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

# PHA Plans

## 5 Year Plan for Fiscal Years 2000 - 2004
## Annual Plan for Fiscal Year 2003



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

# PHA Plan
# Agency Identification

**PHA Name:** Milledgeville

**PHA Number:** GA200

**PHA Fiscal Year Beginning:** 10/2003

## Public Access to Information

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

X 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)

x 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)

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



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# 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)

It is the mission of the Housing Authority of the City of Milledgeville to ensure safe, decent, and affordable housing for its residents, and provide a suitable living environment free from discrimination. The Housing Authority strives to create opportunities for residents' self-sufficiency and economic independence.

## B. Goals

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

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

X PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- X Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

X PHA Goal: Improve the quality of assisted housing
Objectives:
- X Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)



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

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

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

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

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

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



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X Increase the number and percentage of employed persons in assisted families:

X Provide or attract supportive services to improve assistance recipients' employability:

☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

☐ Other: (list below)

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

X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

☐ Other: (list below)

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



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# Annual PHA Plan
# PHA Fiscal Year 2002
[24 CFR Part 903.7]

## i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

X **Standard Plan**

**Streamlined Plan:**

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

☐ **Troubled Agency Plan**

## ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of Milledgeville provided public notification of our development of an Annual Plan, and solicited public input and review. Our Annual Plan has been the result of input from the Board of Commissioners, Resident Advisory Board, local officials, and individual residents. The major points of this plan are to devise a method to address the need for additional affordable housing in the city, while promoting economic opportunities for residents and other low income individuals in the surrounding neighborhood. Additionally, the questions of the deconcentration policy and the future role of the Resident Advisory Board were discussed. The resultant thrust of these discussions lends itself toward (1) maintenance of local preference for working families (2) upgrades of units for curb appeal and (3) explore resources in order to promote additional affordable housing in the area through collaborative efforts of the City, local financial institutions, developers, DCA, HUD and other community partners. The Annual Plan (duly adopted by the Board of Commissioners) addresses improvements to units and on-site improvements to increase the Housing Authority's ability to attract the targeted population to meet our deconcentration effort.

## iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**



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**Annual Plan**

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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:

X Admissions Policy for Deconcentration

X FY 2002 Capital Fund Program Annual Statement

Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

X PHA Management Organizational Chart

X FY 2002 Capital Fund Program 5 Year Action Plan

Public Housing Drug Elimination Program (PHDEP) Plan

X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☐ Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

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



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| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures<br>☐ check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| | Section 8 informal review and hearing procedures<br>☐ check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| X | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| X | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program<br>☐ check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |



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| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional)<br>(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 | 571 | 5 | 4 | 4 | 3 | 2 | 2 |
| Income >30% but <=50% of AMI | 258 | 4 | 4 | 4 | 3 | 2 | 2 |
| Income >50% but <80% of AMI | 468 | 3 | 4 | 3 | 3 | 2 | 2 |
| Elderly | 333 | 4 | 4 | 3 | 4 | 2 | 2 |
| Families with Disabilities | N/A | | | | | | |
| Race/Ethnicity | B/864 | 4 | 3 | 3 | 3 | 2 | 3 |
| Race/Ethnicity | W/660 | 3 | 3 | 3 | 3 | 3 | 3 |
| Race/Ethnicity | H/0 | | | | | | |
| Race/Ethnicity | | | | | | | |

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

☐ Consolidated Plan of the Jurisdiction/s
Indicate year:

X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)
☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ 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 | 184 | | |
| Extremely low income <=30% AMI | 76 | 41% | |
| Very low income (>30% but <=50% AMI) | 64 | 35% | |
| Low income (>50% but <80% AMI) | 42 | 23% | |
| Families with children | 147 | 80% | |
| Elderly families | 5 | 3% | |
| Families with Disabilities | 37 | 20% | |
| Race/ethnicity B | 168 | 91% | |
| Race/ethnicity W | 16 | 9% | |
| Race/ethnicity | | | |
| Race/ethnicity | | | |



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| Housing Needs of Families on the Waiting List | | | |
|---|---|---|---|
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 63 | 34% | |
| 2 BR | 70 | 38% | |
| 3 BR | 36 | 20% | |
| 4 BR | 12 | 7% | |
| 5 BR | 3 | 2% | |
| 5+ BR | | | |

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

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

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

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

## C. Strategy for Addressing Needs

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

**(1) Strategies**

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

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

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction



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

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

**Strategy 1: Target available assistance to families at or below 50% of AMI**
Select all that apply

- [x] Employ admissions preferences aimed at families who are working
- [x] 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

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

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

**Strategy 1: Target available assistance to Families with Disabilities:**
Select all that apply

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

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

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

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

**Strategy 2: Conduct activities to affirmatively further fair housing**
Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

| **Financial Resources: Planned Sources and Uses** | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| 1. **Federal Grants (FY 2003 grants)** | | |
| a) Public Housing Operating Fund | 984,802 | |
| b) Public Housing Capital Fund | 603,898 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |



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| Financial Resources: Planned Sources and Uses | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| g) Resident Opportunity and Self-Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| | | |
| **2. Prior Year Federal Grants (unobligated funds only) (list below)** | | |
| 2002 CFP | 347,720 | |
| | | |
| | | |
| **3. Public Housing Dwelling Rental Income** | 330,450 | |
| | | |
| | | |
| **4. Other income** (list below) | | |
| Day Care Center | 61,150 | Resident Services |
| | | |
| **4. Non-federal sources** (list below) | | |
| | | |
| | | |
| | | |
| **Total resources** | 2,332,020 | |
| | | |
| | | |

## 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



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

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

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

**(3) Assignment**

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

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

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

**(4) Admissions Preferences**

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

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
☒ Emergencies
☒ Overhoused
☒ Underhoused



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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

## (6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

| Deconcentration Policy for Covered Developments | | | |
|---|---|---|---|
| **Development Name**: | **Number of Units** | **Explanation (if any) [see step 4 at §903.2(c )(1)((iv)]** | **Deconcentration policy (if no explanation) [see step 5 at §903.2(c )(1)(v)]** |
| Wray Homes | 50 | | Yes |
| Graham Homes | 120 | | Yes |
| Wray Annex | 25 | | Yes |
| Graham Annex | 50 | | Yes |
| Wray Court | 50 | | Yes |
| Habersham | 30 | | Yes |



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## B. Section 8

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

### (1) Eligibility

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

☐ Criminal or drug-related activity only to the extent required by law or regulation

☐ Criminal and drug-related activity, more extensively than required by law or regulation

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

☐ Other (list below)

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

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

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

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

☐ Criminal or drug-related activity

☐ Other (describe below)

### (2) Waiting List Organization

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

☐ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

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

☐ PHA main administrative office
☐ Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs

☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

☐ Through published notices
☐ Other (list below)

## 4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

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

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

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

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

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:



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

e. Ceiling rents

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

☒ Yes for all developments
☐ Yes but only for some developments
☐ No

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

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

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

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

f. Rent re-determinations:

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

☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)
Decrease in income reported immediately in order to assure rent does not constitute a hardship.

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

**(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR

☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☐ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)
☐ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
☐ Success rates of assisted families
☐ Rent burdens of assisted families
☐ Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
☐ $1-$25
☐ $26-$50

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

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

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

### B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|---|
| Public Housing | 316 | |
| 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) | 316 | |
| | | |
| | | |
| Other Federal Programs(list individually) | N/A | |
| | | |
| | | |

### 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)
*See Attachment labeled Component 5-C Management & Maintenance*

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

### B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:



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

☐ PHA main administrative office

☐ Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

### A. Capital Fund Activities

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

### (1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

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

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

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| **Demolition/Disposition Activity Description** |
|---|
| 1a. Development name:<br>1b. Development (project) number: |
| 2. Activity type: Demolition ☐<br>Disposition ☐ |
| 3. Application status (select one)<br>Approved ☐<br>Submitted, pending approval ☐<br>Planned application ☐ |
| 4. Date application approved, submitted, or planned for submission: (07/01/02) |
| 5. Number of units affected:<br>6. Coverage of action (select one)<br>☐ Part of the development<br>☐ Total development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Projected end date of activity: |



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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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



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| |
|---|
| ☐ Part of the development<br>☐ Total development |

## 10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

| Conversion of Public Housing Activity Description |
|---|
| 1a. Development name:<br>1b. Development (project) number: |
| 2. What is the status of the required assessment?<br>☐ Assessment underway<br>☐ Assessment results submitted to HUD<br>☐ Assessment results approved by HUD (if marked, proceed to next question)<br>☐ Other (explain below) |
| 3. ☐ Yes ☐ 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)<br>☐ Conversion Plan in development<br>☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br>☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) |

| |
|---|
| ☐ 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)<br>☐ Units addressed in a pending or approved demolition application (date submitted or approved:<br>☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br>☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )<br>☐ Requirements no longer applicable: vacancy rates are less than 10 percent<br>☐ Requirements no longer applicable: site now has less than 300 units<br>☐ Other: (describe below) |

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

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

## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

### A. Public Housing

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

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

**PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

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

[24 CFR Part 903.7 9 (l)]

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

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

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA 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? 14/05/01

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) Child Care Service



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## B. Services and programs offered to residents and participants

### (1) General

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

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

b. Economic and Social self-sufficiency programs

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

| Services and Programs | | | | |
|---|---|---|---|---|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| New Connections to Work Aids single parents into becoming self-sufficient | 10 | Specific | Wray Homes – Resident Training Center | Both |
| Goodworks – Goodwill | Varies | Specific | Goodwill Office | Both |



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| | | | | |
|---|---|---|---|---|
| Designed for those residents receiving TANF for more than 30 months. Participants are referred to a personal advisor who assist in finding employment. | | | | |
| Grandma House<br>Resource Center which works with juvenile offenders programs; provides health care, i.e. diabetics screenings, b/p checks; youth literacy program; non-traditional educational training, i.e. sewing classes, parenting classes, food prep and arts & crafts | Varies | Specific | Graham Homes | Both |
| Boys & Girls Club<br>Center provides recreational, cultural enrichment, tutoring, and survival training for youth | 100 | Specific | Graham Homes<br>Wray Homes | Both |
| Computer Classes<br>Provides basic computer skills, keyboarding, word processing, and internet training to give participants marketable skills. | 6-8 | Specific | Wray Homes – Resident Training Center | Both |
| Job Readiness<br>Teaches participants resume writing skills, interview techniques, and job search skills | 4-8 | Specific | Administration Building | Both |
| Middle Georgia Consortium<br>Provides support services and eligibility job searches and stipends for school | 6 | Specific | Wray Homes – Resident Training Center | Both |
| ROSS Programs<br>Medical Educational Development (MED)<br>To provide curriculum, lab, books, and supplies, and provide job referrals and placement<br><br>Central Georgia Technical College (CGTC)<br>Provide instructor, job readiness, and assessments for placement | | Specific<br><br><br><br><br><br><br>Specific | MED Building<br>Northside Drive<br>Macon, GA<br><br><br><br><br>Resident Training Center | Residents<br><br><br><br><br><br><br>Residents |
| Parenting Classes<br>Oconee Mental Health | | Specific | Resident Training Center | Both |

## (2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|---|---|---|
| Program | Required Number of Participants (start of FY 2002 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |

| | | |
|---|---|---|
| Public Housing | | |
| Section 8 | | |

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected? (list below)
Graham Homes
Wray Homes
Habersham

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☐ Crime Prevention Through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☒ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

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



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Graham Homes
Wray Homes
Habersham

**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)

Graham Homes
Wray Homes
Habersham

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

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

## 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

# MILLEDGEVILLE HOUSING AUTHORITY

# PET POLICY

Effective January 15, 2000

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

***APPLICABILITY***: *This policy applies to all residents.*

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

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

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

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

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

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

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

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

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

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

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

## 16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

## 17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and

other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

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

## 18. Other Information

[24 CFR Part 903.7 9 (r)]

### A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached at Attachment (File name)
☐ Provided below:

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

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

## C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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



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☐ 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.

## CORRECTIVE ACTION PLAN

## HOUSING AUTHORITY OF THE CITY OF MILLEDGEVILLE GA 200

## FAILED PHAS INDICATOR/SCORE: RESIDENT 6 OF 10 POINTS

**Internet service was down for the month of January 2003. An unsuccessful submission attempt was made after the deadline. The Housing Authority will ensure timely submission even if we need to do so from an alternate site.**

**Target Date: N/A – Locked out since deadline was missed.**



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## Attachments

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

# MILLEDGEVILLE HOUSING AUTHORITY DECONCENTRATION RULE

A. Objective: The objective of the Deconcentration Rule for the Milledgeville Housing Authority (MHA) units is to ensure that families are housed in a manner that will prevent a concentration of poverty families and/or a concentration of higher income families in any one development. The specific objective of the MHA is to house no less than 40 percent of its public housing inventory with families that have income at or below 30% of the area median income by public housing development. Also the MHA will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the MHA does not concentrate families with higher income levels it is the goal, of the MHA not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The MHA will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the MHA's computer system.

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

(1) At the beginning of each MHA fiscal year, the housing authority will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous housing authority fiscal year.

(2) To accomplish the goals of:

(a). Housing not less than 40% of its public housing inventory on an annual basis with families that have incomes at or below 30% of area median income, and

(b). Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living in the development with incomes that exceed 30% of the area median income, the MHA's Resident Selection and Assignment Plan, which is a pan of this policy, provides for skipping families on the waiting list to accomplish these goals.



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# SUMMARY OF PREVIOUS YEAR GOALS

The previous year has been productive as we strive to accomplish our mission of providing affordable housing as well as economic opportunities. The Milledgeville Housing Authority Board, staff and Resident Council are working together to ensure continuity and improvement of services.

We continue to explore methods to reduce public housing vacancies. improve in this area. Our maintenance and housing staff are working collaboratively to ensure units are turned around within prescribed guidelines, and available units are occupied.

We continue to work towards attaining the High Performer designation on our PHAS score. We have implemented many measures in various functions, i.e., financial, customer satisfaction, turnaround, to ensure the minimum of a standard PHAS score.

Through the Capital Fund Program, we continue to renovate and modernize our public housing stock. The residents are appreciative of the CFP initiatives. They continue to be patient as we diligently work to meet and/or exceed standards, one unit at a time.

Our housing staff closely monitors application and housing process to ensure the deconcentration policy is adhered to.

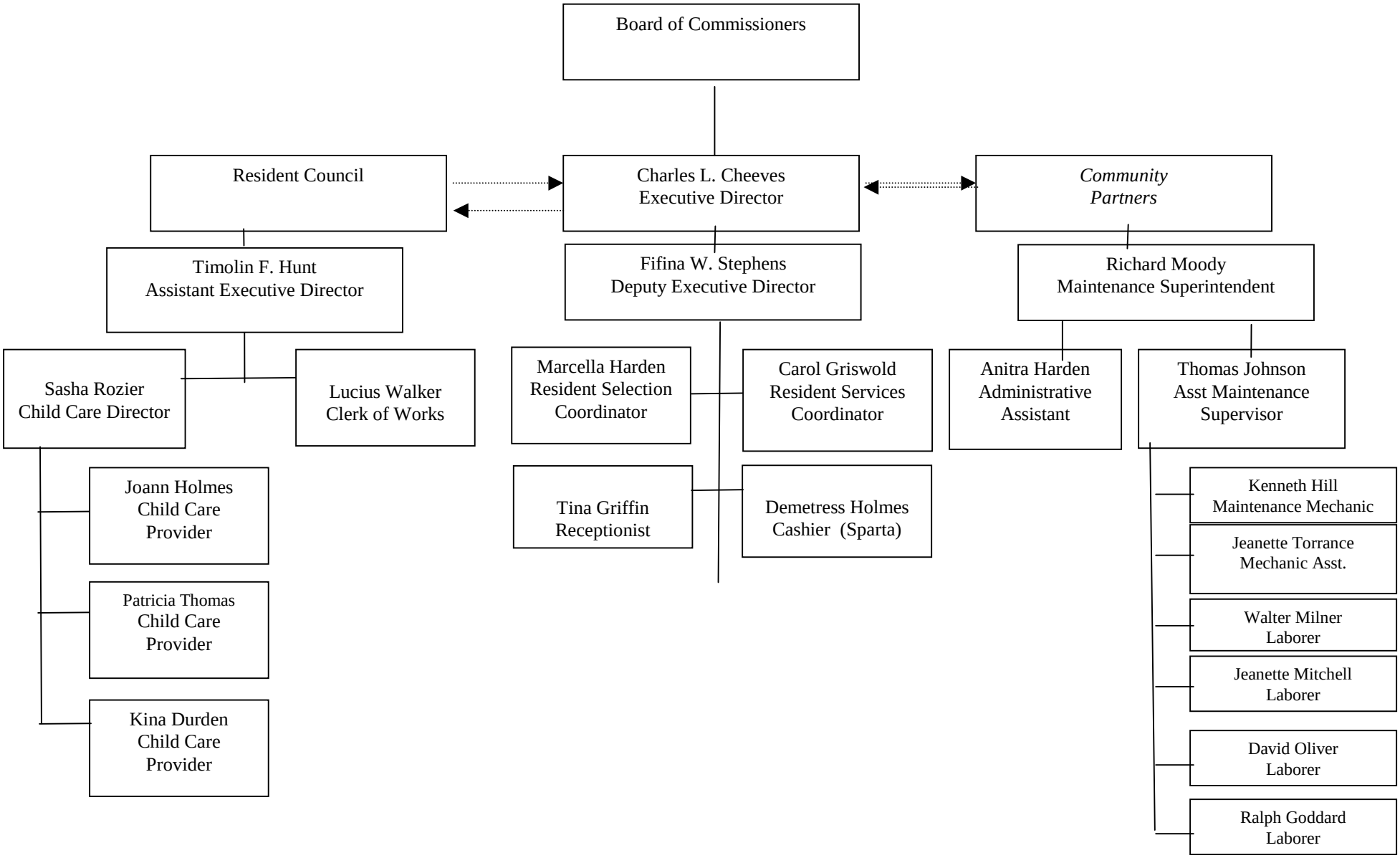
In reference to security improvements, the Capital Fund Program has allowed the housing authority to replace old windows and doors with security windows and doors. Through our Drug Elimination Program, we have two officers providings more law enforcement visibility, making the communities more secure.

We have many resident service programs that provide training, skills, and resources for the residents. With the assistance from our many community collaborative partners, we are attaining the goal of promoting economic opportunity and self-sufficiency for the residents. Most of the programs are offered onsite, in addition to our Resident Training Center, Day Care Center, and Community Resource House. The onsite Boys and Girls Club was so successful that it outgrew the community center space and had to be relocated to a vacant school, adjacent to the Graham Homes area.

Our policies ensure equal opportunity for all.

# RESIDENT COMMISSIONER

Mayor Floyd L. Griffin, Jr., reappointed Patricia Thomas to our Board of Commissioners, effective November 2002, for a one-year term. Ms. Thomas has proven her leadership capabilities with the Resident Council and she is a viable part of our Board.



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# Milledgeville Housing Authority

## Public Hearing
### May 13, 2003 6:00 p.m.
### MHA Community Center

### MINUTES

Ms. Patricia Thomas, President of the Resident Council, presided.

Mr. Charles Cheeves, Executive Director, welcomed everyone. His welcome was followed by one by Ms. Thomas. Ms. Thomas welcomed all residents, expressed appreciation for the large turnout, and encouraged everyone to remain after the hearing for the resident council meeting.

Mr. Cheeves explained that the purpose of the Public Hearing is to get the residents input on the Annual Plan which has to be submitted to HUD in July. Deputy Executive Director, Fifina Stephens, discussed the Annual Plan. She explained the Milledgeville Housing Authority's mission of "ensuring safe, decent, and affordable housing for our residents, and to provide a suitable living environment free from discrimination. The Housing Authority strives to create opportunities for our residents' self=sufficiency and economic independence." Ms. Stephens also stated that the Milledgeville Housing Authority has the same goals and objectives as the previous year. Some of those goals include reducing vacancies, improving PHAS score, increasing customer satisfaction, renovating apartments, etc.

Mr. Dave Gurley of Bradfield, Richards, Rhodes, & Associates defined the Capital Fund Program. Because of limited funding, the Authority recommends the "parts" approach, rather than the "modernize" approach. The "parts approach" allows the funding to go further and more units are affected. Mr. Gurley informed residents of the status of current CFP work. This includes the demolition of one unit on Chatham Street, complete rehabilitation of two units on Highland, and some landscaping at Roberts due to erosion. With 2003 funding, the Authority plans to re-roof those building in need, totally rehabilitate three units on Oconee Street, and continue removing trees and repairing sewers. Mr. Cheeves explained that the Capital Fund grant also funds some salaries, funds the police precinct, and supplements the Boys and Girls Club.

During the Question & Answer Session, there were questions ranging from transfer requests, resident classes, and youth programs for ages 17 and up. One resident inquired about new playground equipment. Unless the residents chose to make playground equipment a priority, the Housing Authority swayed from replacement because of types of crowds playgrounds attract. There was a complaint about the loud heating systems. Air conditioning was discussed.

One resident commended the Housing Authority maintenance staff for a job well done.

The Public Hearing adjourned for refreshments, as the Council prepared for the Resident Council meeting to follow.



