bound resident of the Alma Housing Authority, commented that there is a lack of access to most of our units. I explained that this is something that was sited in our recent 100% UPCS inspection conducted by U.S. Inspection Group. I also commented that our newest units were built in 1982 and our oldest units date back to 1960. Most of these units were built before accessibility was a consideration but that it was being addresses in each of our major renovations.

#### Resident Council Comments

“...there was a lot I didn’t know. It opened my eyes about some things. I’m willing to work to better my community.”

Lagenia Stewart  
611 Stewart Drive  
Alma, GA 31510

“I thing that it will be all right.”

Martha Warren  
202 South Worth  
Alma, GA 31510

“It is wonderful as far as I am concerned. I ain’t got nothing against it.”

Minnie Anderson  
206 South Worth  
Alma, GA 31510

“The renovations are fine. You are making progress little by little.”

Lucy Fedrick  
527 12<sup>th</sup> Street  
Alma, GA 31510

“As a resident of the Alma Housing Authority of the City of Alma, I feel that it is a special task to help all tenants living in government housing projects. And anyone involved should show their support. Please put the plan to work. We need help in many areas.

Ronald Kennedy  
421 E. 16<sup>th</sup> Street  
Alma, GA 31510

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

- 1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: State of Georgia

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

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

Other: (list below)

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

### **D. Other Information Required by HUD**

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

#### **RASS Follow-Up Plan**

##### **Communication**

Our primary means of communication with residents is through the monthly newsletter. We can include a section that deals with maintenance and notification of pending maintenance activities.

Since receiving our RASS scores, our office staff has attended a seminar on “Customer Service” that emphasized skills acquisition.

We have recently moved from a Resident Advisory Board to a Resident Council. Although there is good management support for the Board including a designated staff member to deal with the Resident Council, we have had very little response from residents.

## Safety

The Alma Police Department sub-base should be fully functional with the purchase and installation of a new computer system. The completion of this unit will place the police in what is considered the highest crime area. Although the crime in this area generally comes from the community adjacent to Alma Housing Authority property, it is generally deemed the responsibility of the AHA.

The Alma Housing Authority is also considering the implementation of a “Quiet Hour Policy.” This policy would require all residents to be in their residence between the hours of 10PM and 6AM. All visitors must vacate the premises during these hours. The exception to this is emergency situations or people leaving for or returning from work. It would also prohibit residents or visitors from disturbing other residents with loud music, television, parties or conduct.

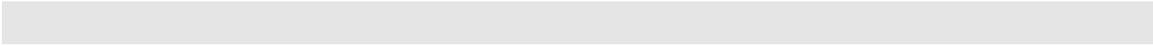
Preliminary conversations with Alma Police Department officials indicate that this policy would enhance greatly their ability to police AHA properties.

## Neighborhood Appearance

Resident dissatisfaction with Neighborhood Appearance included the following areas: Parking areas, playgrounds, broken glass, noise, insects, trash/litter and vacant units. To address parking areas, playgrounds, broken glass, and trash/litter the AHA will have to augment the work already being done by our lawn maintenance contractor. Our maintenance employees will be instructed to pick up trash in the areas where they are prepping units. They will also be instructed to ticket residents who are responsible for trash, debris or abandoned items. The City of Alma has recently hired a new Code Enforcement Officer who is responsible for enforcing city litter codes. We currently meet once a month to sweep all Developments for abandoned vehicles and items disposed of improperly.

The noise issue will be dealt with through the enforcement of the “Quiet Hour Policy” currently under considerations (see response to “Safety”).

Vacant unit reduction is a priority for the AHA and has been addressed in the FY2003 Agency Plan under “ HUD strategic Goals.”



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>						
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>						
PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350100 Replacement Housing Factor Grant No:			Federal FY of Grant: Fy2000	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	62,621.90	62,622.00	62,622.00	0.00	
3	1408 Management Improvements	4,000.00	4,000.00	4,000.00	0.00	
4	1410 Administration	7,000.00	7,000.00	7,000.00	0.00	
5	1411 Audit	0.00	1920.00	0.00	0.00	
6	1415 Liquidated Damages					
7	1430 Fees and Costs	51,200.00	51,200.00	43,031.00	26,252.12	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	501,397.10	489,842.00	252,966.00	211,140.88	
11	1465.1 Dwelling Equipment— Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					

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

PHA Name: Alma Housing Authority	Grant Type and Number Capital Fund Program Grant No: GA06P13350100 Replacement Housing Factor Grant No:	Federal FY of Grant: Fy2000
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 6/30/02    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	0.00	9635.00	0.00	0.00
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	626,219.00	626,219.00	369,619.00	237,393.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350100 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2000		
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	
GA133- Wide	Operations Reimburse General Fund	1406		62,621.90	62,622.00	62,622.00		
GA133-Wide	Management Improvements - Staff Training LBP CGP/CFP PHM PHAS REAC	1408		4,000.00	4,000.00	4,000.00		
GA133-Wide	Administration 10% ED Salary (4,000.00) 5% MS Salary (1500.00) 5% OS Salary (1500.00)	1410		7,000.00	7,000.00	7,000.00		

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350100 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2000		
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	
GA133-3 & 4	A&E Fees Abatement 133-3 A&E Fees/ Air Monitor	1430		51,200.00	51,200.00	43031.00	26,252.12	
GA133-4	Continue Renovation of Sun City Courts	1460		489,799.82	478,244.72	199,543.60		In Process
GA133-3	H/C Ramps (Reasonable Accomodations)	1460		7997.28	7997.28	7997.28	7997.28	Complete
GA133-7	Vinyl Repair (REAC ) Inspection	1460		3600.00	3600.00	3600.00	3600.00	Complete
Ga133-3	LBP Abatement	1460						At A&E
	Total for 1460			501,397.10	489,842.00			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
PHA Name: Alma Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P13350100 Replacement Housing Factor Grant No:			Federal FY of Grant: FY2000		
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	

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>								
PHA Name: Alma Housing Authority			<b>Grant Type and Number</b> Capital Fund Program No: GA06P13350100 Replacement Housing Factor No:			Federal FY of Grant: FY2000		
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	3/30/02	9/30/02		3/30/03	9/30/04			





**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350101 Replacement Housing Factor Grant No:			Federal FY of Grant: Fy2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	56,914.00	0	0.00	0.00
3	1408 Management Improvements	4,000.00	0	0.00	0.00
4	1410 Administration	7,000.00	0	0.00	0.00
5	1411 Audit	0.00	0	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	57,597.00	0		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	443,630.00	0	0.00	0.00
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				

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

PHA Name: Alma Housing Authority	Grant Type and Number Capital Fund Program Grant No: GA06P13350101 Replacement Housing Factor Grant No:	Federal FY of Grant: Fy2001
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 6/30/02    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
15	1490 Replacement Reserve		569,141.00		
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	569,141.00	569,141.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2001		
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	
GA133- Wide	Operations Reimburse General Fund	1406		56,914.00	0	0	0	
					0			
GA133-Wide	Management Improvements - Staff Training	1408		4,000.00	0	0	0	
GA133-Wide	Administration 10% ED Salary 5% OS Salary	1410		7,000.00	0	0	0	
GA133-Wide	Audit	1411		0.00	0	0	0	
GA133-1	A&E Fees / Air Monitor	1430		57,597.00	0	0	0	

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2001		
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	
GA133-1	Continuation of Renovation to Development 1 LBP Abatement Total Interior Renovation -Porches -Kitchens -Baths -HVAC -Doors/Windows -Floors -Site Improvement -Insulation -Upgrade Electrical	1460		443,630.00	0	0	0	At A & E

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2001		
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	

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

PHA Name: Alma Housing Authority	Grant Type and Number Capital Fund Program No: GA06P13350101 Replacement Housing Factor No:	Federal FY of Grant: FY2001
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**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350102 Replacement Housing Factor Grant No:			Federal FY of Grant: Fy2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	53,283.70	53,283.00	0.00	0.00
3	1408 Management Improvements	4,000.00	4,000.00	0.00	0.00
4	1410 Administration	7,550.00	7,550.00	0.00	0.00
5	1411 Audit	0.00	2500.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000.00	50,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	418,003.30	415,504.00	0.00	0.00
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				

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

PHA Name: Alma Housing Authority	Grant Type and Number Capital Fund Program Grant No: GA06P13350102 Replacement Housing Factor Grant No:	Federal FY of Grant: Fy2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 3)  
 Performance and Evaluation Report for Period Ending: 6/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	532,837.00	532,837.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	50,000.00			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2002		
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	
GA133- Wide	Operations Reimburse General Fund	1406		53,283.00	53,283.00	0	0	
GA133-Wide	Management Improvements - Staff Training	1408		4,000.00	4,000.00	0	0	
GA133-Wide	Administration 10% ED Salary 5% MS Salary 5% OS Salary	1410		7,550.00	7,550.00	0	0	
GA133-Wide	Audit	1411		0.00	2500.00	0	0	
GA133-1	A&E Fees / Air Monitor	1430		50,000.00	50,000.00	0	0	