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# MILLEDGEVILLE HOUSING AUTHORITY
# RESIDENT COUNCIL OFFICERS

| | |
|---|---|
| President: | Patricia Thomas<br>309 Roberts Street<br>Milledgeville, GA 31061 |
| Vice President: | Doris Slaughter<br>200 W. Habersham Street<br>Apartment A4<br>Milledgeville, GA 31061 |
| Secretary: | Sasha Rozier<br>1223 W. Charlton Court<br>Milledgeville, GA 31061 |
| Treasurer: | Lesil Price<br>406 Pritchard Avenue<br>Milledgeville, GA 31061 |



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**Component 7**

**Capital Fund Program Annual Statement FFY 2002**
**Parts I, II, and II**

**Capital Fund Program Performance & Evaluation Report FFY 2001**
**Parts I, II, and III**

**Capital Fund Program Performance & Evaluation Report FFY 2000**
**Parts I, II, and III**



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# CAPITAL FUND PROGRAM TABLES START HERE

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

| PHA Name: | Grant Type and Number | Federal FY of Grant: |
|---|---|---|
| **The Housing Authority of The City of Milledgeville** | Capital Fund Program Grant No: **GA06P200501-03**<br>Replacement Housing Factor Grant No: | **2003** |

**Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | $ 95,868.00 | | | |
| 3 | 1408 Management Improvements | $ 95,868.00 | | | |
| 4 | 1410 Administration | $ 47,934.00 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | $ 53,880.00 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | $ 0.00 | | | |
| 10 | 1460 Dwelling Structures | $ 150,789.00 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | $ 20,000.00 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | $ 15,000.00 | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |

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

| PHA Name: | Grant Type and Number | Federal FY of Grant: |
|---|---|---|
| **The Housing Authority of The City of Milledgeville** | Capital Fund Program Grant No: **GA06P200501-03**<br>Replacement Housing Factor Grant No: | **2003** |

**Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☐ **Performance and Evaluation Report for Period Ending:** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | $ 479,339.00.00 | | | |
| 22 | Amount of line 21 Related to LBP Activities | $ 21,948.00 | | | |
| 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 | $ 22,206.00 | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | $ 38,409.00 | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-03** Replacement Housing Factor Grant No: | | | | **Federal FY of Grant: 2003** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost Original | Revised | Total Actual Cost Funds Obligated | Funds Expended | Status of Work |
| PHA Wide | Operations | | L. S. | 95,868.00 | | | | |
| | **Subtotal Operations** | **1406** | **L. S.** | **95,868.00** | | | | |
| | | | | | | | | |
| PHA Wide | Boys & Girls Club Staffing | | L. S. | 15,000.00 | | | | |
| | Resident Coordinator | | L. S. | 38,590.00 | | | | |
| | Police Precinct Staff | | L. S. | 40,000.00 | | | | |
| | Computer Software | | L. S. | 1,000.00 | | | | |
| | Staff Development Training | | L. S. | 1,278.00 | | | | |
| | **Subtotal Management Improvements** | **1408** | | **$95,868.00** | | | | |
| | | | | | | | | |
| PHA Wide | Modernization Coordinator | | L. S. | 47,934.00 | | | | |
| | **Subtotal Administration** | **1410** | | **47,934.00** | | | | |
| | | | | | | | | |
| GA200-001 | A/E Fees (Design, Bid, and C/A) Replacement of windows. Addition of security window screens and security screen doors. | | L. S. | 22,400.00 | | | | |
| | Consultant – Specification and Monitoring | | | 10,000.00 | | | | |
| | Printing & Reimbursables | | L. S. | 2,000.00 | | | | |
| | Advertising | | L. S. | 1,500.00 | | | | |
| | Clerk of The Works | | L. S. | 13,980.00 | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-03** Replacement Housing Factor Grant No: | | | | **Federal FY of Grant: 2003** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost Original | Revised | Total Actual Cost Funds Obligated | Funds Expended | Status of Work |
| PHA Wide | CFP (Annual Statement, 5 Year Capital Plan, & P and E Reports) | | L. S. | 4,000.00 | | | | |
| | **Subtotal Fees and Costs** | **1430** | | **53,880.00** | | | | |
| | | | | | | | | |
| GA200-001 | Abatement of Lead Based Paint at window and door lintels and ACM caulking at window perimeters | | 3 D. U. | 6,558.00 | | | | |
| | Window Replacement | | 2 D. U. | 14,755.00 | | | | |
| | Installation of Security Window Screens | | 3 D. U. | 6,558.00 | | | | |
| | Installation of Security Screen Doors | | 3 D. U. | 4,918.00 | | | | |
| | | | | | | | | |
| GA200-002 | Modernization of 1123, 1125, and 1127 Oconee Street to include but not limited to: | | | | | | | |
| | Abatement of LBP and Asbestos | | 1 D. U. | 2,000.00 | | | | |
| | Selective Demolition | | 1 D. U. | 2,000.00 | | | | |
| | Floor plan reconfiguration factor | | 1 D. U. | 11,000.00 | | | | |
| | Window replacement | | 2 D. U. | 6,000.00 | | | | |
| | Security window screens and security screen doors. | | 2 D. U. | 6,000.00 | | | | |
| | Exterior brick repairs | | 2 D. U. | 2,000.00 | | | | |
| | Rough and Finish Carpentry | | 2 D. U. | 10,000.00 | | | | |
| | Wall repair and drywall work | | 2 D. U. | 10,000.00 | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-03** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2003** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost Original | Total Estimated Cost Revised | Total Actual Cost Funds Obligated | Total Actual Cost Funds Expended | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | Wall covering and paint througout | | 2 D. U. | 10,000.00 | | | | |
| | Flooring | | 2 D. U. | 10,000.00 | | | | |
| | Hydronic heat system | | 2 D. U. | 10,000.00 | | | | |
| | Electrical (complete re-wire and service) | | 2 D. U. | 10,000.00 | | | | |
| | Plumbing (including tub, toilet, etc.) | | 2 D. U. | 15,000.00 | | | | |
| | Kitchen Cabinets | | 2 D. U. | 7,000.00 | | | | |
| | Laundry closet, vent, and washer box | | 2 D. U. | 7,000.00 | | | | |
| | **Subtotal Dwelling Improvements** | **1460** | | **150,789.00** | | | | |
| | | | | | | | | |
| | | | | | | | | |
| GA200-001 | Ranges & Refrigerators | | 1 Ea. | 1,875.00 | | | | |
| | Water Heaters | | 5 Ea. | 1,125.00 | | | | |
| GA200-002 | Ranges & Refrigerators | | 2 Ea. | 4,625.00 | | | | |
| | Water Heaters | | 11 Ea. | 2,775.00 | | | | |
| GA200-003 | Ranges & Refrigerators | | 1 Ea. | 1,000.00 | | | | |
| | Water Heaters | | 2 Ea. | 600.00 | | | | |
| GA200-004 | Ranges & Refrigerators | | 1 Ea. | 1,875.00 | | | | |
| | Water Heaters | | 4 Ea. | 1,125.00 | | | | |
| GA200-006 | Ranges & Refrigerators | | 1 Ea. | 1,875.00 | | | | |
| | Water Heaters | | 5 Ea. | 1,125.00 | | | | |
| GA200-008 | Ranges & Refrigerators | | 1 Ea. | 1,250.00 | | | | |
| | Water Heaters | | 3 Ea. | 750.00 | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-03** Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** **2003** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost Original | Revised | Total Actual Cost Funds Obligated | Funds Expended | Status of Work |
| | **Subtotal Dwelling Equipment - Nonexpendable** | **1465.1** | | **20,000.00** | | | | |
| | | | | | | | | |
| PHA Wide | Computer Hardware | | L. S. | 0.00 | | | | |
| | Maintenance Vehicles | | L. S. | 15,000.00 | | | | |
| | **Subtotal Nondwelling Equipment** | **1475** | | **15,000.00** | | | | |
| | | | | | | | | |
| | **GRANT TOTAL** | | | **479,339.00** | | | | |
| | | | | | | | | |
| | | | | | | | | |
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# Annual Statement/Performance and Evaluation Report
# Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
# Part III: Implementation Schedule

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-03** Replacement Housing Factor No: | **Federal FY of Grant:** **2003** |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| PHA Wide - Operations | 9/30/05 | | | 12/30/05 | | | |
| | | | | | | | |
| PHA Wide – Management Improvements | 9/30/05 | | | 12/30/05 | | | |
| | | | | | | | |
| PHA Wide - Administration | 9/30/05 | | | 12/30/05 | | | |
| | | | | | | | |
| GA200-001 Fees & Costs | 9/30/05 | | | 12/30/05 | | | |
| PHA Wide Fees & Costs | 9/30/05 | | | 12/30/05 | | | |
| | | | | | | | |
| GA200-001 Dwelling Structures | 9/30/05 | | | 9/30/06 | | | |
| GA200-002 Dwelling Structures | 9/30/05 | | | 9/30/06 | | | |
| | | | | | | | |
| GA200-001 Dwelling Equipment Nonexpendable | 9/30/05 | | | 9/30/06 | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-03** Replacement Housing Factor No: | **Federal FY of Grant:** **2003** |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| GA200-002 Dwelling Equipment Nonexpendable | 9/30/05 | | | 9/30/06 | | | |
| GA200-003 Dwelling Equipment Nonexpendable | 9/30/05 | | | 9/30/06 | | | |
| GA200-004 Dwelling Equipment Nonexpendable | 9/30/05 | | | 9/30/06 | | | |
| GA200-006 Dwelling Equipment Nonexpendable | 9/30/05 | | | 9/30/06 | | | |
| GA200-008 Dwelling Equipment Nonexpendable | 9/30/05 | | | 9/30/06 | | | |
| | | | | | | | |
| PHA Wide Nondwelling Equipment | 9/30/05 | | | 9/30/06 | | | |
| | | | | | | | |

## Capital Fund Program Five-Year Action Plan

Part I: Summary

| PHA Name<br>The Housing Authority of The City of Milledgeville | | | | ■ **Original 5-Year Plan**<br>☐ **Revision No:** | |
|---|---|---|---|---|---|
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2<br>FFY Grant: 2004<br>PHA FY: 2004 | Work Statement for Year 3<br>FFY Grant: 2005<br>PHA FY: 2005 | Work Statement for Year 4<br>FFY Grant: 2006<br>PHA FY: 2006 | Work Statement for Year 5<br>FFY Grant: 2007<br>PHA FY: 2007 |
| *PHA Wide – 1406 - Operations* | | **$ 95,868.00** | **$ 95,868.00** | **$ 95,868.00** | **$ 95,868.00** |
| | | | | | |
| ***Boys and Girls Club Staffing*** | | $ 13,348.00 | $ 9,222.00 | $ 4,889.00 | $ 340.00 |
| ***Resident Coordinator*** | | $ 40,520.00 | $ 42,546.00 | $ 44,674.00 | $ 46,908.00 |
| ***Police Precinct Staff*** | | $ 42,000.00 | $ 44,100.00 | $ 46,305.00 | $ 48,620.00 |
| ***Computer Software*** | Statement | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| ***Staff Development Training*** | | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| *PHA Wide - Subtotal*<br>*1408 – Management Improvements* | | **$ 95,868.00** | **$ 95,868.00** | **$ 95,868.00** | **$ 95,868.00** |
| | | | | | |
| ***Modernization Coordinator*** | | $ 47,934.00 | $ 47,934.00 | $ 47,934.00 | $ 47,934.00 |
| *PHA Wide – Subtotal*<br>**1410 - Administration** | | **$ 47,934.00** | **$ 47,934.00** | **$ 47,934.00** | **$ 47,934.00** |
| | | | | | |
| ***Printing & Reimbursables*** | | $ 2,000.00 | | | |
| ***Consultant Fees (Asbestos & Lead Monitoring & Clearance)*** | | $10,000.00 | $10,000.00 | | |
| ***Advertising*** | | $ 1,500.00 | | | |
| Clerk – of – The - Works | | $14,679.00 | $15,413.00 | | |
| GA200-001 Subtotal - 1430 | | $28,179.00 | 25,413.00 | | |
| | | | | | |
| Printing & Reimbursbles | | | $2,000.00 | | |
| Consultant Fees (Asbestos & Lead Monitoring & Clearance) | | | | $10,000.00 | $10,000.00 |
| Advertising | | | $1,500.00 | | |
| Clerk – of – The - Works | | | | $16,184.00 | $16,993.00 |

| | | | | | |
|---|---|---|---|---|---|
| A/E Fees GA200-002, Replace Windows and add Security Screens & Doors | | | $60,320.00 | | |
| GA200-002 Subtotal - 1430 | | $0.00 | $63,820.00 | $26,184.00 | $26,993.00 |
| | | | | | |
| PHA Wide – 1430 (CFP Annual Statement, 5 Year Plan, and P & E's) | | $4,000.00 | $4,000.00 | $4,000.00 | $4,000.00 |
| Subtotal – 1430 Fees and Costs | | **$ 32,179.00** | **$ 91,799.00** | **$ 28,678.00** | **$ 29,411.00** |
| | | | | | |
| GA200-001 – Dwelling Structures | | $ 182,490.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| GA200-002 – Dwelling Structures | | $ 0.00 | $ 122,870.00 | $ 110,991.00 | $ 210,258.00 |
| GA200-003 – Dwelling Structures | | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| **Subtotal – 1460 – Dwelling Structures** | | **$ 182,490.00** | **$ 122,870.00** | **$ 110,991.00** | **$ 210,258.00** |
| | | | | | |
| GA200-001 - Ranges & Refrigerators | | $ 3,750.00 | $ 3,750.00 | $ 0.00 | $ 0.00 |
| GA200-002 - Ranges & Refrigerators | | $ 9,250.00 | $ 9,250.00 | $ 0.00 | $ 0.00 |
| GA200-003 - Ranges & Refrigerators | | $ 2,000.00 | $ 2,000.00 | $ 0.00 | $ 0.00 |
| GA200-004 - Ranges & Refrigerators | | $ 3,750.00 | $ 3,750.00 | $ 0.00 | $ 0.00 |
| GA200-006 - Ranges & Refrigerators | | $ 3,750.00 | $ 3,750.00 | $ 0.00 | $ 0.00 |
| GA200-008 - Ranges & Refrigerators | | $ 2,000.00 | $ 2,000.00 | $ 0.00 | $ 0.00 |
| **Subtotal – 1465.1 – Dwelling Equipment – Nonexpendable** | | **$ 25,000.00** | **$ 25,000.00** | **$ 0.00** | **$ 0.00** |
| | | | | | |
| GA200-001 – Demolition of 303, 305, 307, and 311 Roberts Street | | | | $ 80,000.00 | |
| GA200-002 – Demolition of 1113 Highland Street | | | | $ 20,000.00 | |
| Subtotal – 1485 - Demolition | | | | **$ 100,000.00** | |
| | | | | | |
| **CFP Funds Listed for 5-year planning** | | **$ 479,339.00** | **$ 479,339.00** | **$ 479,339.00** | **$ 479,339.00** |

Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

| Activities for Year 1 | Activities for Year :__2_ FFY Grant: 2004 PHA FY: 2004 | | | Activities for Year: __3_ FFY Grant: 2005 PHA FY: 2005 | | |
|---|---|---|---|---|---|---|
| | **Development Name/Number** | **Major Work Categories** | Estimated Cost | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** |
| | GA200-001 | Abatement of lead based paint at window lintels and ACM caulking at window perimeters. | $ 36,498.00 | GA200-002 | Abatement of lead based paint at window lintels and ACM caulking at window perimeters. | $ 24,574.00 |
| | | Window Replacement | $ 82,120.00 | | Window Replacement | $ 55,291.00 |
| | | Installation of Security Window Screens | $ 36,498.00 | | Installation of Security Window Screens | $ 24,574.00 |
| | | Installation of Security Screen Doors | $ 27,374.00 | | Installation of Security Screen Doors | $ 18,431.00 |
| | Subtotal GA200-001 | | $ 182,490.00 | Subtotal GA200-002 | | $ 122,870.00 |
| | **Total 1460** | Dwelling Structures | **$ 182,490.00** | **Total 1460** | Dwelling Structures | **$ 122,870.00** |
| | | | **$ 182,490.00** | | | **$ 122,870.00** |

Capital Fund Program Five-Year Action Plan

## Part II: Supporting Pages—Work Activities

| Activities for Year :__4__<br>FFY Grant: 2006<br>PHA FY: 2006 | | | Activities for Year: __5_<br>FFY Grant: 2007<br>PHA FY: 2007 | | |
|---|---|---|---|---|---|
| **Development Name/Number** | **Major Work Categories** | Estimated Cost | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** |
| GA200-002 | Abatement of lead based paint at window lintels and ACM caulking at window perimeters. | $ 22,198.00 | GA200-002 | Abatement of lead based paint at window lintels and ACM caulking at window perimeters. | $ 42,052.00 |
| | Window Replacement | $ 49,946.00 | | Window Replacement | $ 94,795.00 |
| | Installation of Security Window Screens | $ 22,198.00 | | Installation of Security Window Screens | $ 42,052.00 |
| | Installation of Security Screen Doors | $ 16,649.00 | | Installation of Security Screen Doors | $ 31,359.00 |
| GA200-002 | Subtotal | $ 110,991.00 | GA200-002 | Subtotal | $ 210,258.00 |
| **Total 1460** | Dwelling Structures | **$ 110,991.00** | **Total 1460** | Dwelling Structures | **$ 210,258.00** |
| | | | | | |
| Total CFP Estimated Cost | | **$ 110,991.00** | | | **$ 210,258.00** |

# CAPITAL FUND PROGRAM TABLES START HERE

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

| PHA Name: | Grant Type and Number | Federal FY of Grant: |
|---|---|---|
| **The Housing Authority of The City of Milledgeville** | Capital Fund Program Grant No: **GA06P200501-02**<br>Replacement Housing Factor Grant No: | **2002** |

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ■ **Revised Annual Statement (revision no: 2)**
■ **Performance and Evaluation Report for Period Ending: 3/31/03** ☐ **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 | $ 120,780.00 | $ 120,780.00 | $ 120,780.00 | $ 120,780.00 |
| 3 | 1408 Management Improvements | $ 81,750.00 | $ 71,750.00 | $ 51,750.00 | $ 19,007.95 |
| 4 | 1410 Administration | $ 60,390.00 | $ 60,390.00 | $ 60,390.00 | $ 18,526.60 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | $ 29,978.00 | $ 52,313.00 | $ 0.00 | $ 0.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | $ 50,000.00 | $ 57,500.00 | $ 0.00 | $ 0.00 |
| 10 | 1460 Dwelling Structures | $ 161,000.00 | $ 131,165.00 | $ 0.00 | $ 0.00 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | $ 25,000.00 | $ 25,000.00 | $ 5,541.53 | $ 5,541.53 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | $ 75,000.00 | $ 85,000.00 | $ 17,716.70 | $ 0.00 |
| 14 | 1485 Demolition | | | | |
| 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 | | | | |

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

| PHA Name: | Grant Type and Number | Federal FY of Grant: |
|---|---|---|
| **The Housing Authority of The City of Milledgeville** | Capital Fund Program Grant No: **GA06P200501-02**<br>Replacement Housing Factor Grant No: | **2002** |

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ■ **Revised Annual Statement (revision no: 2)**
■ **Performance and Evaluation Report for Period Ending: 3/31/03** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | $ 603,898.00 | $ 603,898.00 | $ 256,178.23 | $ 163,856.08 |
| 22 | Amount of line 21 Related to LBP Activities | $ 30,231.00 | $ 11,000.00 | | |
| 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 | $ 40,307.00 | $ 3,000.00 | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | $ 60,462.00 | $ 8,000.00 | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-02** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2002** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| PHA Wide | Operations | | L. S. | 120,780.00 | 120,780.00 | 120,780.00 | 120,780.00 | |
| | **Subtotal Operations** | **1406** | **L. S.** | **120,780.00** | **120,780.00** | **120,780.00** | **120,780.00** | Complete |
| | | | | | | | | |
| PHA Wide | Boys & Girls Club Staffing | | L. S. | 15,000.00 | 15,000.00 | 15,000.00 | | See Pt. 3 |
| | Resident Coordinator | | L. S. | 36,750.00 | 36,750.00 | 36,750.00 | 19,007.95 | Salary |
| | Computer Software | | L. S. | 5,000.00 | 5,000.00 | 0.00 | | See Pt. 3 |
| | Staff Development Training | | L. S. | 25,000.00 | 15,000.00 | 0.00 | | See Pt. 3 |
| | **Subtotal Management Improvements** | **1408** | | **$81,750.00** | **$71,750.00** | **51,750.00** | **19,007.95** | |
| | | | | | | | | |
| PHA Wide | Modernization Coordinator | | L. S. | 60,390.00 | 60,390.00 | 60,390.00 | 18,526.60 | Salary |
| | **Subtotal Administration** | **1410** | | **60,390.00** | **60,390.00** | **60,390.00** | **18,526.60** | |
| | | | | | | | | |
| GA200-001 | Consultant (LBP & Asbestos Monitoring & Specification) | | L. S. | 9,165.00 | 0.00 | 0.00 | | Scope Change |
| GA200-002 | A/E Fees (Design, Bid, & CA) for modernization of 1123, 1125, and 1127 Oconee Street and re-roofing of 8 buildings in Project 002. | | L. S. | 0.00 | 28,000.00 | 0.00 | | Note A |
| | Consultant (LBP & Asbestos Specification & Monitoring) | | | 0.00 | 5,000.00 | 0.00 | | Note A |
| | Printing & Reimbursables | | L. S. | 2,000.00 | 1,500.00 | 0.00 | | See Pt. 3 |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-02** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2002** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Advertising | | L. S. | 1,500.00 | 1,500.00 | 0.00 | | See Pt. 3 |
| | Clerk of The Works | | L. S. | 13,313.00 | 13,313.00 | 0.00 | 0.00 | Salary |
| PHA Wide | CFP (Annual Statement, 5 Year Capital Plan, & P and E Reports) | | L. S. | 4,000.00 | 3,000.00 | 0.00 | | |
| | **Subtotal Fees and Costs** | **1430** | | **29,978.00** | **52,313.00** | **0.00** | **0.00** | |
| | | | | | | | | |
| GA200-001 | Sewer Replacement | | 10 D. U. | 10,000.00 | 7,500.00 | 0.00 | | See Pt. 3 |
| | Tree Removal and Landscaping | | 10 D. U. | 10,000.00 | 7,500.00 | 0.00 | | See Pt. 3 |
| | Sidewalk Replacement | | | 0.00 | 7,500.00 | 0.00 | | Note A |
| GA200-002 | Sewer Replacement | | 15 D. U. | 15,000.00 | 7,500.00 | 0.00 | | See Pt. 3 |
| | Tree Removal and Landscaping | | 15 D. U. | 15,000.00 | 7,500.00 | 0.00 | | See Pt. 3 |
| | Sidewalk Replacement | | | 0.00 | 7,500.00 | 0.00 | | Note A |
| | Fine grade and sod at 1123, 1125, and 1127 Oconee Street | | | 0.00 | 5,000.00 | 0.00 | | Note A |
| GA200-003 | Sidewalk Replacement | | | 0.00 | 7,500.00 | 0.00 | | Note A |
| | **Subtotal Site Improvements** | **1450** | | **50,000.00** | **57,500.00** | **0.00** | **0.00** | |
| | | | | | | | | |
| GA200-001 | Abatement of Lead Based Paint at window and door lintels and ACM caulking at window perimeters | | 25 D. U. | 37,154.00 | 0.00 | | | Scope Change |
| | Window Replacement | | 25 D. U. | 74,308.00 | 0.00 | | | Scope Chng. |
| | Installation of Security Screens | | 25 D. U. | 37,154.00 | 0.00 | | | Scope Chng. |
| | Installation of Security Screen Doors | | 25 D. U. | 12,384.00 | 0.00 | | | Scope Chng. |
| | | | | | | | | Scope Chng. |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-02** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2002** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| GA 200-002 | Replacement of roofing at 8 buildings | | 8 Buildings | 0.00 | 48,000.00 | | | Note A |
| GA 200-002 continued | Modernization of 1123, 1125, and 1127 Oconee Street to include but not limited to: | | | | | | | |
| | Abatement of LBP and Asbestos | | 2 D. U. | 0.00 | 4,000.00 | | | Note A |
| | Selective demolition | | 2 D. U. | 0.00 | 4,000.00 | | | Note A |
| | Floor plan reconfiguration factor | | 2 D. U. | 0.00 | 15,665.00 | | | Note A |
| | Window replacement | | 1 D. U. | 0.00 | 3,000.00 | | | Note A |
| | Security window screens and security screen doors | | 1 D. U. | 0.00 | 3,000.00 | | | Note A |
| | Exterior brick repairs | | 1 D. U. | 0.00 | 1,500.00 | | | Note A |
| | Rough carpentry | | 1 D. U. | 0.00 | 6,000.00 | | | Note A |
| | Wall repair and drywall work | | 1 D. U. | 0.00 | 6,000.00 | | | Note A |
| | Wall covering & paint throughout | | 1 D. U. | 0.00 | 6,000.00 | | | Note A |
| | Flooring | | 1 D. U. | 0.00 | 6,000.00 | | | Note A |
| | Hydronic heat system | | 1 D. U. | 0.00 | 6,000.00 | | | Note A |
| | Electrical (complete re-wire and service) | | 1 D. U. | 0.00 | 6,000.00 | | | Note A |
| | Plumbing (including tub, toilet, etc.) | | 1 D. U. | 0.00 | 8,000.00 | | | Note A |
| | Kitchen cabinets | | 1 D. U. | 0.00 | 4,000.00 | | | Note A |
| | Laundry closet, vent, and washer box | | 1 D. U. | 0.00 | 4,000.00 | | | Note A |
| GA 200-004 | Comprehensive repair and paint walls and ceilings | | 0 D. U. | 30,266.05 | 0.00 | | | Note A |
| GA 200-006 | Comprehensive repair and paint walls and ceilings | | 0 D.U. | 20,708.35 | 0.00 | | | Note A |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-02** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2002** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| GA 200-008 | Comprehensive repair and paint walls and ceilings | | 0 D.U. | 27,080.15 | 0.00 | | | Note A |
| | **Subtotal Dwelling Improvements** | **1460** | | **239,054.55** | **131,165.00** | **0.00** | **0.00** | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| GA200-001 | Ranges & Refrigerators | | 2 Ea. | 3,750.00 | 3,750.00 | 0.00 | | See Pt. 3 |
| GA200-002 | Ranges & Refrigerators | | 5 Ea. | 9,250.00 | 9,250.00 | 5,541.53 | 5,541.53 | See Pt. 3 |
| GA200-003 | Ranges & Refrigerators | | 1 Ea. | 2000.00 | 2000.00 | 0.00 | | See Pt. 3 |
| GA200-004 | Ranges & Refrigerators | | 2 Ea. | 3,750.00 | 3,750.00 | 0.00 | | See Pt. 3 |
| GA200-006 | Ranges & Refrigerators | | 2 Ea. | 3,750.00 | 3,750.00 | 0.00 | | See Pt. 3 |
| GA200-008 | Ranges & Refrigerators | | 2 & 1 | 2,500.00 | 2,500.00 | 0.00 | | See Pt. 3 |
| | **Subtotal Dwelling Equipment - Nonexpendable** | **1465. 1** | | **25,000.00** | **25,000.00** | **5,541.53** | **5,541.53** | |
| | | | | | | | | |
| | Color Copier Machine | | L. S. | 13,000.00 | 13,240.00 | 13,240.00 | 0.00 | See Pt. 3 |
| PHA Wide | Computer Hardware | | L. S. | 20,000.00 | 29,760.00 | 4,476.70 | 0.00 | See Pt. 3 |
| | Two Vehicles | | L. S. | 42,000.00 | 42,000.00 | 0.00 | | See Pt. 3 |
| | **Subtotal Nondwelling Equipment** | **1475** | | **75,000.00** | **85,000.00** | **17,716.70** | **0.00** | |
| | | | | | | | | |
| | **GRANT TOTAL** | | | **603,898.00** | **603,898.00** | **256,178.23** | **163,856.08** | |
| | | | | | | | | |
| | | | | | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-02** Replacement Housing Factor No: | **Federal FY of Grant: 2002** |
|---|---|---|

| 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 - Operations | 3/31/03 | | 3/31/03 | 12/31/03 | 3/31/03 | 3/31/03 | Complete |
| | | | | | | | |
| PHA Wide – Management Improvements | 3/31/03 | 3/31/04 | | 12/31/03 | 12/31/04 | | Wrong date originally entered |
| | | | | | | | |
| PHA Wide - Administration | 3/31/03 | | 3/31/03 | 3/31/04 | 3/31/04 | | Obligated |
| | | | | | | | |
| GA200-001 Fees & Costs | 6/30/03 | 3/31/04 | | 12/31/04 | | | Scope Change |
| GA200-002 Fees & Costs | N/A | 3/31/04 | | 12/31/04 | | | Scope Change – Note A |
| PHA Wide Fees & Costs | 3/31/03 | 3/31/04 | | 6/30/04 | 12/31/04 | | Wrong date originally entered |
| | | | | | | | |
| GA200-001 Site Improvements | 12/31/03 | 9/30/04 | | 12/31/04 | | | Scope Change – Note A |
| GA200-002 Site Improvements | 12/31/03 | 9/30/04 | | 12/31/04 | | | Scope Change – Note A |
| GA200-003 Site Improvements | N/A | 9/30/04 | | N/A | 12/31/04 | | Scope Change – Note A |
| | | | | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-02** Replacement Housing Factor No: | **Federal FY of Grant: 2002** |
|---|---|---|

| 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 | |
| GA200-001 Dwelling Structures | 12/31/03 | N/A | | 12/31/04 | N/A | | Scope Change – Note A |
| GA200-002 Dwelling Structures | N/A | 9/30/04 | | N/A | 12/31/04 | | Scope Change – Note A |
| | | | | | | | |
| GA200-001 Dwelling Equipment Nonexpendable | 6/30/03 | 9/30/04 | | 12/31/03 | 12/31/04 | | Wrong date originally entered |
| GA200-002 Dwelling Equipment Nonexpendable | 6/30/03 | 9/30/04 | | 12/31/03 | 12/31/04 | | Wrong date originally entered |
| GA200-003 Dwelling Equipment Nonexpendable | 6/30/03 | 9/30/04 | | 12/31/03 | 12/31/04 | | Wrong date originally entered |
| GA200-004 Dwelling Equipment Nonexpendable | 6/30/03 | 9/30/04 | | 12/31/03 | 12/31/04 | | Wrong date originally entered |
| GA200-006 Dwelling Equipment Nonexpendable | 6/30/03 | 9/30/04 | | 12/31/03 | 12/31/04 | | Wrong date originally entered |
| GA200-008 Dwelling Equipment Nonexpendable | 6/30/03 | 9/30/04 | | 12/31/03 | 12/31/04 | | Wrong date originally entered |
| | | | | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-02** Replacement Housing Factor No: | **Federal FY of Grant: 2002** |
|---|---|---|

| 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 Nondwelling Equipment | 12/31/03 | 9/30/04 | | 12/31/04 | | | Wrong date originally entered |

NOTE A: IT HAS RECENTLY BECOME APPARENT TO THE AUTHORITY THAT THERE IS AN IMMEDIATE NEED TO REPLACE ROOFING AT EIGHT BUILDINGS IN PROJECT 002. ALSO, THERE ARE THREE VACANT UNITS 1123, 1125, AND 1127 OCONEE STREET (ALSO PART OF PROJECT 002) WHICH ARE IN DIRE NEED OF MODERNIZATION (ASBESTOS FLOOR TILE AND MASTIC, CRACKS IN INTERIOR AND EXTERIOR WALLS, FAILING INTERIOR PAINT, POOR HEAT SYSTEMS, ETC.) THE AUTHORITY WOULD ALSO LIKE TO ADD REPLACEMENT OF DETERIORATED SIDEWALKS AT PROJECTS 001, 002, AND 003 TO THIS CONTRACT. IT IS THE JUDGEMENT OF THE AUTHORITY THAT THIS WORK TAKES PRESIDENCE OVER THE WINDOW REPLACEMENT WORK WHICH WAS PREVIOUSLY INDICATED AS WORK TO BE STARTED WITH 2002 FUNDING. THE ROOF REPLACEMENT, MODERNIZATION WORK, AND SIDEWALK REPAIR WORK WILL REQUIRE FUNDS FROM 2002 AND 2003.

# CAPITAL FUND PROGRAM TABLES START HERE

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

| PHA Name: | Grant Type and Number | Federal FY of Grant: |
|---|---|---|
| **The Housing Authority of The City of Milledgeville** | Capital Fund Program Grant No: **GA06P200501-01**<br>Replacement Housing Factor Grant No: | **2001** |

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ■ **Revised Annual Statement (revision no: 2)**
■ **Performance and Evaluation Report for Period Ending: 3/31/03** ☐ **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 | $ 129,795.00 | $ 129,795.00 | $ 129,795.00 | $ 129,795.00 |
| 3 | 1408 Management Improvements | $ 88,172.27 | $ 63,609.39 | $ 63,609.39 | $ 63,609.39 |
| 4 | 1410 Administration | $ 64,898.00 | $ 64,898.00 | $ 64,898.00 | $ 64,898.00 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | $ 72,529.00 | $ 50,591.00 | $ 50,591.00 | $ 18,675.44 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | $ 83,322.73 | $ 87,467.80 | $ 44,944.09 | $ 36,707.98 |
| 10 | 1460 Dwelling Structures | $ 162,555.00 | $ 212,613.81 | $ 212,613.81 | $ 58,158.64 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | $ | | | |
| 14 | 1485 Demolition | $ 22,703.00 | $ 15,000.00 | $ 15,000.00 | $ 15,000.00 |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |

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

| PHA Name: | Grant Type and Number | Federal FY of Grant: |
|---|---|---|
| **The Housing Authority of The City of Milledgeville** | Capital Fund Program Grant No: **GA06P200501-01**<br>Replacement Housing Factor Grant No: | **2001** |

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ■ **Revised Annual Statement (revision no: 2)**
■ **Performance and Evaluation Report for Period Ending: 3/31/03** ☐ **Final Performance and Evaluation Report**

| Line No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | $ 648,975.00 | $ 648,975.00 | $ 606,451.29 | $ 411,844.45 |
| 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 | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 | $ 25,000.00 |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-01** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2001** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| PHA Wide | Operations | | L. S. | 129,795.00 | 129,795.00 | 129,795.00 | 129,795.00 | |
| | **Subtotal Operations** | **1406** | **L. S.** | **129,795.00** | **129,795.00** | **129,795.00** | **129,795.00** | **Complete** |
| | | | | | | | | |
| PHA Wide | Unit Inspections | | L. S. | 8,989.65 | 8,989.65 | 8,989.65 | 8,989.65 | |
| | Temp. Labor / Unit Turnaround | | L. S. | 5,412.62 | 5,412.62 | 5,412.62 | 5,412.62 | |
| | Pest Control | | L. S. | 8,775.00 | 8,775.00 | 8,775.00 | 8,775.00 | |
| | Resident Coordinator | | L. S. | 35,000.00 | 38,639.57 | 38,639.57 | 38,639.57 | |
| | Computer Software | | L. S. | 4,995.00 | 0.00 | 0.00 | 0.00 | |
| | Staff Development Training | | L. S. | 25,000.00 | 1,792.55 | 1,792.55 | 1,792.55 | |
| | **Subtotal Management Improvements** | **1408** | | **$88,172.27** | **63,609.39** | **63,609.39** | **63,609.39** | **Complete** |
| | | | | | | | | |
| PHA Wide | Modernization Coordinator | | L. S. | 64,898.00 | 64,898.00 | 64,898.00 | 64,898.00 | |
| | **Subtotal Administration** | **1410** | | **64,898.00** | **64,898.00** | **64,898.00** | **64,898.00** | **Complete** |
| | | | | | | | | |
| GA200-001 | A/E Fees – Demolition of 203 Chatham (Design, Bid, & C/A) | | L. S. | 10,800.00 | 9,302.00 | 9,302.00 | 6,766.10 | Complete by 9/30/03 |
| | A/E Fees – (Design, Bid, & C/A) Replacement of windows, installation of security window screens and security screen doors | | L. S. | 21,250.00 | 0.00 | 0.00 | 0.00 | Scope Chg. |
| | Printing & Reimbursables | | L. S. | 2,000.00 | 2,000.00 | 2,000.00 | 563.99 | Obligated |
| | Consultant Fees (Lead & Asbestos Survey) | | 44 D. U. | 5,000.00 | 5,000.00 | 5,000.00 | 0.00 | Complete by 9/30/03 |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-01** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2001** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| GA200-002 | Consultant (LBP & Asbestos Monitoring & Specification). | | 2 D. U. | 0.00 | 810.00 | 810.00 | 810.00 | Scope Chg. |
| | Consultant Fees (Lead & Asbestos Survey) | | 116 D. U. | 6,000.00 | 5,644.00 | 5,644.00 | 5,644.00 | Complete |
| GA200-003 | Consultant Fees (Lead & Asbestos Survey | | 24 D. U. | 4,300.00 | 4,300.00 | 4,300.00 | 0.00 | Complete by 9/30/03 |
| GA200-004 | Consultant Fees (Lead & Asbestos Survey | | 50 D. U. | 5,000.00 | 5,356.00 | 5,356.00 | 0.00 | Complete by 9/30/03 |
| | Printing & Reimbursables | | L. S. | 0.00 | 0.00 | 0.00 | 0.00 | Scope Chg. |
| GA200-006 | A/E Fees (Design & Bid Wray Court, Phase II, hydronic heat systems) | | L. S. | 0.00 | 0.00 | 0.00 | 0.00 | Scope Chg. |
| PHA Wide | Advertising | | L. S. | 1,500.00 | 1,500.00 | 1,500.00 | 240.00 | Obligated |
| | Clerk of The Works | | L. S. | 12,679.00 | 12,679.00 | 12,679.00 | 4,651.35 | Salary |
| | CFP (Annual Statement, 5 Year Capital Plan, & P and E Reports) | | L. S. | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | Obligated |
| | **Subtotal Fees and Costs** | **1430** | | **72,529.00** | **50,591.00** | **50,591.00** | **18,675.44** | |
| | | | | | | | | |
| GA200-001 | Sewer Replacement | | 13 D. U. | 12,500.00 | 9,298.00 | 9,298.00 | 9,298.00 | Complete |
| | Tree Removal and Landscaping | | 13 D. U. | 12,500.00 | 25,723.71 | 0.00 | 0.00 | Obligate by 9/30/03 |
| | Backfill eroded area, install retaining wall, and sod area between 204 & 206 Roberts. | | | 12,000.00 | 6,659.98 | 6,659.98 | 6,659.98 | Complete |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-01** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2001** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Backfill eroded area and sod area adjacent to 203 Roberts | | | 8,822.73 | 6,119.25 | 6,119.25 | 0.00 | Obligated |
| GA200-002 | Sewer Replacement | | 20 D. U. | 18,750.00 | 18,750.00 | 18,750.00 | 18,750.00 | Complete |
| | Tree Removal and Landscaping | | 20 D. U. | 18,750.00 | 18,750.00 | 2,000.00 | 2,000.00 | Complete |
| | Drainage system to remove standing water from front of 1101 / 1103 Highland | | | 0.00 | 2,166.86 | 2,166.86 | 0.00 | Obligated |
| | **Subtotal Site Improvements** | **1450** | | **83322.73** | **87,467.80** | **44,994.09** | **36,707.98** | |
| | | | | | | | | |
| GA200-002 | Modernization of 1101 & 1103 Highland including but not limited to: | | | | | | | |
| | Foundation Repairs | | 2 D. U. | 0.00 | 0.00 | | | Scope Chg. |
| | Repair plaster walls and add “flexi-wall” wall covering | | 2 D. U. | 20,000.00 | 48,229.76 | 48,229.76 | 48,229.76 | Complete |
| | Window Replacement | | 2 D. U. + 205 Roberts | 6,000.00 | 9,000.00 | 9,000.00 | | Obligated |
| | Security window screens & screen doors | | 2 D. U. | 5,000.00 | 5,000.00 | 5,000.00 | | Same |
| | Interior doors & hardware | | 2 D.U. | 5,000.00 | 5,000.00 | 5,000.00 | | Same |
| | Kitchen cabinets, sinks, & plumbing | | 2 D. U. | 8,000.00 | 8,000.00 | 8,000.00 | | Same |
| | Shower surrounds, bath fixtures, and plumbing | | 2 D. U. | 5,000.00 | 5,000.00 | 5,000.00 | | Same |
| | Replace roofing | | 2 D.U. | 0.00 | 6,829.05 | 6,829.05 | | Same |
| | Central hydronic heat system | | 2 D. U. | 12,000.00 | 12,000.00 | 12,000.00 | | Same |
| | Electrical upgrades | | 2 D. U. | 7,000.00 | 7,000.00 | 7,000.00 | | Same |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-01** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2001** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Paint throughout | | 2 D. U. | 3,000.00 | 5,000.00 | 5,000.00 | | Same |
| | Asbestos & lead abatement | | 2 D. U. | 2,000.00 | 12,000.00 | 12,000.00 | | Same |
| GA200-001 | Repair and paint walls and ceilings. | | 6 D. U. | 350.00 | 1,300.00 | 1,300.00 | 1,300.00 | Complete |
| GA200-002 | Repair and paint walls and ceilings. | | 15 D. U. | 963.58 | 963.58 | 963.58 | 963.58 | Complete |
| GA200-003 | Repair and paint walls and ceilings. | | 3 D. U. | 0.00 | 0.00 | 0.00 | 0.00 | Complete |
| GA200-004 | Repair and paint walls and ceilings. | | 6 D. U. | 265.00 | 265.00 | 265.00 | 265.00 | Complete |
| GA200-006 | Repair and paint walls and ceilings. | | 6 D. U. | 0.00 | 0.00 | 0.00 | 0.00 | Complete |
| GA200-008 | Repair and paint walls and ceilings. | | 4 D. U. | 290.00 | 425.30 | 425.30 | 425.30 | Complete |
| GA200-001 | Comprehensive repair and paint walls and ceilings. | | 7 D. U. | 11,150.58 | 11,150.58 | 11,150.58 | 0.00 | Note B |
| GA200-002 | Comprehensive repair and paint walls and ceilings. | | 32 D.U. | 50,974.40 | 49,889.10 | 49,889.10 | 2,050.00 | Note B |
| GA200-003 | Comprehensive repair and paint walls and ceilings. | | 8 D.U. | 12,743.60 | 12,743.60 | 12,743.60 | 1,000.00 | Note B |
| GA200-004 | Comprehensive repair and paint walls and ceilings. | | 0 D.U. | 12,817.84 | 12,817.84 | 12,817.84 | 3,925.00 | Note B |
| GA200-006 | Comprehensive repair and paint walls and ceilings. | | 0 D.U. | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
| GA200-008 | Comprehensive repair and paint walls and ceilings. | | 0 D.U. | 0.00 | 0.00 | 0.00 | 0.00 | N/A |
| | **Subtotal Dwelling Improvements** | **1460** | | **162,555.00** | **212,613.81** | **212,613.81** | **58,158.64** | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program Grant No: **GA06P200501-01** Replacement Housing Factor Grant No: | **Federal FY of Grant: 2001** |
|---|---|---|

| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost Original | Total Estimated Cost Revised | Total Actual Cost Funds Obligated | Total Actual Cost Funds Expended | Status of Work |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| GA200-001 | Ranges & Refrigerators | | 2 Ea. | 3,750.00 | 3,750.00 | 3,750.00 | 3,750.00 | |
| GA200-002 | Ranges & Refrigerators | | 5 Ea. | 9,250.00 | 9,250.00 | 9,250.00 | 9,250.00 | |
| GA200-003 | Ranges & Refrigerators | | 1 Ea. | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | |
| GA200-004 | Ranges & Refrigerators | | 2 Ea. | 3,750.00 | 3,750.00 | 3,750.00 | 3,750.00 | |
| GA200-006 | Ranges & Refrigerators | | 2 Ea. | 3,750.00 | 3,750.00 | 3,750.00 | 3,750.00 | |
| GA200-008 | Ranges & Refrigerators | | 2 & 1 | 2,500.00 | 2,500.00 | 2,500.00 | 2,500.00 | |
| | **Subtotal Dwelling Equipment - Nonexpendable** | **1465.1** | | **25,000.00** | **25,000.00** | **25,000.00** | **25,000.00** | Complete |
| | | | | | | | | |
| GA200-001 | Demolition of 203 Chatham Street | | 1 D. U. | 22,703.00 | 15,000.00 | 15,000.00 | 15,000.00 | |
| | **Subtotal Demolition** | **1485** | | **22,703.00** | **15,000.00** | **15,000.00** | **15,000.00** | **Complete** |
| | | | | | | | | |
| | **GRANT TOTAL** | | | **648,975.00** | **648,975.00** | **606,451.29** | **411,844.45** | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-01** Replacement Housing Factor No: | **Federal FY of Grant:** **2001** |
|---|---|---|