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350102 Replacement Housing Factor Grant No:			Federal FY of Grant: FY2002			
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	
GA133-1	Continuation of Renovation to Development 1 LBP Abatement Total Interior Renovation -Porches -Kitchens -Baths -HVAC -Doors/Windows -Floors -Site Improvement -Insulation -Upgrade Electrical	1460		418,003.30	415,504.00	0	0	At A&E

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2002		
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	

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

PHA Name: Alma Housing Authority	Grant Type and Number Capital Fund Program No: GA06P13350102 Replacement Housing Factor No:	Federal FY of Grant: FY2002
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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	5/30/04			5/30/06			
GA133-01	5/30/04			5/3/06			



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350103 Replacement Housing Factor Grant No:			Federal FY of Grant: Fy2003
<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	53,283.00	0.00	0.00	0.00
3	1408 Management Improvements	4,000.00	0.00	0.00	0.00
4	1410 Administration	7,550.00	0.00	0.00	0.00
5	1411 Audit	2500.00	0.00	0.00	0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000.00	0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	415,504.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment— Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				

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

PHA Name: Alma Housing Authority	Grant Type and Number Capital Fund Program Grant No: GA06P13350103 Replacement Housing Factor Grant No:	Federal FY of Grant: Fy2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	532,837.00	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	50,000.00			
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350103 Replacement Housing Factor Grant No:			Federal FY of Grant: FY2003			
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	
GA133- Wide	Operations Reimburse General Fund	1406		53,283.00		0	0	
GA133-Wide	Management Improvements - Staff Training	1408		4,000.00		0	0	
GA133-Wide	Administration 10% ED Salary 5% MS Salary 5% OS Salary	1410		7,550.00		0	0	
GA133-Wide	Audit	1411		2500.00		0	0	
GA133-1	A&E Fees / Air Monitor	1430		50,000.00		0	0	

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350103 Replacement Housing Factor Grant No:			Federal FY of Grant: FY2003			
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	
GA133-1	Continuation of Renovation to Development 1 LBP Abatement Total Interior Renovation -Porches -Kitchens -Baths -HVAC -Doors/Windows -Floors -Site Improvement -Insulation -Upgrade Electrical	1460		415,504.00		0	0	At A&E

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

PHA Name: Alma Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P13350103 Replacement Housing Factor Grant No:				Federal FY of Grant: FY2003		
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	

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

PHA Name: Alma Housing Authority	Grant Type and Number Capital Fund Program No: GA06P13350103 Replacement Housing Factor No:	Federal FY of Grant: FY2003
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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	5/30/05			5/30/07			
GA133-01	5/30/05			5/3/07			



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name Alma Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 2			
Development Number/Name/H A-Wide	Year 1 03	Work Statement for Year 2 FFY Grant: 04 PHA FY: 04	Work Statement for Year 3 FFY Grant: 05 PHA FY: 05	Work Statement for Year 4 FFY Grant: 06 PHA FY: 06	Work Statement for Year 5 FFY Grant:07 PHA FY: 07
1406 Operations	Annual Statement	53,283.00	53,283.00	53,283.00	53,283.00
1408 Management Improvements		4,000.00	4,000.00	4,000.00	4,000.00
1410 Administration		7,550.00	7,550.00	7,550.00	7,550.00
1411 Audit		2,500.00	2,500.00	2,500.00	2,500.00
1430 Fees and Costs		50,000.00	25,000.00	50,000.00	25,000.00
1460 Dwelling Structures		415,504.00	440,504.00	415,504.00	440,504.00
CFP Funds Listed for 5-year planning		532,837.00	532,837.00	532,837.00	532,837.00

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

Activities for Year 1	Activities for Year : __04_ FFY Grant: 04 PHA FY: 04			Activities for Year: __05_ FFY Grant: 05 PHA FY: 05		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	GA 133-01	LBP Abatement		GA133-1 Queen City Heights 10 Units	Continuation of Complete Renovation See FY 004  Renovation Should Be Completed	10 units @ 44,050.00 per unit plus 25,000.00 A&E Fees
Annual	Queen City Heights 10 Units	Total Interior Renovation Porches Kitchens Baths HVAC Doors/ Windows Floors Site Improvement Insulation Upgrade Electrical	10 units @ 41,550.40 per unit plus 50,000.00 A&E Fees			
Statement						