| 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 - Operations | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/02 | 3/31/02 | **Complete** |
| | | | | | | | |
| PHA Wide – Management Improvements | 3/31/02 | 3/31/02 | 3/31/02 | 12/31/03 | 12/31/02 | 12/31/02 | **Complete** |
| | | | | | | | |
| PHA Wide - Administration | 3/31/02 | 3/31/02 | 3/31/02 | 12/31/03 | 12/31/02 | 12/31/02 | **Complete** |
| | | | | | | | |
| GA200-001 Fees & Costs | 12/31/03 | 3/31/03 | 3/31/03 | 12/31/04 | 12/31/03 | | Scope Change |
| GA200-002 Fees & Costs | 9/30/02 | 9/30/02 | 9/30/02 | 12/31/03 | 3/31/03 | 3/31/03 | **Complete** |
| GA200-003 Fees & Costs | N/A | 3/31/03 | 3/31/03 | N/A | 9/30/03 | | Scope Change |
| GA200-004 Fees & Costs | N/A | 3/31/03 | 3/31/03 | N/A | 9/30/03 | | Scope Change |
| PHA Wide Fees & Costs | 3/31/02 | 3/31/02 | 3/31/02 | 12/31/03 | 12/31/03 | | Obligation Complete |
| | | | | | | | |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-01** Replacement Housing Factor No: | **Federal FY of Grant: 2001** |
|---|---|---|

| 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 | |
| GA200-001 Site Improvements | 12/31/03 | 9/30/03 | | 12/31/04 | 9/30/04 | | Scope Change |
| | | | | | | | |
| GA200-002 Site Improvements | 12/31/03 | 9/30/03 | | 12/31/04 | 9/30/04 | | Scope Change |
| | | | | | | | |
| GA200-001 Dwelling Structures | 12/31/03 | 9/30/03 | | 12/31/04 | 9/30/04 | | Scope Change |
| GA200-002 Dwelling Structures | 12/31/03 | 9/30/03 | | 12/31/04 | 9/30/04 | | Scope Change |
| GA200-003 Dwelling Structures | 12/31/03 | 9/30/03 | | 12/31/04 | 9/30/04 | | Scope Change |
| GA200-004 Dwelling Structures | 12/31/03 | 9/30/03 | | 12/31/04 | 9/30/04 | | Scope Change |
| GA200-006 Dwelling Structures | 12/31/03 | N/A | | 12/31/04 | N/A | | Scope Change |
| GA200-008 Dwelling Structures | 12/31/03 | 9/30/03 | | 12/31/04 | 9/30/04 | | Scope Change |
| | | | | | | | |
| GA200-001 Dwelling Equipment Nonexpendable | 12/31/03 | 3/31/03 | 3/31/03 | 12/31/04 | 3/31/03 | 3/31/03 | **Complete** |
| GA200-002 Dwelling Equipment Nonexpendable | 12/31/03 | 3/31/03 | 3/31/03 | 12/31/04 | 3/31/03 | 3/31/03 | **Complete** |

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

| PHA Name: **The Housing Authority of The City of Milledgeville** | **Grant Type and Number** Capital Fund Program No: **GA06P200501-01** Replacement Housing Factor No: | **Federal FY of Grant: 2001** |
|---|---|---|

| 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 | |
| GA200-003 Dwelling Equipment Nonexpendable | 12/31/03 | 3/31/03 | 3/31/03 | 12/31/04 | 3/31/03 | 3/31/03 | **Complete** |
| GA200-004 Dwelling Equipment Nonexpendable | 12/31/03 | 3/31/03 | 3/31/03 | 12/31/04 | 3/31/03 | 3/31/03 | **Complete** |
| GA200-006 Dwelling Equipment Nonexpendable | 12/31/03 | 3/31/03 | 3/31/03 | 12/31/04 | 3/31/03 | 3/31/03 | **Complete** |
| GA200-008 Dwelling Equipment Nonexpendable | 12/31/03 | 3/31/03 | 3/31/03 | 12/31/04 | 3/31/03 | 3/31/03 | **Complete** |
| | | | | | | | |
| GA200-001 Demolition | 12/31/03 | 12/31/02 | 12/31/02 | 12/31/04 | 3/31/03 | 3/31/03 | **Complete** |
| | | | | | | | |

NOTE B:

Remaining funds used to create Comprehensive Paint Contract line items for projects 001, 002, and 003. Will be issued as one contract in concert with projects 004, 006, and 008 which will be funded with CFP FY 2002 funds.

# COMPONENT 5 – C

# MANAGEMENT
# &
# MAINTENANCE
# POLICIES

**HOUSING AUTHORITY OF THE CITY OF MILLEDGEVILLE**

# ADMISSION AND CONTINUED OCCUPANCY POLICY (ACOP)


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**II.** ***Definitions of Terms***

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## ATTACHMENTS

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# HOUSING AUTHORITY OF THE CITY OF MILLEDGEVILLE
# ADMISSION AND CONTINUED OCCUPANCY POLICIES

## I. INTRODUCTION

A1.0 AUTHORITY

Eligibility for admission to and occupancy of Low-Income Public Housing is governed by requirements of the Department of Housing and Urban Development, with some latitude for local policies and procedures. This Admissions and Continued Occupancy Policy (ACOP) incorporates these requirements and is binding upon applicants, Residents, and Authority alike, the latter two through inclusion of the ACOP into the Dwelling Lease by reference. Notwithstanding the above, changes in applicable Federal law or regulations shall supersede this policy at any point in which they are in conflict.

A2.0 OBJECTIVES

The objectives of this policy are to:

A. Promote the overall goal of safe, decent, and sanitary housing in good neighborhoods by:

   1. Encouraging a social and economic mix of low-income residents within each public housing neighborhood in order to foster social stability and upward mobility.

   2. Insuring the fiscal stability of the Authority.

   3. Lawfully denying admissions or continued occupancy to families whose presence in a public housing neighborhood is likely to adversely affect the health, safety or welfare of other Residents or the physical environment of the neighborhood.

B. Facilitate the efficient management of the Authority and compliance with Federal Regulations by establishing the policy basis for management procedures, recordkeeping, and auditing.

C. Comply in letter and spirit with Title VI of the Civil Rights Act of 1964 and all other applicable Federal Laws and regulations to insure that admission to and occupancy of public housing neighborhoods is conducted without regard to race, color, creed, sex, national origin, age, disability or familial status.

Terminology - The term "he" or "his" used throughout this document is used in the generic sense to include male/female, singular/plural as appropriate. The Housing Authority is also referred to as the “Housing Authority” or the “HACM” throughout this document.

# II. DEFINITIONS OF TERMS

## B1.0 DEFINITIONS-FAMILY

1. The term "family" as used in this policy means:

   a. A group of two or more people related by blood, marriage, or legal adoption, who will live regularly together in the same dwelling unit in the neighborhood (including foster children and members of the family who are temporarily absent.) There must be some concept of family living beyond the mere sharing or intention to share housing accommodations by two or more persons to constitute them as a family within the meaning of this policy. Some recognized and acceptable basis of family relationship must exist as a condition of eligibility. By definition, a family must contain a competent adult who is capable of functioning as the head of household.

   b. A single person who has attained at least age 62; or

   c. A person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act . Section 223 of the Social Security Act defines disability as:

      1) Inability to engage in any substantial gainful activities by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months, or

      2) In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (i) (1) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

   d. A near elderly family which consists of a family whose head, spouse, or sole member is at least 50 years of age, but below the age of 62.

   e. Two or more elderly persons or persons with a disability living together, or one or more of these persons living with one or more live-in aides.

   f. For continued occupancy purposes only, the remaining member of a Resident family who meets all the requirements for continued occupancy.

   g. A single person who has been displaced by governmental action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under Federal Disaster relief laws; or

   h. Other single persons who are currently enrolled in educational, training, or upward mobility programs.

2. Elderly Family. A family whose head or spouse (or sole member) is an elderly person who is at least 62 years of age; or two or more elderly persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

3. The above definitions of "family" do not exclude a person living alone during the temporary absence of a family member who will later live regularly as a part of the family.

4. A person necessarily residing with a family by reason of employment by or for such family (a) to permit the employment of a sole wage earner, or (b) for the health and welfare of a sick or incapacitated member of the family,

need not be considered as a member of the family for the purpose of determining family income for eligibility or establishing the Total Resident Payment. However, the necessity for such an arrangement must be evidenced by a doctor's certificate when health-related reasons are given for the arrangement. In all cases, the presence of such a person must be determined essential and so certified by the Authority. Under no circumstances may such an arrangement be either continued longer than necessary or permitted only for the convenience of the Resident or such employee. This provision is applicable both for admission and continued occupancy and is not restricted to elderly families.

## B2.0 DEFINITIONS - ANNUAL INCOME

Annual Income means all amounts, monetary or not, which is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, nonrecurring, sporadic, and exclusive of certain other types of income specified in this policy.

Annual Income includes, but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;

3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph 2 above. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has Net Family Assets in excess of $5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate, as determined by HUD;

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delay start of a periodic payment (except as provided in deferred periodic amounts in this policy);

5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in lump sum additions in this policy);

6. Welfare assistance;

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.

8. All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse, (except as provided for hazardous duty in this policy).

**<u>Annual Income does not include the following</u>**:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults;
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (but see "payments in lieu of earnings" in this policy):
4. Amounts that are specifically for or in reimbursement of the cost of medical expenses;
5. Income of a Live in Aide, as defined in 24 CFR 913.102;
6. The full amount of student financial assistance paid directly to the student or to the educational institution;
7. The special pay to a family member in the Armed Forces away from home and exposed to hostile fire;
8. a. Amounts received under training programs funded by HUD;
   b. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
   c. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by the resident for performing a service for the HACM or owner, on a part time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
   d. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
9. Temporary, non-recurring or sporadic income (including gifts);
10. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
11. Earnings in excess of $480 for each full time student 18 years old or older (excluding the head of household and spouse);
12. Adoption assistance payments in excess of $480 per adopted child;

*13.Deferred periodic amounts from supplemental security benefits that are received in a lump sum amount or in prospective monthly amounts;*

14. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
15. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
16. Certain stipends (not to exceed $200/mo) and other income received by participants in qualified training, self-sufficiency and work incentive programs. Includes CIAP and CGP training programs.
17. Earned income:
    a. Disallowance of earned income from rent determinations applies when a family member becomes employed after being unemployed for at least one (1) year, or when income increases during the participation in any family self-sufficiency or job training program, or who is or was assisted under TANF within six (6) months and whose earned income increases. Such disallowance shall be granted to eligible family for a twelve (12) month period, contingent upon continued employment or increased income.
    b. Upon expiration of the 12-month period of disallowance of earned income from rent determinations, earned income shall continue to be disallowed for the next twelve (12) months at a rate not to exceed 50% of the amount of the total rent increase that would be applicable in the absence of the disallowance. Such phase-in of earned income in rent calculation is contingent upon continued employment or increased income.
18. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. When such exclusions are mandated by Federal statute or regulation,

they will become effective as prescribed by the Federal government without the necessity to amend this policy. The following is a list of types of benefits that qualify for that exclusion effective February 1998.

a. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4636);
b. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b);
c. Payment to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044 (g), 5058);
d. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626 (a);
e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459(e));
f. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624 (f);
g. Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552 (b);
h. Income derived from the disposition of funds of the Grand River Ban of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);
i. The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of the Interior (25 U.S.C. 117); and
j. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution (See 24 CFR 215.1 (c) (6), 236.3 (c) (6), 813.106(c) (6), and 913.106(c) (6).

19. For a period of 12 months, the earnings and benefits to any family resulting from new employment when the family member so employed was previously unemployed for a period of at least 12 months, and only to the extent the earnings and benefits exceed that family member's previous income. The net result being that the qualifying employment shall not cause a change in the rent charged to the family. For months 13 through 24 following the qualifying employment, one-half of the earned income exceeding the income prior to the qualifying employment shall be excluded from Annual Income.

*If it is not feasible to anticipate a level of income over a 12 month period, the income anticipated for a shorter period may be annualized, subject to a redetermination at the end of the shorter period.*

## Monthly Income – One-twelfth of Annual income. For purposes of determining priorities based on an applicant's rent as a percentage of monthly income.

ADJUSTED INCOME – Adjusted income means annual income less the following:

1. $480 for each dependent;
2. $400 for any elderly family;
3. For any family that is not an elderly family or a disabled family but has a member other than the head of household or spouse, who is a person with a disability, disability assistance expenses in excess of 3% of annual income, but this allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities;
4. For any elderly family or disabled family;
   a. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;

b. That has disability assistance expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph 3 of this section, plus an allowance for medical expenses that is equal to the family's medical expenses;
c. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds 3% of annual income; and
d. Medical Insurance premiums

5. Child care expenses.

INCOME FOR ELIGIBILITY - "Income for Eligibility" for purpose of determining eligibility for admission and for admission and for statistical reporting, means "Annual Income."

a. Projects available for occupancy on or before 10-1-81 - Income for eligibility shall not exceed the "Lower Income" limits.
b. Projects available for occupancy on or after 10-1-81 - Income for eligibility shall not exceed the "Very Low Income" limits.

INCOME FOR RENT - "Income for Rent" for the purpose of determining rents, and for statistical reporting means adjusted income; except that Annual Income is to be used in determining the 10 percent minimum rent.

B3.0 DEFINITIONS - TOTAL RESIDENT PAYMENT

1. Total Resident Payment for families whose initial lease is effective on or after August 1, 1982, except for cases in which the ceiling rent or flat rent applies, shall be the highest of the following, rounded to the nearest dollar:

   a. 30 percent of Monthly Adjusted Income; or
   b. 10 percent of Monthly Income; or
   c. Minimum rent of $50.00;or
   d. Resident choice for income-based or flat rent

2. Total Resident payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.
3. In cases where the ceiling rent or flat rent applies, the Total Resident Payment shall be the ceiling rent or the flat rent. The HACM has determined the ceiling rent, through surveys of local housing properties, to be as scheduled below:

| | |
|---|---|
| 1 Bedroom | $ 138.00 |
| 2 Bedroom | 162.00 |
| 3 Bedroom | 203.00 |
| 4 & 5 Bedroom | 227.00 |

B4.0 DEFINITIONS - OTHER TERMS

1. Ceiling Rent. The maximum Resident contract rent payable to the HACM. This amount is established by the HACM based on applicable federal regulations and is subject to periodic adjustment. This rent is being phased out and will be replaced by the flat rent.
2. Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or further his or her education, and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. The Authority will not normally determine childcare expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for children.
3. Dependent: A member of the family (excluding foster children and foster adults) other than the family head or spouse, who is under 18 years of age, or is a person with a disability, or is a full-time student. An unborn child shall not be considered a dependent.
4. Disability Assistance Expenses. Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.
5. Disabled Person: A person under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102 of the Developmental Disabilities Services Facilities Construction Amendments of 1970 (42 U.S.C. 2691 (1).
6. Elderly Person: A person who is at least 62 years of age.
7. Elderly Family: A family whose head or spouse (or sole member) is an elderly person, or a person with a disability. It may include two or more elderly persons or persons with disabilities living together, or one or more of these persons living with one or more live-in aides.
8. Extremely Low Income Family: A family whose income does not exceed 30% of the median income in the area, as determined by HUD, with adjustments for family size.
9. Flat Rent: The market rate rent that applies to an apartment. This amount is established by the HACM in accordance with federal regulations and is subject to periodic adjustment.
10. Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with diploma or certificate program, as well as an institution offering a college degree.
11. Head of Household: Head of household means the adult member of the family who is held primarily responsible and accountable for the family, particularly in regard to lease obligations.
12. Homeless Family: Any individual or family who:
    i. Lacks a fixed, regular, and adequate nighttime residence; and
    ii. Has a primary nighttime residence that is;
        a) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
        b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
        c) A public or private place not designed for or ordinarily used as, a regular sleeping accommodation for human beings.

A homeless family does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State Law.

13. Involuntary Displacement: For purposes of determining whether an applicant is entitled to a priority for public housing admission, an applicant is or will be involuntarily displaced if he or she was vacated or will have to vacate his or her housing unit as a result of one or more of the following actions
    a. A disaster, such as a fire or flood, that results in the applicant's unit being uninhabitable; or
    b. Activity carried on by an agency of the United States or by any state or local governmental body or agency in connection with code enforcement, a public improvement, or development program.

In order to qualify for the priority based on involuntary displacement, a family must have been involuntarily displaced as defined above and not be living in "standard replacement housing", or it must be verifiable that the family will be involuntarily displaced within the next six months.

14. Live-in Aide: A person who resides with an elderly person or person with a disability and (a) is determined by the HACM to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s); and (c) would not be living in the unit except to provide supportive services.
15. Lower Income Family. A family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.
16. Medical Expenses: Those medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance.
17. Military Service: Military service means the active military service of the United States which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and since July 29, 1945, the commissioned corps of the United States Public Health Service.
18. Minor: A "minor" is a person less than eighteen years of age. (An unborn child may not be counted as a minor.)
19. Monthly Adjusted Income. One twelfth of adjusted income.
20. Monthly Income. One twelfth of Annual Income.
21. Neighborhood or Community: Any lower income Public Housing site as established in a development program, except that when sites are adjacent or within a block of each other, such sites collectively may be considered one location.
22. Net Family Assets: Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investments, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered as an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.) In determining net family assets, the HACM shall include the value of business or family assets disposed of by an applicant or Resident for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received therefore. In case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or Resident received important consideration not measurable in dollar terms.
23. Public Housing Agency (PHA): Any State, county, Municipality or other government entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families
24. Ranking Applicant Family: The "ranking applicant family" is that eligible family with the highest priority as defined in this policy, or priority being equal, the earliest date and time of application.
25. Ranking Rentable Unit: The "Ranking Rentable Unit" is that rentable dwelling unit of the appropriate size which is next available to be offered for lease to an applicant.
26. Spouse: Spouse means the husband or wife of the head of household.
27. Resident Rent: The amount payable monthly by the family as rent to the HACM. Where all utilities (except telephone) and other essential housing services are supplied by the HACM, Resident Rent equals Total Resident Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the HACM and the cost there of is not included in the amount paid as rent, Resident Rent equals Total Resident Payment less the utility allowance. (Resident Rent is a term established and defined by 24 CFR (Part 960) and as such, is occasionally awkward in ordinary usage. For this reason, the term "Resident Rent" is used interchangeably with "rent" elsewhere in this ACOP to refer to the net monthly payment by the family to HACM).
28. Utility: Electricity, gas, heating, fuel, water and sewage services, and trash and garbage collection. Telephone service is not included as a Utility.

29. Utility Allowance: If the cost of utility (except telephone) and other housing services for an assisted unit is not included in the Resident Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by HACM or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.
30. Utility Reimbursement: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Resident Payment for the family occupying the unit.
31. Very Low-Income Family: A family whose Annual Income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for small and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.
32. Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by federal, state, or local governments.

# **III.** RECEIPT OF APPLICATIONS FOR ADMISSION AND RESIDENT SELECTION

## C1.0 APPLICATION TAKING

All admissions to public housing shall be made on the basis of a written application in such form as the Authority shall prescribe. The Application for Admission shall constitute the basic record of each family applying for admission. All supplemental materials pertaining to eligibility shall also be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required.

The following conditions shall govern the taking and processing of applications:

1. This Public Housing Agency will not, on account of race, color, creed, sex or national origin, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs in any of its developments.
2. The Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families which could be reasonably expected to be housed within the next twelve months. In such cases, the Authority may ask applicants to complete abbreviated applications that contain sufficient information to determine unit size, unit type, Rent/Income and priority.
3. All applications must be made in person by a responsible adult member of the applicant family, who will reside in the household. He/she shall sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Authority reserves the right to require the signature of any and all adult members of the applicant household. No applications shall be accepted by mail.
4. The Authority will normally take applications from a central location, but reserves the right to establish satellite locations for application taking, so long as all processing is done in a central location.
5. The Authority reserves the right to establish time for taking applications, including by appointment. The Authority staff may at its discretion provide for application interviews outside normal hours when necessary for hardship reasons.
6. Insofar as possible, application interviews shall be conducted in private.
7. In addition to the income, family composition and information unique to each applicant, each application shall indicate the date and time of application and the Authority's determination of eligibility or ineligibility. When the family is eligible, the application shall also record the correct unit size and type; the priority rating; the date of assignment to the dwelling unit and the unit assigned; the date, unit location and reason for rejection for any offers refused by the applicant.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.
9. From time to time, the Authority shall purge the application pool of applications no longer actively seeking housing. Normally, this shall be performed by removing applicants who fail to respond to a "still interested" notice mailed to the last known address on the application. It shall be the sole responsibility of the applicant to inform the authority of changes in address or other family circumstances which might affect the status of the application.
10. The Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.

## C2.0 - ELIGIBILITY CRITERIA

All families who are admitted to Public Housing must be individually determined eligible under the term of this policy. In order to be determined eligible, an applicant's family must meet ALL of the following requirements:

1. The applicant's family must qualify as a family as defined in B1.0.
2. The applicant family's Annual Income as defined in B2.0 (HUD Secretary's definition) must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the county and HACM jurisdiction.

3. The applicant's family must conform to the Occupancy Standards contained in policy C5.0 regarding unit size and type.
4. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent.
5. The applicant's family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, sexual deviation or any other history which may be reasonably expected to adversely affect:
    a. The health, safety, or welfare of other residents
    b. The peaceful enjoyment of the neighborhood by other residents
    c. The physical environment and fiscal stability of the neighborhood
6. The applicant's family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case where a qualified agency is working with the applicant's family to improve its housekeeping and the agency reports that the applicant's family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Executive Director or his designee. The category does not include applicants' families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.
7. The applicant's family must have no history of criminal activity which, if continued, could adversely affect the health, safety or welfare of other residents.
8. The applicant's family must be able to demonstrate capacity to live independently and discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age, disability, etc.
9. If a prior Resident of public housing programs administered by the Public Housing Agency, the applicant's family must have a satisfactory record in meeting financial and other lease obligations. A former Resident who owes a move out balance to the Authority will not be considered for readmission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet their rent obligations.
10. The applicant's family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in accordance with C3.0 and placed in the applicant's file. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and resume of the information received.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

1) Evidence of rehabilitation
2) Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
3) In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or live-in caretakers.

C3.0 VERIFICATION OF INCOME AND CIRCUMSTANCES

No applicant's family shall be admitted to public housing without thorough verification of income, family composition and all other factors pertaining to the applicant's eligibility, rent, unit size and type, priority rating, etc. The same type of verifications are required to process any interim or regular re-examination for public housing residents. Complete and accurate verification documentation shall be maintained for each applicant and resident. Such documentation may include, but is not limited to, the following:

1. Letters or other statements from employers and other pertinent sources giving authoritative information concerning all items and amounts of income and deduction, together with other eligibility and preference determination;
2. Verification forms supplied by HACM and returned properly completed by employers, public welfare agencies, etc.
3. Originals, photocopies, or carbon copies of documents in the applicant's possession which substantiate his statements, or a brief summary of the pertinent contents of such documents signed and dated by the staff member who viewed them;
4. Statements from self-employed persons, and from persons whose earnings are irregular, such as salesmen, etc., sworn to before a Notary, setting forth gross receipts, itemized expenses and net income (expenses incurred for business expansion or amortization of capital indebtedness are to be included in net income);
5. Memoranda of verification data obtained by personal interview, home visit, telephone, or other means, with source, date received, name and title of person receiving the information clearly indicated, and a summary of information received;
6. Certified birth certificates, or other substantial proof of age, to support claims to the various entitlements in these policies for each member of the household;
7. Proof of disability, or of physical impairment, if necessary to determine the applicant's eligibility as a family or entitlement to consideration under the criteria established in these policies, provided in written form by the appropriate government agency.
8. Statements from landlords, family social workers, payroll officers, court records, drug treatment centers, clinics, physicians, or police departments, where warranted in individual cases.
9. Receipts for utility services.
10. In the Case of a homeless family, verification consists of certification, in a form prescribed by the Secretary of the Housing and Urban Development or as developed by the HACM, of this status from a public or private facility that provides shelter for such individuals, or from the local police department or social services agency.

11. In addition to such other verification as the Authority shall require, verification of an applicant's involuntary displacement status is established by the following documentation in a form prescribed by the Secretary of the Department of Housing and Urban Development or developed by the HACM:

    a. Written notice from a unit or agency of government that an applicant has been or will be displaced as a result of a disaster as defined in B4.0.
    b. Written notice from a unit or agency of government that an applicant has been or will be displaced by government action as defined in B4.0.

Because eligibility for Federal Housing Assistance is not based on a "Declaration System" but upon verification of data supplied by applicants or Residents, failure of an applicant to cooperate with the Authority in obtaining verification will result in the application being declared incomplete and inactive. A Resident who fails to cooperate or to release information may be evicted. In addition, interim rent reductions will not be made for Residents until after receipt of all required verifications. In consideration of the privacy rights of Residents and applicants, the Authority shall restrict its requests to those matters of income, family composition and other family circumstances which are related to eligibility, rent, unit size and type, admission priority rating, or other lawful determinations made by the Authority. If the verified data as listed in this policy are not more than two months old at the time an application is selected for admission, and the applicant certifies by written statement that no change has occurred in his status, the data will be considered as reflecting the applicant family's status at the time of admission. If data are more than two months old, all factors are to be reverified and findings recorded. As part of the application record of each applicant determined to be eligible for admission, the

admitting officer or his supervisor shall certify that an investigation has been made of such family and that on the basis of this investigation, it has been determined that the applicant and his family meet all the conditions governing eligibility.

C4.0 DETERMINATION AND NOTIFICATION OF ELIGIBILITY

As soon as possible after receipt of an application, the Authority will determine the applicant family's eligibility for public housing in accordance with the provisions of C2.0. In the event an applicant family is determined to be eligible, they shall be informed of the time estimated before an offer of a dwelling unit will be made. If this period is estimated to be longer than one year, the applicant's family shall be informed of this fact. In the event an applicant's family is determined to be ineligible, they shall also be informed in writing of the basis for this determination. An applicant's family does not have the right to use the Resident Grievance Procedure, but they will be given, upon request, the opportunity for an informal hearing to present such facts as he wishes. In circumstances when waiting lists are very long, a thorough investigation of each application may not be practical until such application approaches selection. In such cases, apparently eligible applicants' families will be notified that their eligibility determination is tentative in nature, being largely based on declarations made by the applicant family, and is subject to further reviews prior to admission. In all cases, the Authority reserves the right to withdraw any determination of eligibility, tentative or otherwise, when additional information indicates that the prior determinations was inappropriate.

C5.0 OCCUPANCY STANDARDS

To avoid overcrowding and prevent wasted space, units are to be leased in accordance with the occupancy standards set forth below. If there should be a dwelling unit which cannot be filled with a family of appropriate size, after all possible efforts have been made to stimulate applications, a family eligible for the next smaller size unit may be offered this unit. This shall be with the understanding that the family is subject to later transfer to a unit of the proper size.

The following system will be used to determine proper bedroom size for each applicant and resident;

1. The head of each household and their spouse are assigned to one bedroom (unless medical reasons dictate otherwise).
2. All remaining family members are assigned to bedrooms on the basis of two of the same sex to a bedroom.
3. Notwithstanding the above, the Authority may lease one bedroom apartments to a single parent with a child under the age of three.
4. In no case, should Residents be assigned to bedroom sizes outside of the minimum and maximum constraints listed below:

| ***Number of Bedrooms*** | ***Number of Persons*** | |
|---|---|---|
| | ***min*** | ***max*** |
| 0 | 1 | 1 |
| 1 | 1 | 2 |
| 2 | 2 | 4 |
| 3 | 3 | 6 |
| 4 | 4 | 8 |
| 5 | 5 | 10 |

These standards regarding the minimum and maximum number of persons who will occupy a unit will be applied within the restraints of financial solvency and program stability. The HACM will also assign units based on the type of unit needed by the individual applicant's family. This refers primarily to the family's ability to use stairs or their status as an elderly family or a disabled family.

When it is found that the size of the dwelling is no longer suitable for the family in accordance with these standards, the family will be required to move as soon as a dwelling of appropriate size becomes available. These families will be transferred in accordance with the Transfer Policy (E1.0).

## C6.0 APPLICANT SELECTION AND ASSIGNMENT PLAN

### APPLICATION RANKING

**Applicants may elect to be placed on a waiting list for the first available unit, regardless of development, or they may elect to be placed on the waiting list for one or more selected developments. They may change their selection of waiting lists at any time.**

Applications will be filed and selected in the following order:

1. By unit type (regular, elderly) and in unit size by bedrooms.
2. Preferences
    a) Families displaced due to natural disaster, fire, or governmental action.
    b) Families with a stable work history, and families who are elderly or disabled.
    c) Residents who live and/or work in the jurisdiction.
    d) Those enrolled currently in educational training, or upward mobility programs.
    e) Substandard Housing/Victim of domestic violence
    f) High rent burden(rent is more than 50% of income)
    g) Homelessness

Within each preference, applications are ranked by date and time of application.

### APPLICANT SELECTION AND ASSIGNMENT

Selection of applicant families for making offers of dwelling units shall be performed by matching the ranking unit to the ranking applicant.

1. The "ranking rentable unit" is that rentable dwelling unit of the appropriate size which is next available for lease to an applicant.
2. The "ranking applicant family" is that eligible family as defined in this policy, or, preference being equal, the earliest date and time of application, who is on the waiting list.

### DWELLING UNIT OFFERS

When the ranking applicant is matched to the specific ranking unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

1. As an application moves near the top of the waiting list, the Authority will contact the applicant's family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as, security deposits, etc. For an applicant on a short waiting list, this may be included in the process of taking the complete application.
2. Upon offer of an apartment, the applicant shall have three business days to accept or reject the apartment. An additional business day may be granted if necessary to allow the applicant to inspect the apartment. Failure to give an answer within the prescribed time period shall be counted as a refusal of the offer.
3. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, establishment of utility services, leasing interview, and lease execution. Normally, this deadline will be within three working days of the acceptance of the offer, but may be extended additional days at the discretion of the Authority when necessary to alleviate hardship. Failure to complete move-in requirements within the assigned period will be counted as a refusal of the offer.

## UNIT REFUSALS

When an applicant refuses the third offer of an apartment, his application shall be removed from the waiting list.

*If the applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his inability to move to the HACM's satisfaction, refusal of the offer shall not require removal from the applicable waiting list.*

*If an applicant presents, to the satisfaction of the HACM, clear evidence that acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap not related to consideration of race, color, or national origin, such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not require removal from the applicable waiting list.*

## C7.0 LEASING OF DWELLING UNITS

The head of the household of each family accepted as a Resident is required to execute a lease agreement in such form as the Authority shall require prior to actual admission. All remaining adult members of the household should also sign the lease. One copy of the lease will be given to the leasee and the original will be filed as part of the permanent records established for the family.

Each lease shall be kept current at all times. If a resident family transfers to a different unit in the same or another HACM community, the existing lease will be canceled. A new lease will be executed for the unit to which the family is to move by the head of the household. If any other change in the resident's status results in the need to change or amend any provisions of the lease, or if the HACM desires to waive a provision with respect to the resident, (1) the existing lease is to be canceled and a new lease executed, or (2) an appropriate rider is to be prepared and executed and made a part of the existing lease.

Certain documents are made part of the dwelling lease by reference. These include, but are not limited to, the Admission and Continued Occupancy Policy (ACOP), and the Resident Rules and Regulations.

Cancellation of a Resident's lease is to be in accordance with provisions of the lease. Generally, the lease shall not be canceled or not renewed except for serious or repeated violations of its terms by the Resident. Written records shall be maintained containing the pertinent details of each eviction.

## C8.0 ADMISSION OF ADDITIONAL FAMILY MEMBERS

1. Purpose - Population in excess of the number of persons for which a neighborhood or unit was designed is often the cause of many serious management problems including crime, vandalism, excessive maintenance costs, and low Resident satisfaction. It is with this in mind that this section of this ACOP is established.
2. Application Procedure - The Resident of a household that wishes to add additional members to their household must submit it in the form prescribed by management, for approval by the Executive Director of his/her designee.
3. Eligibility Criteria
    a. All new member(s) must be determined eligible in accordance with Section C2.0, eligibility criteria.
    b. The unit in which new members are requesting admission shall not be overcrowded and shall be maintained in accordance with Section C5.0, Occupancy Standards.
    c. Upon approval the Head of Household must initial the lease when additional members are added to the lease.
4. Application Denial - The HACM may deny the application for any of the following reasons:
    a. Applicant(s) do not meet Eligibility Criteria as outlined in Section C2.0.
    b. The dwelling unit is overcrowded or would exceed the Occupancy Standards as outlined in Section C5.0.
    c. Applicant(s) are not related to Resident by blood, marriage or legal adoption.

d. Applicant(s) are former members of Resident family and have since become emancipated and are attempting to reenter household for support or other reasons.
e. Other reasons as determined from time to time by the Executive Director.

5. All additions do not require approval. The HACM shall not deny approval for any of the following:
    a. Newborn infants of members currently on the lease.
    b. Minor children of members currently on the lease who were removed from their care by court action and are being returned.

# IV. CONTINUED OCCUPANCY POLICY

## D1.0 ELIGIBILITY FOR CONTINUED OCCUPANCY

Continued occupancy in the HACM communities are only for those residents:

1. Who qualify as a family as defined by federal requirements and this policy (see definition in B1.0)
2. Who conform to the Occupancy Standard established for lower income housing. (See C5.0)
3. Whose past performance in meeting financial obligations, especially rent, and other charges, is satisfactory; and
4. Who have a history which may be reasonably expected to adversely affect:
    a. The health, safety, or welfare of other residents
    b. The peaceful enjoyment of the neighborhood by other residents
    c. The physical environment and fiscal stability of the neighborhood
    d. Substance abuse/alcohol abuse
    e. Sexual deviation
5. Who have no record of grossly unsanitary or hazardous housekeeping. This includes the creation of fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, decision as to the eligibility shall be reached after a referral to and a recommendation by the Executive Director or his designee. This category does not include families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.
6. Who have no history of criminal activity, which, if continued, could adversely affect the health, safety, or welfare of other residents.
7. Who continue to occupy the apartment on a full time basis. Residents who claim ownership or occupancy of another dwelling unit or failure to occupy the unit for a period greater than thirty days shall be grounds for termination of the lease.
8. Who are, with the aide of such assistance as is actually available to the family, physically and mentally able to care for themselves and their apartment and to discharge all lease obligations. A person or persons remaining as a residuum of a family may be permitted to remain in occupancy provided that the Authority, in its sole judgment, determines that the remaining person(s) is (are);

    a. Otherwise eligible for Continued Occupancy, and
    b. Capable of carrying out all lease obligations, including but not limited to rent payment, care of the apartment, and proper conduct, and
    c. Willing to assume all lease obligation of the prior leaseholder, including all payments under the lease, and
    d. Legally competent to execute a lease in his (their) own name. The Authority will not execute a lease with a minor.

9. Who have complied with the Public Housing Community Service requirement. Under this requirement, all adult public housing residents who do not qualify for an exemption, must participate at least 8 hours per month in community service or an economic self-sufficiency program.

## D2.0 RE-EXAMINATIONS

### PURPOSES

Re-examinations of income and family circumstances are conducted for the following purposes:

1. To comply with the Federal requirements relating to annual re-examinations.

2. To determine if each family remains eligible for continued occupancy under the terms of the lease and this policy.
3. To determine if the unit size and type is still appropriate to the family's needs and in compliance with the Occupancy Standards (C5.0).
4. To establish the Total Resident Payment and the Resident rent to be charged to the family.

ANNUAL RE-EXAMINATIONS

Annual re-examinations are necessary to comply with the federal requirement that each family have its eligibility re-examined at least every twelve months. Head of Household and household members 18 and older must sign reexamination form. Annual re-examinations are conducted by the neighborhoods according to the Re-examination Schedules (D3.0), beginning one to three months before the effective date to allow complete processing and verification of data. Residents will be notified in writing of their appointment date and requirements for re-examination. Failure to complete re-examination is a serious lease violation that will result in termination of residency. Failure to complete re-examination includes:

a. Failure to appear for a scheduled re-examination interview without making prior alternative arrangements with the Authority.
b. Failure to supply or cooperate in the verification process pertaining to income, family composition and eligibility.
c. Refusal to properly execute required documents.

SPECIAL RE-EXAMINATIONS

If at the time of admission, annual re-examination or interim re-examination, it is not possible to make an estimate of Family Income with any reasonable degree of accuracy because:

a. Family member(s) are unemployed and there are no anticipated prospects of employment; or
b. The conditions of employment and/or income are so unstable as to invalidate usual and normal standards of determination.

*Then a Special Re-examination will be scheduled on a date determined by the Authority's estimate of the time required for the family's circumstances to stabilize. If at the time of scheduled Special Re-examination, it is still not possible to make a reasonable estimate of Family Income, Special Re-examinations will continue to be scheduled until such time as a reasonable estimate of Family Income can be made and the Re-examination completed. The Special Re-examinations are not to replace the Annual Re-examination.*

INTERIM RE-EXAMINATIONS

Interim re-examinations are performed to allow residents to comply with the dwelling lease requirements to report changes in income and family circumstances. The following are specific changes which must be reported in writing within ten (10) days of their occurrence:

a. All changes in family composition. Additions to the family, other than through birth of a child to a family member on the lease, must be approved by the Authority in advance in accordance with Section C8.0.
b. All changes to family income except regular increase in wages on the same job or periodic increases in government benefits not related to other changes in income or family composition. This is known as "modified interim" reporting. However, a Resident who has had a rent reduction between annual re-examinations reverts to "full interim reporting", which means that he must report all changes in income, regardless of amount or source.

PROCESSING RE-EXAMINATIONS

All re-examinations - annuals, specials, and interims - shall be processed under the following conditions:

1. All data must be verified and documented as required in C3.0 The Authority will not adjust rents downward until satisfactory verification is received.
2. Lease terminations resulting from re-examinations shall be conducted in accordance with terms of the lease.
3. Families who are determined to be in an incorrect size or type of unit will be placed on the Transfer List in accordance with the Transfer Policy (E1.0).
4. All interim changes in Resident's rent are to be made by a standard "Notice of Rent Adjustment" which shall become a part of the lease. Changes in rent resulting from Annual Re-examination shall be incorporated into the new lease, which shall be executed by the Authority and the Resident or by "Notice of Rent adjustment".
5. Interim decreases in rent shall be effective on the first day of the month following the month in which the change was reported in writing and verification is completed to the satisfaction of the Authority.
6. Interim increases in rent are to be made effective on the first day of the month following the month in which the change actually occurred. For employment, this is the date employment began, not the date income was first received. For government benefits, this date is the beginning of the period covered by the payment.
7. If it is found that a Resident has misrepresented or failed to report facts upon which his rent is based so that he is paying less than he should be paying, the increase in rent shall be made retroactive to the date that the increase would have taken effect. The Resident may be required to pay within seven days of official notification by HACM, the difference between the rent he has paid and the amount he should have paid. In addition, the Resident may be subject to civil and criminal penalties. Misrepresentation is a serious lease violation which may result in termination of the lease.

RE-EXAMINATION DATE

The re-examination date is the effective date of rent changes resulting from the annual re-examination. The re-examination should commence from one to three months prior to this date to allow sufficient time to obtain signed applications as may be appropriate and to process to completion.

D3.0 TEMPORARY RENTS

*If, at the time of admission or re-examination, HACM can satisfy itself that a family is of low income and within the approved income limits, but cannot make a determination of income for purposes of determining rent with a necessary degree of accuracy because of the inability to secure adequate verification or instability of income, a temporary rent may be established based on the data supplied by the applicant in his application. If a temporary rent is established, the Resident will be notified of this action by a temporary rent notice or such other method determined to be legally and administratively sufficient and that his appropriate rent, when determined, will be effective retroactively to the date of admission or re-examination. The Resident will be required to pay any balance due or HACM will credit his account with any overpayment which results from a temporary rent. HACM will schedule special Re-examination (see D2.0) of all factors relating to both rent and eligibility of each Resident established on a temporary rent at intervals established by the Authority until a permanent determination can be made as to rent and eligibility status of the family.*

All families who report no family income shall be charged the minimum rent currently in effect by the HACM and shall receive special re-examinations at one month intervals.

D4.0 EVICTION OF FAMILIES BASED ON INCOME

*Reserved for later use.*

# V. FRAUD

Georgia Code Annotated, 16-9-55, provides that:

"Any person who obtains or attempts to obtain or who establishes or attempts to establish eligibility for, and any person who knowingly or intentionally aids or abets such person in obtaining or attempting to obtain or in establishing or attempting to establish eligibility for any public housing or a reduction in public housing rental charges or any rent subsidy to which such person would not otherwise be entitled, by means of a false statement, failure to disclose information, impersonation, or other fraudulent scheme or device shall be guilty of a misdemeanor."

All Applications and Applicants for Continued Occupancy for lower income Public Housing used by the Authority will contain a warning that falsification is against the law. Poster notices will also be displayed in the Central Eligibility Office of the Authority. All such notices will describe the maximum penalty for a misdemeanor in the State of Georgia, which is a jail sentence up to one (1) year, and/or fine or $1,000.00. In addition, the warning will be read and explained to housing applicants and Residents undergoing annual, special and interim re-examinations.

The Authority considers the misrepresentation of income and family circumstances to be a serious lease and policy violation as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

1. An applicant's family who has misrepresented income or family circumstances may be declared ineligible for housing assistance.
2. If any examination of the Resident's file discloses that the Resident made any misrepresentation (at the time of admission or any previous re-examination date) which resulted in his/her being classified as eligible when in fact he/she was ineligible, the Resident may be required to vacate the apartment even though he/she may be currently eligible.
3. A Resident family who has made misrepresentation of income or family circumstances is subject to both eviction and being declared ineligible for future housing assistance.
4. If it is found that the Resident's misrepresentations resulted in his/her paying a lower Resident Rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the Resident remains in occupancy, but failure to pay under terms established by the Authority shall always result in immediate eviction. The Authority reserves the right to demand full payment within seven days.
5. The Authority shall report apparent cases of Resident or applicant fraud to the appropriate government agency. It shall be the policy of the HACM to press state and Federal authorities for prosecution of cases which, in the Authority's judgment, appear to constitute willful and deliberate misrepresentation.

# RESIDENT TRANSFER POLICY

## Purpose

To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriately sized unit.

To facilitate relocation when required for modernization or other management purposes.

To eliminate vacancy loss and other expense due to unnecessary transfers.

To provide for the relocation of a family to a new neighborhood when extenuating circumstances exist.

## Authorized Transfers

Transfers may be made to achieve the following purposes:

1. To relocate a Resident from an apartment which is not the appropriate size into an apartment which is the appropriate size.

2. To relocate a Resident from an apartment which is determined to be uninhabitable for health and safety reasons.

3. To temporarily or permanently relocate a Resident whose present apartment must be vacated so that modernization work may be completed.

4. To relocate elderly Residents from neighborhoods which house primarily family Residents to neighborhoods which house primarily elderly Residents.

5. To relocate a Resident from a standard apartment to a handicapped accessible apartment when the need is appropriately documented.

6. To relocate a Resident into a different neighborhood when the Authority determines that the move is in the best interest of the Resident and the Authority. Such moves will not be made solely because neighbors cannot get along.

## Priorities of Transfers

Transfers into the appropriately sized unit will be made within the same neighborhood unless that size and type unit does not exist on site, or unless the Executive Director or his designee determines that the size and type unit will not be available within the next two years.

All transfers must be for reasons listed above under Authorized Transfers. No other reasons for transfers will be considered. Transfers shall be performed according to the following priorities:

1. Authority initiated transfers as defined in 2, 3, and 6 above;
2. Residents who are either underhoused or overhoused;
3. Elderly Residents from neighborhoods which house primarily family Residents to neighborhoods which house primarily elderly Residents.

The Authority reserves the right to deny a transfer to a Resident who has a history of poor housekeeping, or, who, at the time of the proposed transfer, is exhibiting poor housekeeping, or is otherwise determined by the Authority to not be suitable for the transfer being considered.

**Relocation Assistance**

The Authority will provide relocation assistance as required by the Uniform Relocation Assistance Act for relocations due to modernization or other Authority actions when the move is considered to be involuntary. The Authority may provide limited relocation assistance when a move is made in the best interest of the Authority, and hardship or other considerations warrant some relocation assistance.

**Transfers and New Move-Ins**

Normally, transfers will take priority over new move-ins, however, if circumstances warrant the Executive Director may alter this priority provided the HACM meets annual transfer goals for each neighborhood as established following re-examination.

**Administration of Policy**

The Executive Director or his designee is responsible for establishing the procedures to be utilized in the administration of this policy.

# MILLEDGEVILLE HOUSING AUTHORITY COLLECTION POLICIES

**Purpose**

To establish policies for the payment of rent and other charges by Residents so that they will be aware of their responsibilities for timely payment and so that they will be aware of the consequences of non-payment.

**A. Rent Collection Policy**

1. Rent is due and payable the 1st of each month in advance. Your account will be past due if the rent is not paid in full before the 5th calendar day of the month, unless you have a written payment agreement in place.
2. All rent not received in full by the 5th working day of the will be assessed a late charge of $20.00.
3. Failure to pay rent in full before the 5th calendar day will result in your receiving a letter giving you 14-day notice of the Authority's termination of your lease.
4. Failure to pay rent in full during the 14-day notice period will result in a letter giving you 5-day notice of our demand for possession of the unit. If you fail to pay rent in full during this 5-day notice period, the Authority will initiate legal action for eviction.

**B. Eviction Policy for Non-Payment of Rent**

1. Legal action for eviction will require you to pay all rent due plus late charges and court charges for you to remain in your unit. If an eviction action is taken against you and you desire to remain in the unit, you must pay all the rent due plus the late charges and court charges within seven days after the eviction warrant is served on you.
2. Legal action for eviction taken against you three times in a 12 month period will require that you vacate your apartment. The amount of rent owed plus late charges and court costs remains due and payable.

**C. Workorder Charges Collection Policy**

1. Workorder charges should be paid by the 1st of the second month following the month in which the charge was made.
2. Failure to pay the workorder charges in full by the due date will result in 30 days notice of termination of your lease.
3. Failure to pay the charges in full by the end of the 30 days notice period will result in a letter giving you 3-day notice of our demand for possession of the unit. If you fail to pay the workorder charges in full during this 3-day notice period, the Authority will initiate legal action for eviction.

**D. Eviction Policy for Non-Payment of Workorder Charges**

1. Legal action for eviction will require you to pay all workorder charges plus court charges for you to remain in your unit. If an eviction action is taken against you and you desire to remain in the unit, you must pay all the workorder charges plus the court charges within 7 days after the eviction warrant is served on you.
2. Legal action for eviction taken against you three times in a 12 month period will require that you vacate your apartment. The amount of charges plus court costs remains due and payable.

**E. Hardship**

If you have a justifiable hardship that is preventing you from paying your rent or workorder charges as outlined above, you must come to the office in person to discuss the situation. A hardship should be reported as soon as it occurs, but no later than the 20th of the month. The Authority may execute a written payment agreement for justifiable hardships.

**F. Move-Out Payments**

If you move out or are evicted, you are still to pay charges owed. Failure to pay these charges in full within 45 days of your move will force the Authority to pursue collection through all legal means.

**G. Partial Payments**

Partial rent payments will not be accepted after the 5th of the month, unless a written payment plan approved by the Deputy Executive Director, or her designee, is in force. Such payment plans may be approved in cases where your employment income is received other than once per month and your rental amount is such that payment in lump sum prior to the 5th of the month is not practicable in the judgment of the MILLEDGEVILLE Housing Authority. Failure to meet the payment schedule under the written payment plan will result in the initiation of the eviction process.

# SECURITY DEPOSIT POLICY

**PURPOSE** To insure that the MILLEDGEVILLE Housing Authority is able to offset a reasonable portion of costs resulting from a Resident move-out where rent and/or work order charges are owed.

**AMOUNT** The Security Deposit amount shall be established in the following manner:

All Bedroom Sizes…….$ 50.00

**METHOD OF PAYMENT** New Residents who execute leases subsequent to the effective date of this policy shall pay a minimum of $50.00 at the time of admission.

Failure to pay Security Deposits as required by this policy shall be considered a serious lease violation and may be considered grounds for eviction.

# BLOOD-BORNE DISEASES POLICY

## GENERAL INFORMATION

The Milledgeville Housing Authority will make every effort to provide its employees a workplace that is free from recognized hazards that may cause death or serious physical harm. In providing services to the residents of the Milledgeville Housing Authority, employees may come in contact with serious diseases that can be transmitted by blood-borne pathogens. It is important that both residents and employees are protected from the transmission of such diseases.

The purpose of this policy is to comply with Federal regulations and to establish a comprehensive set of rules and regulations governing the prevention of potential occupational exposure to Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), the Human Immunodeficiency Virus (HIV - AIDS), and other blood-borne diseases.

Occupational exposure to blood-borne pathogens may occur in many ways, including needle sticks, cut injuries or blood spills. Although most Housing Authority employees do not think of themselves as at risk for blood-borne diseases, there are many daily tasks that potentially place them at risk. These tasks include:

A. Cleaning any unit where blood is present.

B. Giving first aid to an injured person.

C. Picking up needles or trash containing needles.

D. Working in sewage.

E. Transporting infectious clean up supplies to be disposed of or laundered.

F. Cleaning public restroom areas.

G. Cleaning common areas in buildings and grounds where blood or other infectious material may be present.

H. Assisting in removal of a deceased resident from their unit.

I. Being exposed by another infectious individual through hostile acts.

J. Any work involving body fluid or blood contact.

The purpose of the policy and related training program is not to alarm the employees of the Milledgeville Housing Authority, but to make them responsibly aware of the risks they may encounter and to equip them to react professionally in the face of those risks.

### *ADMINSTRATION*

The Executive Director will appoint one of the Housing Authority's employees as a part-time Safety Officer. The Safety Officer will administer this policy for the Milledgeville Housing Authority. The Safety Officer will be responsible for the following tasks:

A. Developing, implementing and maintaining an effective blood-borne disease plan subject to the provisions of Federal and State law relating to Occupational Safety and Health Administration (OSHA) regulations.

B. Permanently maintaining records of all employees and incidents subject to the provisions of this program.

C. Coordinating, monitoring, and documenting all training activities undertaken in support of this plan.

D. Compiling a list of all jobs in which employees have potential occupational exposure to blood-borne diseases.

E. Ensuring that there are complete health and immunization records for all employees.

F. Investigating all incidents of exposure, notifying all employees who were exposed and ensuring that all reports are completed and any necessary follow-up medical care is made available.

G. Providing exposed employees with access to post-exposure follow-up and counseling.

## GENERAL POLICIES AND PROCEDURES

### *POLICY STATEMENT*

All blood and other body fluids are potentially infectious and can transmit several diseases. For this reason, all Milledgeville Housing Authority employees should take particular care when there is potential exposure. These precautions have been termed "universal precautions" and stress that employees should behave as though there is the possibility of exposure at all encounters.

### *GENERAL GUIDELINES*

General guidelines that shall be used by everyone include the following:

A. Think carefully when responding to emergencies and exercise common sense when there is possible exposure to blood or other potentially infectious materials that require universal precautions.

B. Keep all open cuts and abrasions covered with adhesive bandages that repel liquids.

C. If hands are contaminated with blood or other potentially infectious materials wash immediately and thoroughly. Hands shall also be washed after gloves are removed even if the gloves appear to be intact. When soap and water or hand-washing facilities are not available, then use a waterless antiseptic hand cleaner according to the manufacturer's recommendation for the product.

D. All workers shall take precautions to prevent injuries caused by needles. To prevent needle stick injuries, needles shall not be recapped, purposely bent or broken by hand, or removed from disposable syringes. After they are found, disposable syringes and needles shall be placed in puncture resistant containers for disposal.

E. The puncture resistant container shall be located as close as practical to the use area.

F. The Housing Authority will provide gloves, protective glasses, and other necessary equipment of appropriate material and quality for use when needed.

## TRAINING

### *EMPLOYEES AT RISK FOR EXPOSURE*

Employees believed to be at risk for exposure shall receive training regarding the location and proper use of personal protective equipment. They shall be trained concerning proper work practices and understand the concept of "universal precautions" as it applies to their work situation.

### *NEW EMPLOYEES AT RISK OF EXPOSURE*

During the orientation period, all new employees at risk of exposure will be trained on the risks of blood-borne diseases associated with their position.

## RECORDS AND REPORTS

### *EXPOSURE REPORTING*

All employees who are exposed to blood or body fluids during the performance of work duties must report the incident to protect themselves and the public. The employee must notify the Safety Officer and make sure that the proper report is prepared. Using the information in the report, the Safety Officer will determine the best course of action to follow.

## MANAGEMENT OF POTENTIAL EXPOSURE

### *HEPATITIS B VACCINATIONS*

The Milledgeville Housing Authority shall offer all employees at risk of exposure a Hepatitis B Vaccination free of charge and in amounts and at times prescribed by standard medical practices. The vaccination shall be voluntary. All employees have the option of being vaccinated by their own physician and using their personal physician for any post-exposure treatment and follow-up described in this policy. When a personal physician is used, the employee must submit to the Safety Officer records of all treatment or vaccinations received.

If an employee decides not to receive the vaccination, that refusal shall be documented in writing and placed in the employee's file. The refusal can be rescinded at any time.

### *REPORTING POTENTIAL EXPOSURES*

Employees shall observe the following procedures for reporting a job exposure incident that may put them at risk for HIV or HBV infections (i.e., needle sticks, blood contact on broken skin, body fluid contact with eyes or mouth, etc.):

A. Notify the Safety Officer and immediate supervisor of the contact incident and details thereof

B. Complete the appropriate on-the-job injury reports and exposure forms.

C. Make arrangements for the employee to be seen by a physician as with any job related injury. The Housing Authority will make Blood testing available to all workers who have had a documented on the job exposure and may be concerned they have been infected with HIV. A blood sample should be drawn from the employee and tested for Hepatitis and the antibody to Human Immunodeficiency Virus (HIV antibody). Testing should be done at a location where appropriate pretest counseling is available. Post-test counseling and referral for treatment should also be provided.

### *DISABILITY BENEFITS*

Entitlement to worker's compensation benefits and any other benefits available for employees who suffer from on-the-job injuries will be determined as with any other work-related injury in accordance with applicable State law.

## CONFIDENTIALITY

All medical information and records are confidential under State and Federal laws. Any employee who disseminates such confidential information in regard to a victim or suspected victim of communicable disease is in violation of such laws and could be subject to serious disciplinary and/or civil action.

**HOUSING AUTHORITY OF THE CITY OF MILLEDGEVILLE**

**CAPITALIZATION POLICY**

## Statement of Policy Governing Capitalization of Equipment

*All items of dwelling and non-dwelling equipment purchased by the Authority shall be classified according to the following statement of policy and all items of non-expendable equipment, according to the definition herein, shall be capitalized and included on the books and records of the Authority as capital equipment.*

## Expendable Equipment

*Expendable equipment shall consist of all items of dwelling and non-dwelling equipment having a reasonable anticipated useful life of less than six years and the cost of each item is less than $500.00.*

## Non-expendable Equipment

*Non-expendable equipment shall consist of all items of dwelling and non-dwelling equipment having a reasonably anticipated useful life of more than six years and costing $500.00 or more.*

## Administration of Policy

*Administration of this policy shall be consistent at all times. Minor variations in cost from time to time of like or similar items shall not influence the classification as between expendable and non-expendable equipment. Also, the Executive Director shall use due discretion to classify as non-expendable equipment those items of equipment costing less than $500.00 which, in his/her judgment, should properly be so classified.*

# MILLEDGEVILLE HOUSING AUTHORITY CITATION POLICY

*The following violations result in citations: parking on the grass, parking permits, trash in the yard, disorderly conduct, disorderly guest, loud music, grass cutting, unauthorized pets, and vandalism. Also, any other possible lease violations will be checked. No resident may breach a violation more than twice. First offense results in a written warning. A second offense results in a five-dollar ($5) charge that will be added to your account. A third offense to the same violation results in eviction.*

Below is a time frame in which each violation must be corrected.

1. Parking on the Grass
   a. If the vehicle is moveable, it must be moved when observed.
   b. If the vehicle is disabled, residents have thirty days to have it removed.

2. Parking Permits
   If a vehicle is observed without having a parking permit, residents have 24 hours to pick up a permit from the main office.

3. Trash in the Yard
   If trash is found thrown in the yards, residents have 24 hours to clean it up.

4. Disorderly Conduct
   When disorderly conduct occurs, residents must put an end to it immediately.

5. Disorderly Guest
   If disorderly guests are on the premises, residents have one (l) hour to have them removed.

6. Loud Music
   When a resident is observed playing loud music, the volume must be turned down immediately.

7. Grass Cutting
   When grass is growing uncontrollably, residents have one (l) week to get the grass cut. The MHA will provide grass-cutting service for an additional charge of $10. Tenants must request this service.

8. Unauthorized Pets
   Pets are only allowed for residents with special conditions. If a pet is allowed, the resident must pay a $25.00 pet deposit, have a copy of the pet policy, maintain a clean, safe place for the pet and make sure the pet is not a threat to any other residents.

9. Vandalism
   Vandalism includes actions such as writing on the walls of the units (both interior and exterior), breaking windows, cutting or tearing screens, etc. and any other criminal damages to any of the Housing Authority property.

# Housing Authority of the City of Milledgeville
# Community Work Requirement Policy

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

***APPLICABILITY***
*Under this requirement, all adult public housing residents who do not qualify for an exemption must participate at least 8 hours per month in community service or an economic self-sufficiency program. All family members 18 years of older must contribute 8 hours of community service each month or participate in a self-sufficiency program.*

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

# Housing Authority of the City of Milledgeville

**Denial of Admission Policy**

## ELIGIBILITY CRITERIA

6. All families who are admitted to Public Housing must be individually determined eligible. The applicant's family must qualify as a family.
7. The applicant family's Annual Income must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the county and PHA jurisdiction.
8. The applicant's family must conform to the Occupancy Standards regarding unit size and type.
9. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent.
10. The applicant's family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, sexual deviation or any other history which may be reasonably expected to adversely affect:
    d. The health, safety, or welfare of other residents
    e. The peaceful enjoyment of the neighborhood by other residents
    f. The physical environment and fiscal stability of the neighborhood

11. The applicant's family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case where a qualified agency is working with the applicant's family to improve its housekeeping and the agency reports that the applicant's family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Executive Director or his designee. The category does not include applicants' families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.
12. The applicant's family must have no history of criminal activity which, if continued, could adversely affect the health, safety or welfare of other residents.
13. The applicant's family must be able to demonstrate capacity to live independently and discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age, disability, etc.
14. If a prior Resident of public housing programs administered by the Public Housing Agency, the applicant's family must have a satisfactory record in meeting financial and other lease obligations. A former Resident who owes a move out balance to the Authority will not be considered for readmission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet their rent obligations.
15. The applicant's family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

## APPLICABILITY

Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in and placed in the applicant's file. Such documentation may include reports of interviews, letters, or telephone conversations with reliable sources. As a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and resume of the information received.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors which might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

4) Evidence of rehabilitation
5) Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
6) In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or live-in caretakers.

Denial of Admission will be exclusively but not limited to:

1. Fraud
    a. An applicant's family who has misrepresented income or family circumstances may be declared ineligible for housing assistance.
2. Rental History
3. Criminal Background
4. Credit History
5. Failure to meet Eligibility Criteria

The HACM shall promptly notify an applicant determined to be ineligible for admission within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination.

**APPEALS BY APPLICANTS**

In accordance to the PHA Grievance Procedure, applicants who are determined ineligible, who do not meet the PHA's admission standards, or where the PHA does not have an appropriate size and type of unit in its inventory will be given written notification promptly, including the reason for the determination.

Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for their ineligibility, and offering them an opportunity for an informal hearing.

Applicants must submit their request for an informal hearing in writing to the PHA within five (5) working days from the date of the notification of their ineligibility.

If the applicant requests an informal hearing, the PHA will provide an informal hearing within 10 working days of receiving the request. The PHA will notify the applicant of the place, date, and time.

Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the determination of ineligibility or a subordinate of that person.

The applicant may bring to the hearing any documentation or evidence s/he wishes and the evidence along with the data compiled by the PHA will be considered by the hearing officer.

The hearing officer will make a determination based upon the merits of the evidence presented by both sides. Within 5 working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

The grievance procedures for Public Housing tenants do not apply to PHA determinations that affect applicants.

# FAIR HOUSING

It is the policy of the Housing Authority to comply fully with all Federal, State, and local Nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and with the Americans with Disabilities Act.

Specifically, the Milledgeville Housing Authority shall not on account of race, color, sex, sexual orientation, religion, creed, national or ethnic origin, familial status, disability or handicap, deny any family or individual the opportunity to apply for or receive assistance under HUD's Public Housing Programs, within the requirements and regulations of HUD and other regulatory authorities.

To further its commitment to full compliance with applicable Civil Rights laws, the Milledgeville Housing Authority will provide access to information to public housing residents regarding "discrimination". Also, this subject will be discussed during the briefing session and any complaints will be documented and made part of the applicants/residents file.

The Milledgeville Housing Authority is in full compliance with all fair housing and civil rights laws, statutes, regulations, and executive orders as enumerated in 24CFR 5.105(a). The Milledgeville Housing Authority has not been charged by the Secretary with any violations of the Fair Housing Act, and is not the defendant in any Fair Housing Act lawsuit filed by the Department of Justice, nor has the Milledgeville Housing Authority received any letter of noncompliance findings under Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, or Section 109 of the Housing and Community Development Act.

# HOUSING AUTHORITY OF THE CITY OF MILLEDGEDVILLE
# File Retention Policy

## LOW INCOME PUBLIC HOUSING AND RENTAL ASSISTANCE: PROGRAM RECORDS

Disposition instructions for HUD records accumulating under the U.S. Housing Act of 1937 (42 U.S.C. 1401 et seq.) as amended and 24 CFR 275 are covered under Schedule 35 of the HUD Handbook 2225.6. It includes the Section 8 Housing Assistance Payments (HAP), Section 23, Conventional, Turnkey, Acquisition, Modernization and Indian Housing programs. These programs provide assistance to low-income families in the form of direct payments for the cost of building, operating and/or modernizing rental housing for low-income families (Public Housing)and housing assistance payments to reduce rents in housing built with private, public or FHA-insured financing or leased from private owners (Section 8 Lower-Income Housing Assistance).

The schedule covers both Headquarters and Field records related to the programs listed above wherever they are maintained except for related records maintained by the Headquarters Office of Finance and Accounting.

Arrange Files for Easier Disposition.

A. Keep inactive records separate from active records. Files are inactive when referred to not more than once a month per file drawer.

B. Cut off or break file regularly. End the files at regular times to permit their transfer, retirement, or destruction in complete file blocks. Use the cutoff instructions in the HUD records disposition schedules or General Records Schedules where they exist. Cutoff instructions are as follows:

1. Chronological sequence files are filed by period of account, usually fiscal year (e.g., accounting records). Records arranged chronologically cut off and retire in blocks.

2. Case or project files cutoff. At the end of a transaction or event (e.g., final purchase order payment, lease termination, or project completion).

   a. A closed case file should be marked with the date of closing and placed in a separate inactive file. The inactive files can then be retired or destroyed in convenient fiscal or calendar year blocks.

   b. Case files that continue over many years can be cut off by setting up a new folder each year and retiring the prior year folders which have little reference activity.

3. Subject files. A decision should be made on when to break them.

   a. Subject files are cut off at the end of the calendar year or in three-year blocks.

   b. Files that cannot be closed out in three years should be screened to remove material not needed for current operations. The non-current material should then be destroyed, stored in another location, or retired to the Federal Records Center as allowed by the records disposition schedule.

4. Technical reference materials have no established cutoff. They should be destroyed when superseded, obsolete, or no longer needed. Review the files annually to determine if they are current and still useful. Technical reference materials cannot be retired to a Federal Records Center.

5. Keep non-record material separate from record material, permanent records separate from temporary records and long-term temporary records separate from short-term temporary records.

6. Do not interfile record series with different retention periods.

7. Handling Electronic Storage Media (e.g., Diskettes). Files management principles also apply to the handling of electronic storage media, such as diskettes for microcomputers. In general, each office should have a scheme for keeping them orderly and easy to find. In addition, old documents should be purged from the media periodically, just as old paper files.

*Refer to HUD Records Disposition Schedule 2225.6 for the following:*

- Public Housing Program Reservation and Management
- Public Housing Finance and Budget
- Public Housing Development, Design and Construction
- Public Housing Maintenance Engineering, Utilities and Other Project Services
- Public Housing Modernization

# Housing Authority of the City of Milledgeville

## COMPLAINTS, GRIEVANCES AND APPEALS

*[In compliance with 24 CFR 966.50-966.57]*

**INTRODUCTION**

*The informal hearing requirements defined in HUD regulations are applicable to participating families who disagree with an action, decision, or inaction of the HACM. This describes the policies to be used when families disagree with a HACM decision. It is the policy of the HACM to ensure that all families have the benefit of all protections due to them under the law.*

**A. COMPLAINTS**

**The HACM will respond promptly to all complaints.**

**Complaints from families**. If a family disagrees with an action or inaction of the HACM, complaints will be referred to the Executive Director. Complaints regarding physical condition of the units may be reported to the Maintenance Superintendent.

**Complaints from staff**. If a staff person reports a family is violating or has violated a lease provision or is not complying with program rules, the complaints will be referred to the **Executive Director.**

**Complaints from the general public**. Complaints or referrals from persons in the community in regard to the HACM or a family will be referred to the Executive Director.

**Anonymous complaints will be checked whenever possible.**

**B. APPEALS BY APPLICANTS**

Applicants who are determined ineligible, who do not meet the HACM's admission standards, or where the HACM does not have an appropriate size and type of unit in its inventory will be given written notification promptly, including the reason for the determination.

Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for their ineligibility, and offering them an opportunity for an informal hearing.

Applicants must submit their request for an informal hearing in writing to the HACM within five (5) working days from the date of the notification of their ineligibility.

If the applicant requests an informal hearing, the HACM will provide an informal hearing within 10 working days of receiving the request. The HACM will notify the applicant of the place, date, and time.

Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the determination of ineligibility or a subordinate of that person.

The applicant may bring to the hearing any documentation or evidence s/he wishes and the evidence along with the data compiled by the HACM will be considered by the hearing officer.

The hearing officer will make a determination based upon the merits of the evidence presented by both sides. Within 5 working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

*The grievance procedures for Public Housing residents do not apply to HACM determinations that affect applicants.*

## C. APPEALS BY RESIDENTS

Grievances or appeals concerning the obligations of the resident or the HACM under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the HACM, which is in effect at the time such grievance or appeal arises.

**(See the HACM's Grievance Procedure.)**

## D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the HACM hearing is pending but assistance to an applicant may be delayed pending the HACM hearing.

**INS Determination of Ineligibility**

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the HACM notifies the applicant or resident within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the HACM either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the HACM a copy of the appeal and proof of mailing or the HACM may proceed to deny or terminate. The time period to request an appeal may be extended by the HACM for good cause.

The request for a HACM hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in the "Grievance Procedures" section of this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the HACM will

Deny the applicant family.

Defer termination if the family is a participant and qualifies for deferral.

Terminate the participant if the family does not qualify for deferral.

If there are eligible members in the family, the HACM will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.

Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Resident Rent and Total Resident Payment.

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

## E. GRIEVANCE PROCEDURES

### Definitions

**Grievance**. Any dispute which a resident may have with respect to a Housing Authority action or failure to act in accordance with the individual resident's lease or HACM regulations which adversely affect the individual resident's rights, duties, welfare, or status.

**Complainant**. Any resident whose grievance is presented to the HACM informally or as part of the informal hearing process.

**Hearing Officer/Hearing Panel**. A person or persons selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.

**Resident**. A lessee or the remaining head of household of any resident family residing in housing accommodations owned or leased by the HACM.

**Elements of Due Process**. An eviction action or a termination of residency in a State or local court in which the following procedural safeguards are required.

Adequate notice to the resident of the grounds for terminating the residency and for eviction;

Opportunity for the resident to examine all relevant documents, records, and regulations of the HACM prior to the trial for the purpose of preparing a defense;

Right of the resident to be represented by counsel;

Opportunity for the resident to refute the evidence presented by the HACM including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have;

A decision on the merits of the case.

### Applicability

This Grievance Procedure applies to all individual grievances, except any grievance concerning a termination of tenancy or eviction that involves:

Any activity, not just criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or HACM employees, or

Any drug-related criminal activity *on* or *off* such premises.

### Pre-Hearing Procedures

Informal Conference Procedures

Any grievance shall be presented orally or in writing to the HACM Administrative Office who sent the notice on which the grievance is based. Written grievances must be signed by the complainant. The grievance must be presented within five (5) working days **of the action or failure to act** which is the basis for the grievance. It may be simply stated, but shall specify:

The particular grounds upon which it is based,

The action requested; and

The name, address, and telephone number of the complainant, and similar information about the complainant's representative, if any.

The purpose of the initial discussion is to discuss and to resolve the grievance without the necessity of a formal hearing.

Within five working days, a summary of this discussion will be given to the complainant by a HACM representative. One copy will be filed in the resident's file.

The summary will include: names of participants, the date of the meeting, the nature of the proposed disposition, and the specific reasons for the disposition. The summary will also specify the steps by which an formal hearing can be obtained.

Dissatisfaction with Informal Conference

If the complainant is dissatisfied with the proposed disposition of the grievance, s/he shall submit a written request for a hearing within five (5) working days of the **date** of the summary of the informal meeting.

The request for a hearing must be presented to the HACM's central office.

The request must specify the reason for the grievance request and the relief sought.

Failure to Request a Formal Hearing

If the complainant does not request a formal hearing within five (5) working days, s/he waives his/her right to a hearing, and the HACM's proposed disposition of the grievance will become final. This section in no way constitutes a waiver of the complainant's right to contest the HACM's disposition in an appropriate judicial proceeding.

Right to a Hearing

After exhausting the informal conference procedures outlined above, a complainant shall be entitled to a hearing before a hearing officer.

**The head of household and/or other adult household member must attend the hearing.**

**If rescheduling of the hearing is necessary, the hearing must be rescheduled at least 48 hours in advance of the scheduled hearing time** or the complainant waives their right to a hearing**.**

**If the complainant fails to appear within 15 minutes of the scheduled time, the complainant waives their right to a hearing.**

The HACM will provide reasonable accommodation for persons with disabilities to participate in the hearing. The HACM must be notified within 48 hours of the scheduled time if special accommodations are required.

**Selection of Hearing Officer**

A grievance hearing shall be conducted by an impartial person or persons appointed by the HACM other than the person who made or approved the HACM action under review, or a subordinate of such person.

**Procedures to Obtain a Hearing**

Informal Prerequisite

All grievances must be informally presented as a prerequisite to a formal hearing.

The hearing officer may waive the prerequisite informal conference if, and only if, the complainant can show good cause why s/he failed to proceed informally.

Escrow Deposit

Before a hearing is scheduled in any grievance involving an amount of rent the HACM claims is due, the complainant shall pay to the HACM all rent due and payable as of the month preceding the month in which the act or failure to act took place.

The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account each month until the complaint is resolved by decision of the hearing official or panel.

The HACM may waive these escrow requirements in extraordinary circumstances.

Unless so waived, failure to make the required escrow payments shall result in termination of the grievance procedure.

Failure to make such payments does not constitute a waiver of any right the complainant may have to contest the HACM's disposition of the grievance in any appropriate judicial proceeding.

Scheduling

If the complainant complies with the procedures outlined above, a hearing shall be scheduled by the **hearing officer or panel** promptly within five (5) working days at a time and place reasonably convenient to the complainant and the HACM.

A written notification of the date, time, place, and procedures governing the hearing shall be delivered to the complainant and the appropriate HACM official.

**Hearing Procedures**

The hearing shall be held before a hearing officer.

The complainant shall be afforded a fair hearing and be provided the basic safeguards of due process to include:

> The opportunity to examine and to copy before the hearing, **at the expense of the complainant**, all documents, records and regulations of the HACM that are relevant to the hearing with at least a 24 hour notice to the appropriate department prior to the hearing. Any document not so made available after request by the complainant may not be relied upon by the HACM at the hearing.

The HACM shall also have the opportunity to examine and to copy **at the expense of the HACM** all documents, records and statements that the family plans to submit during the hearing to refute the HACM's inaction or proposed action. Any documents not so made available to the HACM may not be relied upon at the hearing.

The right to a private hearing unless otherwise requested by the complainant.

The right to be represented by counsel or other person chosen as a representative.

The right to present evidence and arguments in support of the complaint, to controvert evidence presented by the HACM , and to confront and cross-examine all witnesses upon whose testimony or information the HACM relies, limited to the issues for which the complainant has received the opportunity for a formal hearing; and

The right to a decision based solely and exclusively upon the facts presented at the hearing.

If the **hearing officer/panel** determines that the issue has been previously decided in another proceeding, a decision may be rendered without proceeding with the hearing.

If the complainant or HACM fail to appear at the scheduled hearing, the **hearing officer/panel** may:

**postpone the hearing for a period not to exceed five (5) working days.**

**make a determination that the party has waived his/her right to a hearing.**

Such a determination in no way waives the complainant's right to appropriate judicial proceedings in another forum.

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the HACM must sustain the burden of justifying the HACM action or failure to act against which the complaint is directed.

The hearing shall be conducted by the **hearing officer/panel** as follows:

Informal: Oral and documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;

Formal: The **hearing officer/panel** shall require the HACM, complainant, counsel, and other participants and spectators to conduct themselves in an orderly manner. The failure to comply with the directions of the hearing official/panel to maintain order will result in the exclusion from the proceedings, or a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

The HACM arranges, in advance, in writing, for a transcript or audiotape of the hearing. Any interested party may purchase a copy of such transcript.

**Decisions of the Hearing Officer/Panel**

The **hearing officer/panel** shall give the HACM and the complainant a written decision, including the reasons for the decision, within five (5) working days following the hearing. The HACM will place one copy in the resident files. The written decision will be sent to the address provided at the hearing.

The decision of the **hearing officer/panel** shall be binding on the HACM which shall take all actions necessary to carry out the decision, unless the complainant requests Board action within ten (10) working days prior to the next Board meeting. The HACM Commissioners' decision will be mailed to the complainant with ten (10) **working** days following the Board meeting, and so notifies the complainant that:

The grievance does not concern the HACM action or failure to act in accordance with or involving the complainant's lease or HACM regulations which adversely affect the complainant's rights, duties, welfare or status;

The decision of the **hearing officer/panel** is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the HACM.

A decision by the **hearing officer/panel** or HACM Commissioners in favor of the HACM or which denies the relief requested by the complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights of the complainant to a trial or judicial review in any proceedings which may thereafter be brought in the matter.

**Housing Authority Eviction Actions**

If a resident has requested a hearing in accordance with these duly adopted Grievance Procedures on a complaint involving a HACM notice of termination of residency, and the **hearing officer/panel** upholds the HACM action, the HACM shall not commence an eviction action until it has served a notice to vacate on the resident.

In no event shall the notice to vacate be issued prior to the decision of the **hearing officer/panel** having been mailed or delivered to the complainant.

Such notice to vacate must be in writing and specify that if the resident fails to quit the premises within the applicable statutory period, or on the termination date as stated in the notice of termination, whichever is later, appropriate action will be brought against the complainant. The complainant may be required to pay court costs and attorney fees.

# INVESTMENT POLICY

Part II, Article IV, Section 401 of the Annual Contribution Contract provides that excess monies shall be invested in investment securities selected by the Local Authority, and approved by the Public Housing Administration.

In this regards, a General Depository Agreement shall be executed with a financial institution which contains provisions for the General Depository to invest funds as the Local Authority may direct.

The Executive Director and the Chairman of the Board of Commissioners are to direct the financial institution with Depository Agreement, from time to time, to invest monies they have determined to be in excess of the needs of the Authority under terms of the aforementioned section of the Contract, and

The Executive Director shall develop a planned investment program based on regular monthly estimates to determine the excess monies available for investments and the type of investments to be made in conformance with the Contract.

# Housing Authority Of The City Of Milledgeville
# TERMINATION OF LEASE POLICY

The Housing Authority of the City of Milledgeville (HACM) shall not terminate or refuse to renew the Dwelling Lease other than for serious or repeated violation of material terms of the Lease and shall include but shall not be limited to the following:

1. Obligations of the Resident identified in the Dwelling Lease.

2. Nonpayment of rent or other charges due under the Dwelling Lease (utilities, maintenance).

3. Repeated late payment of rent.

4. Serious or repeated interferences with the rights of other Residents.

5. Serious or repeated damage to the premises.

6. Alteration, repair, sale, destruction or other disposition of the leased premises or any part thereof.

7. Failure to report a change of income, employment, identity of household members, or failure to provide any other information required by the Dwelling Lease.

8. Misrepresentation (intentional or unintentional) of any material fact in the application for housing, or in any other statements or documents submitted to the HACM.

9. Keeping an animal in or on the premises in violation of the Dwelling Lease and/or the Pet Policy.

10. Weapons or illegal drugs seized in an Authority unit by a law enforcement officer.

11. Any fire on HACM premises caused by the Resident, household members or guests' actions or neglect.

12. Either of the following types of criminal activity by the Resident, any member of the household, a guest or another person under the Resident's control, including but not limited to the following:

    (a) Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the HACMs public housing premises by other residents and HACM employees.

    (b) Any drug-related criminal activity on or off the premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of tenancy, and, for eviction from the unit. (For the purposes of the Dwelling Lease, the term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance as defined in Section 102 of the Controlled Substances Act.)

    (c) Alcohol abuse that the HACM determines interferes with other resident's health, safety, or right to peaceful enjoyment of their premises.

13. Failure to comply with Community Service Requirement.

Serious or repeated violation of any of the rules or regulations applicable to the Resident's dwelling unit or the public housing development as posted and in effect from time to time.

1. In deciding to evict for criminal activity, the HACM shall have the discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have both on family members not involved in the criminal activity and on the family's neighbors. In appropriate cases, the HACM may permit continued occupancy by the remaining family members and may impose a condition that family members who engaged in the criminal activity will neither reside in nor visit the dwelling unit. The HACM may require a family member who has engaged in the illegal use of drugs to present creditable evidence of successful completion of a treatment program as a condition to being allowed to reside in the dwelling unit.

2. The HACM shall give written notice of termination of the Dwelling Lease of

   (a) 14 calendar days in the case of failure to pay rent.

   (b) A reasonable time commensurate with the exigencies of the situation in the case of creation or maintenance of a threat to the health or safety of other Residents or the HACMs employees.

   (c) 60 days prior notice of lease revision effective date and refusal by tenant with reasonable response time.

   (d) 30 calendar days in all other cases.

3. The notice of lease termination to the Resident shall state specific grounds for termination, and shall inform the Resident of the Resident's right to make such reply as the Resident may wish. The notice shall also inform the Resident of the right to examine HACM's documents directly relevant to the termination or eviction. When the HACM is required to afford the Resident the opportunity for a grievance hearing, the notice shall also inform the Resident of the Resident's right to request a hearing in accordance with the HACMs Grievance Procedure.

4. A notice to vacate, which is required by State or local law, may be combined with or run concurrently with a Notice of Lease Termination.

5. When the HACM is required to afford the Resident the opportunity for hearing under the HACMs grievance procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any notice to vacate under State Law has expired) until the time for the Resident to request a grievance hearing has expired, and (if a hearing was timely requested by the Resident) the grievance procedure has been completed.

6. When the HACM is not required to offer the Resident the opportunity for a hearing under the grievance procedure and the HACM has decided to exclude such grievance from the HACM's grievance procedure, the notice of lease termination shall:

   (a) State that the Resident is not entitled to a grievance hearing on the termination.

   (b) Specify the judicial eviction procedure to be used by the HACM for eviction procedure and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in court that contains the basic elements of due process as defined in HUD regulations.

   (c) State whether the eviction is for a criminal activity or for drug-related criminal activity as described in the HACM's Admissions and Occupancy Policy.

(d) The HACM may evict a Resident from the unit either by bringing a court action; or as an alternative, the HACM may evict by bringing an administrative action if law of the jurisdiction permits eviction by administrative action, after a due process administrative hearing, and without a court determination of the rights and liabilities of the parties. In order to evict without bringing a court action, the HACM must afford the Resident the opportunity for a pre-eviction hearing in accordance with the HACM grievance procedure. The hearing notice will advise persons with disabilities of their rights to request a reasonable accommodation.

7. Notice to Post Office: When the HACM evicts an individual or family from a dwelling unit for engaging in criminal activity, including a drug-related criminal activity, the HACM shall notify the local post office serving that dwelling unit that such individual or family is no longer residing in the dwelling unit. (This action will be taken so that the Post Office will terminate delivery of mail for such persons at the unit, and such persons will not return to the development for pickup of the mail).

8. The HACM shall provide the Resident a reasonable opportunity to examine, at the Resident's request, before a HACM grievance hearing or court trial concerning a termination of tenancy or eviction, any documents, records and regulations which are in the possession of the HACM, and which are directly relevant to the termination of tenancy or eviction. The Resident shall be allowed to copy any such documents, records and regulations at the Resident's expense. A notice of lease termination shall inform the Resident of the Resident's right to examine the HACMs documents, records and regulations concerning such Resident's termination of Tenancy or eviction. The HACM shall proceed with an eviction proceeding only after making such documents available for examination upon request by the Resident in accordance with this section.

9. The Dwelling Lease may be terminated by the Resident at any time by giving thirty (30) calendar days advance written notice, to become effective on the last day of the month in which the 30th day of such advanced written notice falls, to the HACM in the manner specified in the Dwelling Lease.

# Housing Authority of the City of Milledgeville
# Maintenance Department
# MAINTENANCE PLAN

**GENERAL INFORMATION:**

*The Milledgeville Housing Authority was formed in 1957 for the purpose of providing low-income public housing, and owns and operates three hundred twenty five (325) units in three different locations. Projects 200-1 (50 Units), 3 (25 Units) and 6 (50 Units) located on the west side of Milledgeville off Highway 22. Projects 200-2 (120) and 4 (50 Units) located on the North and East side of North Jefferson Street. Project 200-8 (30 Units) located at 200 Habersham Street, this project is for the elderly and handicap. The mission of the Milledgeville Housing Authority Board of Commissioner and staff is to provide decent, safe and sanitary housing to low-income individuals and families.*

**STAFFING PLAN:**

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

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

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

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

**Job descriptions are as follows:**

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

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

**Maintenance Mechanic Assistant:**
**Works with Housekeeping in unit preparation. Responds to works orders that require minor repairs and painting.**

**Maintenance Laborers:**
**Housekeeping and unit preparation.**

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

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

## GOALS AND OBJECTIVES:

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

### A. ROUTINE AND SEASONAL WORK:

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

**The basic processing of work orders will be as follows:**

**1. Origination**

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

**2. Assignment**

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

**3. Closing**

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

**At receipt of completed work order forms, it is the responsibility of the Maintenance Administrative Assistant to ensure the expeditious updating of the work-order computer records, including the posting of any associated resident charges. The updating and closing of work order records should normally be accomplished within twenty-four (24) hours of receipt of completed work orders.**

**B. ANNUAL INSPECTIONS**

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

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

**1.Frequency**

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

**2. Standard**

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

**3. Corrections of Deficiencies**

**a. Unit Deficiencies which are UPCS violations:**

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

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

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

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

**b. Unit Deficiencies which are not UPCS Violations:**

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

**c. Goals**

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

**1) UPCS violations which constitute emergency items, as defined by HUD, should be alleviated or corrected within twenty-four (24) hours.**

**2) All identified unit deficiencies which do not constitute UPCS violations should be corrected within an average of twenty-five (25) calendar days.**

## C. UNIT VACANCY PREPARATION

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

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

**1. When a unit is reported vacant, the Maintenance Superintendent will inspect the unit and complete a UNIT ASSESSMENT form and forward a copy to the Resident Selection Coordinator. An Inspection Report On Move-Out will be completed and used as a punch list to repair and clean the unit.**

**2. The items identified on the INSPECTION REPORT ON MOVE-OUT form will be assigned to a Maintenance Mechanic to make the necessary repairs.**

**3. The Maintenance Superintendent will be responsible for the assignment of work to the Maintenance Mechanic.**

**4. The items listed on the INSPECTION REPORT ON MOVE-OUT will be used as a checklist by the Maintenance Mechanic in completing the unit preparation of the unit.**

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

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

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

**D. PREVENTIVE MAINTENANCE**

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

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

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

**E. EMERGENCY SITUATIONS**

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

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

**F. EXTRAORDINARY REPAIRS**

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

**G. SERVICE CONTRACTS**

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

**H. MATERIALS, SUPPLIES AND EQUIPMENT**

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

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

**E. MAINTENANCE STAFF TRAINING:**

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

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

**F. OTHER POLICIES:**

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

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

**3. Natural Disaster Response Guidelines: All Natural Disaster Responses are coordinated through the Milledgeville-Baldwin County Emergency Management Agency.**

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

**RESIDENT RESPONSIBILITIES:**

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

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

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

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

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

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

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

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

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

# MOTOR VEHICLE POLICY/IDENTIFICATION CARDS

**Resident Parking Permit**

1. Parking permits may be picked up at the Community Center of the Development, or other specified location, by Head of Household or Spouse ONLY. (Head of Household or Spouse has to sign for Stickers).

2. Please bring your driver's license, vehicle registration, and proof of insurance of resident's cars to be registered. (All cars owned by residents, which includes anyone on the lease, must be registered and parking sticker placed on left rear bumper.)

   Resident's parking permit is lost; it can be replaced at the cost of $5.00. When car has been replaced by another car, bring old sticker and information needed to register the new car, and the sticker will be replaced at no cost. When a resident's vehicle on any Housing Authority of the City of Milledgeville, Georgia property the parking sticker "must be displayed on the left side of the bumper".

**Temporary Parking Permits**

When the resident does not own the vehicle he is driving, he must secure a temporary parking sticker for 30 days. The temporary parking sticker may be renewed one time, an additional 30 days, but in no instances longer than 60 days. The owner must furnish the resident with a copy of his tag receipt and the tag must be current. Proof of driver's license, vehicle registration, and proof of insurance must be presented to receive the temporary parking sticker. The owner of the vehicle must sign a statement that he responsibility for any accidents and/or incidents involving said vehicle, while the vehicle is on the Housing Authority of the City of Milledgeville, Georgia properties. A temporary parking permit will be displayed in the rear window, left side. Failure to display the temporary parking permit can result in towing of the vehicle at the owner's expense.

**Visitor Permits**

If a visitor visits over 48 hours, the Head of Household will be required to contact the Manager of his community to pick up a visitor's permit. It will be the responsibility he Head of Household to see that the visitor returns the permit before leaving. It is Head of Household's responsibility to return the visitor's permit to the Community Center Office. The cost for a lost visitor's permit is fifty cents ($.50). Visitor's permits must be placed on the rear view mirror inside the vehicle. If the Community Center is closed at time of visit, Head of Household must obtain a visitor's permit the scheduled date the office is open.

**A. Registered Vehicles**

A record of registered vehicles will be kept by Site Managers and the Milledgeville Housing Authority Police Officers. These Milledgeville Housing Authority officers, along with Milledgeville Housing Authority staff, will be checking on vehicles in the communities. This will help keep outsiders from using parking areas and cars from being abandoned in Milledgeville Housing Authority's communities.

***Please be aware, vehicles observed in violation of this policy will be towed according to State and local motor vehicle codes. A sticker will be placed on the windshield that specifics the specific violation. The sticker will contain the following information:***

**THIS VEHICLE IS ILLEGALLY PARKED ON FEDERAL PROPERTY. IF NOT MOVED WITHIN FORTY-EIGHT HOURS, IT WILL BE TOWED AT**

**OWNERS' EXPENSE. DO NOT REMOVE THIS STICKER UNTIL REPAIRS ARE MADE! VEHICLE CAN BE PICKED UP AT OLD CAPITAL WRECKER SERVICE WRECKER SERVICE.**

*PLEASE NOTE: CAR WILL BE TOWED IF THIS STICKER IS REMOVED PRIOR TO CORRECTIVE ACTION BEING TAKEN!*

**REASON**:_____
_____
_____
_____

**B. Identification Cards**

All members of the household, age 14 and older will be issued a picture identification by the Authority at the time of occupancy and/or continued occupancy for verification of tenancy.

***Failure to obtain a picture ID/or parking permit by the Authority is a violation of your lease and maybe grounds for termination of lease***

In order to sustain the proposed plan, Milledgeville Housing Authority will continue to expand its interagency network with additional local, state, and federal resources to include financial and in-kind service. We will also continue our "grass roots" outreach efforts to the business community for sponsorship of programs and activities.

# NATURAL DISASTER RESPONSE GUIDELINES

The Milledgeville area, as all areas, is subject to natural disasters. The most likely disaster to affect Milledgeville is a tornado or flood. Because significant warning when a disaster of this type will strike can seldom be given, this policy focuses primarily on how the Authority shall react to such a disaster. While the preparations we can make for a disaster are limited, the Authority will take all reasonable steps to enable it to act promptly and effectively in an emergency. The following steps will be taken to prepare for a natural disaster:

A. The Executive Director shall serve as the coordinator of the Milledgeville Housing Authority's disaster response efforts. As such, the Executive Director shall serve as the liaison to any community-wide disaster planning efforts.

B. A list of potential community shelters shall be compiled and retained by the Authority for use in the case of a disaster.

C. By adopting this Policy, the Board of Commissioners hereby temporarily waives the Petty Cash limit and approves a temporary increase to $2500.00 for the duration of any emergency caused by a disaster.

D. By adopting this Policy, the Board of Commissioners recognizes that extraordinary efforts will be needed if a natural disaster strikes the Authority. Therefore, employees will be encouraged to potentially operate outside their job descriptions in any way required to assist in the recovery effort.

E. The Executive Director shall prepare an emergency plan for each site:

1. A method of verifying the well-being of the residents after the disaster;

2. A method of checking the physical condition of the property for visible damage;

3. The designation of a post-disaster assembly area for the residents to go after the disaster; and

4. A plan for informing the residents what they should do in the aftermath of the disaster.

F. These site plans will be included as part of an overall authority emergency plan which will be developed under the direction of the Executive Director. The agency plan will include coordination with local emergency management agencies as well as local response agencies such as the police and fire departments.

The Milledgeville Housing Authority will react to a natural disaster by taking the following steps;

A. If a disaster occurs during working hours, all employees except those at a damaged site shall immediately report to the Milledgeville Housing Authority Administrative Office for

assignment. If the Administrative Office is damaged beyond usage, they shall report to the nearest damaged site to assist in the recovery effort.

B. Outside of normal working hours, employees shall immediately report to the Administrative Office and inspect Authority properties between their home and the Administrative Office. Employees will perform items E through G prior to reporting to the Administrative Office. Employees are expected to ensure the safety of their own families prior to reporting to work.

C. If electrical power is lost to the Administrative Office, a generator shall be immediately started to enable usage of the facilities.

D. Individual employees will be directed from Administrative Office to the developments to assess for habitability with particular attention being paid to structural integrity.

E. Structures will be searched for trapped survivors. Survivors shall be freed if possible without endangering the lives of others. Employees will not immediately enter structurally damaged buildings, but will summon local emergency crews to enter and rescue any trapped residents.

F. Gas, electricity and water shall be disconnected from any building with severe structural damage.

G. Lists of non-habitable buildings or units and trapped survivors shall be delivered to Administrative Office as soon as practicable.

H. Work assignments will be made based upon reports received regarding damage sustained.

I. The Executive Director will brief the Mayor of Milledgeville as soon as practical after the disaster.

J. As soon as practical, the Executive Director as Secretary of the Board, with the consent of the Chairperson, will call a Special Emergency Board Meeting on the situation and apprise the Board of emergency decisions made arising from the disaster and recovery activities.

# PEST CONTROL POLICY

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

## PEST CONTROL AND EXTERMINATION

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

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

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

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

# STATEMENT OF PROCUREMENT POLICY
# FOR THE
# HOUSING AUTHORITY OF THE CITY OF MILLEDGEVILLE

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# STATEMENT OF PROCUREMENT POLICY

Established for the Housing Authority of the City of Milledgeville by Board Action on September 21, 1999. This Statement of Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8 REV-1. "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities," and the procurement standards of 24 CFR 85.36.

## I. GENERAL PROVISIONS

### A. PURPOSE

The purpose of this Statement of Procurement Policy is to: provide for the fair and equitable treatment of all persons or firms involved in purchasing by the HACM; assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the HACM; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that HACM purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

### B. APPLICATION

This Statement of Procurement Policy applies to all contracts for the procurement of supplies, service, and construction entered into by the HACM after the effective date of this Statement. It shall apply to every expenditure of funds by the HACM for public purchasing, irrespective of the source of funds, including contracts which do not involve an obligation of funds (such as concession contracts); however, nothing in this Statement shall prevent the HACM from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement," as used in this Statement, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.

### C. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided in cite the State Freedom of Information Act or similar law and shall be available to the public as provided in that statute.

## II. PROCUREMENT AUTHORITY AND ADMINISTRATION

A. All procurement transactions shall be administered by the Contracting Officer, who shall be the Executive Director or other individual he or she has authorized in writing. The Executive Director shall also establish a system of sanctions for violations of the ethical standards consistent with State law.

B. The Executive Director or his/her designee shall ensure that:

1. Procurement requirements are subject to an annual planning process to assure efficient and economical purchasing;

2. Contracts and modifications will be in writing, clearly specifying the desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price;

3. For procurements other than small purchases, public notice is given of each upcoming procurement at least 10 days or other time period if required by State or local law before a solicitation is issued; responses to such notice are honored to the maximum extent practical; a minimum of 15 days or other time period if required by State or local law is provided for preparation and submission of bids or proposals; and notice of contract awards is made available to the public;

4. Solicitation procedures are conducted in full compliance with Federal standards stated in 24 CFR 85.36, or State and local laws that are more stringent, provided they are consistent with 24 CFR 85.36;

5. An independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements;

6. Contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offerer whose proposal offers the greatest value to the HACM, considering price, technical, and other factors as specified in the solicitation (for contracts awarded based on competitive proposals); unsuccessful firms are notified within ten days or other time period required by State or local law after contract award;

7. There are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is inspected before payment, and payment is made promptly for contract work performed and accepted; and

8. The HACM complies with applicable HUD review requirements, as provided in the operational procedures supplementing this Statement.

C. This Statement and any later changes shall be submitted to the Board of Commissioners for approval. The Board appoints and delegates procurement authority to the Executive Director and is responsible for ensuring that any procurement policies adopted are appropriate for the HACM.

## III. PROCUREMENT METHODS

### A. SELECTION OF METHOD

If it has been decided that the HACM will directly purchase the required items, one of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total requirement.

### B. SMALL PURCHASE PROCEDURES

1. General. Any contract not exceeding $25,000 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section VIII of this Statement).

2. Petty Cash Purchases. Small purchases under $100 may be processed through the use of a petty cash account. The Contracting Officer shall ensure that: the account is established in an amount sufficient to cover small purchases made during a reasonable period (e.g., one week); security is maintained and only authorized individuals have access to the account; the account

is periodically reconciled and replenished by submission of a voucher to the HACM finance officer; and, the account is periodically audited by the finance officer or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.

3 Small purchases of $1,000 or less. For small purchases below $1,000 or the dollar limit established in 4. below , only one quotation need be solicited if the price received is considered reasonable. Such purchases must be distributed equitably among qualified sources. If practicable, a quotation shall be solicited from other than the previous source before placing a repeat order.

4. Small purchases over $1,000. For small purchases in excess of $1,000 or a higher amount up to 10% of the dollar limit in 1. above but not exceeding $25,000 or a lower dollar limit stated in 1. above, no less than three offerers shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing, as allowed by State or local laws. Award shall be made to the offerer providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for architect-engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerers and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record (unless otherwise provided in State or local law).

C. SEALED BIDDING

1. Conditions for Use. Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction procurement. For procurements under the Comprehensive Improvement Assistance Program (CIAP), sealed bidding shall be used for all construction and equipment contracts exceeding the small purchase limitation. For professional services contracts, sealed bidding should not be used.

2. Solicitation and Receipt of Bids. An invitation for bids shall be issued including specifications and an contractual terms and conditions applicable to the procurement, including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.

3. Bid Opening and Award. Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Award shall be made as provided in the invitation for bids by written notice to the successful bidder. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method, unless otherwise provided in State or local law and stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.

4. Mistakes in Bids.

a. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.

b. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the HACM or fair competition shall be permitted.

5. Bonds. In addition to the other requirements of this Statement, the following requirements apply:

a. For construction contracts exceeding $ 100,000, other than those specified in 5b and 5c below, contractors shall be required to submit the following, unless otherwise required by State or local laws or regulations:

(1) A bid guarantee from each bidder equivalent to 5% of the bid price; and

(2) A performance bond for 100% of the contract price; and

(3) A payment bond for 100% of the contract price.

b. In the case of construction of conventional development projects funded pursuant to the U.S. Housing Act of 1937, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:

(1) A bid guarantee from each bidder equivalent to 5% of the bid price;

(2) And, one of the following:

(i) A performance and payment bond for 100% of the contract price; or

(ii) A 20% cash escrow; or

(iii) A 25% irrevocable letter of credit.

c. In the case of construction under the Comprehensive Improvement Assistance Program (CIAP) and Comprehensive Grant Program (CGP) funded pursuant to the U.S. Housing Act of 1937, for any contract over $25,000, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:

(1) A bid guarantee from each bidder equivalent to 5% of the bid price;

(2) And one of the following:

(i) A performance and payment bond for 100% of the contract price; or

(ii) Separate performance and payment bonds, each for 50% or more of the contract price; or

(iii) A 20% cash escrow; or

(iv) A 25% irrevocable letter of credit.

D. COMPETITIVE PROPOSALS

1 Conditions for Use. Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical proposals and where the HACM determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited.

2. Solicitation. The request for proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and sub-factors, including the weight given to each technical factor and sub-factor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled in such a manner as to prevent disclosure of the number of offerers, identity of the offerers, and the contents of their proposals. The proposals shall be evaluated only on the criteria stated in the request for proposals.

3. Negotiations. Unless there is no need for negotiations with any of the offerers, negotiations shall be conducted with offerers who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP such offerers shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerers of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offerer shall be provided information about any other offerers' proposal, and no offerer shall be assisted in bringing its proposal up to the level of any other proposal. Offerers shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.

4. Award. After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the HACM.

5. Architect/Engineer Services. Architect/engineer services in the excess of the small purchase limitation (or less if required by State or local law) may be obtained by either the competitive proposals method or qualifications-based selection procedures, unless State law mandates the specific method. Sealed bidding, however, shall not be used to obtain architect/engineer services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect-engineer firms are potential sources.

E. NONCOMPETITIVE PROPOSALS

1. Conditions for use. Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals and one of the following applies:

   a. The item is available only from a single source, based on a good faith review of available sources;

   b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the HACM, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;

   c. HUD authorizes the use of noncompetitive proposals; or

   d. After solicitation of a number of sources, competition is determined inadequate.

2. Justification. Each procurement based on noncompetitive proposals shall be by a written justification for using such procedures. The justification shall be approved in writing by the Contracting Officer.

3. Price reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in paragraph IIIF below.

F. COST AND PRICE ANALYSIS

1. General. A cost or price analysis shall be performed for all procurement actions, including contract modifications. The method of analysis shall be determined as follows. The degree of analysis shall depend on the facts surrounding each procurement.

2. Submission of Cost or Pricing Information. If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by the HACM (e.g., when contracting for professional, consulting, or architect/engineer services) the offerer shall be required to submit:

   a. A cost breakdown showing projected costs and profit;

   b. Commercial pricing and sales information, sufficient to enable the HACM to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or

   c. Documentation showing that the offered price is set by law or regulation.

3. Cost Analysis. Cost analysis shall be performed if an offerer/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: a cost analysis shall be performed of the individual cost elements; the HACM shall have a right to audit the

contractor's books and records pertinent to such costs; and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, the HACM shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.

4. Price Analysis. A comparison of prices shall be used in all cases other than those described in IIIF3 above.

G. CANCELLATION OF SOLICITATIONS

1. An invitation for bids, request for proposals, or other solicitation may be cancelled before offers are due if: the HACM no longer requires the supplies, services or construction; the HACM can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons.

2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the HACM, prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been, collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the HACM.

3. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offerer solicited.

4. A notice of cancellation shall be sent to all offerers solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

5. If all otherwise acceptable bids received in response to an invitation for bids are at unreasonable prices, or only one bid is received and the price is unreasonable, the HACM shall cancel the solicitation and either:

   a. Re-solicit using a request for proposals; or

   b. Complete the procurement by using the competitive proposals method, following paragraphs IIID3 and IIID4 above (when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method and following paragraph IIIE2 above (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is appropriate, all bidders are informed of the HACM's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.

H. COOPERATIVE PURCHASING

The HACM may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions.

## IV. CONTRACTOR QUALIFICATIONS, AND DUTIES

### A. CONTRACTOR RESPONSIBILITY

Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial, competence to perform and who have a satisfactory record of integrity. Before awarding a contract, the HACM shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Nonprocurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such as other HACMs), and financial and technical resources. If a prospective contractor is found to be nonresponsible, a written determination of nonresponsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

### B. SUSPENSION AND DEBARMENT

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies (e.g., Department of Labor for violation of Secretary of Labor regulations) when necessary to protect the HACM in its business dealings.

### C. QUALIFIED BIDDER'S LISTS

Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any prequalified lists of persons, firms, or products, which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such prequalified suppliers.

## V. TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION

### A. CONTRACT TYPES

Any type of contract which is appropriate to the procurement and which will promote the best interests of the HACM may be used, provided that the cost-plus-a-percentage-of-cost and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the HACM's needs otherwise, and the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation (FAR), found in 48 CFR Chapter 1). A time and material contracts may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk.

### B. OPTIONS

Options for additional quantities or performance periods may be included in contracts, provided that: (i) the option is contained in the solicitation; (ii) the option is a unilateral right of the HACM; (iii) the contract states a limit on the additional quantities and the overall term of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to the HACM than conducting a new procurement.

C. CONTRACT CLAUSES

In addition to containing a clause identifying the contract, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in 24 CFR 85.36(i), such as the following:

1. Termination for convenience,

2. Termination for default,

3. Equal Employment Opportunity,

4. Anti-Kickback Act,

5. Davis-Bacon provisions of the United States Housing Act of 1937,

6. Contract Work Hours and Safety Standards Act, reporting requirements,

7. Patent rights,

8. Rights in Data,

9. Examination of records by Comptroller General, retention of records for three years after closeout,

10 Clean air and water,

11. Energy efficiency standards,

12. Bid protests and contract claims,

13. Value engineering, and

14. Payment of funds to influence certain Federal transactions.

The operational procedures required by section IIA of this statement shall contain the text of all clauses and required certifications (such as required non-collusive affidavits) used by the HACM.

D. CONTRACT ADMINISTRATION

A contract administration system designed to insure that contractors perform in accordance with their contracts shall be maintained. The operational procedures required by Section IIA above shall contain guidelines for inspection of supplies, services, or construction, as well as monitoring contractor

performance, status reporting on construction contracts, and similar matters. or cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the cost principles in FAR Subpart 31.2.

## VI. SPECIFICATIONS

### A. GENERAL

All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying the HACM's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase (but see VIII below). For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

### B. LIMITATIONS

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy the HACM's needs); brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of the HACM's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

## VII. APPEALS AND REMEDIES

### A. GENERAL

It is the HACM's policy to resolve all contractual issues informally at the HACM level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the Housing Authority's level. When appropriate, the HACM may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violations of Federal law or regulations and failure of the HACM to review a complaint or protest.

### B. BID PROTESTS

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

### C. CONTRACT CLAIMS

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer or designee for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to a higher level in the HACM, such as the Executive Director or a designated Board member, or a Procurement Appeals Board.

## VIII. ASSISTANCE TO SMALL AND OTHER BUSINESSES

### A. REQUIRED EFFORTS

1. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the HACM shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a HACM project are used when possible. Such efforts shall include, but shall not be limited to:

    a. Including such firms, when qualified, on solicitation mailing lists;

    b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

    c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

    d. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

    e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

    f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the project, as described in 24 CFR 135;

    g. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A1.a through A1.f above.

2. Goals may be established periodically in the prime contracts and subcontracting opportunities by the HACM for participation by small businesses, minority-owned businesses, women's business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

### B. DEFINITIONS

1. A small business is defined as a business that is independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless the HACM determines that their use is inappropriate.

2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 5,1% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.

3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.

4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U.S. Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.

5. A business concern located in the area of the project, is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above.

## IX. ETHICS IN PUBLIC CONTRACTING

### A. GENERAL

The HACM shall adhere to the following code of conduct, consistent with applicable State or local law.

### B. CONFLICT OF INTEREST

No employee, officer or agent of the HACM shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer or agent involved in making the award;

2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);

3. His/her partner, or,

4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

### C. GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION

HACM officers, employees or agents shall not solicit to accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

D. PROHIBITION AGAINST CONTINGENT FEES

Contractors shall not retain a person to solicit or secure a HACM contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

# Housing Authority of the City of Milledgeville
# Rent Determination Policy

The amount of rent is subject to change as determined by the Housing Authority of the City of Milledgeville (HACM) in accordance with federal regulations during the term of the Dwelling Lease. Residents will be given an annual rental choice of paying a flat rent or income based. If a switch is made from flat-market based to income-based, the resident must continue paying the income-based rent until the next scheduled reexamination period.

A. Annual Reexamination: Once each year the HACM will request in writing that the Resident furnish required information at a designated location in person in order for the HACM to reexamine the income of the Resident's family, the family composition, and the family size, so the Authority can determine if any adjustment in the monthly rental amount is required, or if the size of the unit is no longer appropriate for the needs of the family. At any time during the term of the Dwelling Lease, the Resident may request reasonable accommodation of a handicap of a household member including reasonable accommodation so that the Resident can meet lease requirements or other requirements of residency. If, during the term of the Dwelling Lease, the Resident by reason of physical or mental impairment is no longer able to comply with the Dwelling Lease, and the HACM cannot make any reasonable accommodation that would enable the Resident to comply with the Dwelling Lease, the Resident would be required to move from his/her dwelling unit.

The Resident agrees to report to the HACM, within 30 days after receiving a written Notice of Reexamination, the income from all sources of each family member and such other information as may be necessary in determining the rent in accordance with HUD regulations and for determining whether the size of the unit continues to meet the family's need.

The Resident agrees to transfer to an appropriate size unit based on the size and composition of the family after receiving notice by the HACM that such an apartment is available in instances where:

1. The family size and composition no longer conforms to the requirements set forth in the HACM's Admission and Occupancy Policy.

2. It has become necessary for the HACM to rehabilitate or modernize the dwelling unit.

3. The Resident has made a request for special dwelling-unit features in support of a documented disability or handicap.

In such cases, the HACM shall have the choice to modify the Resident's existing dwelling unit or to transfer the Resident to another dwelling unit.

4. The Resident is without disability or handicap and occupies a dwelling unit which has special features designed for persons with disability or handicap.

5. Special Reexaminations will be scheduled for families when it is impossible to determine a reasonably accurate estimate of annual income at admission or for continued occupancy, and will be scheduled until such time as a reasonable estimate can be made or until the family's circumstances become stable. The

resident must report to the Housing Authority within ten (10) days any changes in family circumstances. Rent shall be effective the first day of the month following the final determination.

Any adjustment in the Resident's rent as determined by the annual reexamination of income shall become effective on the reexamination date for the Resident. The HACM shall provide the Resident with a minimum of 30 days advance notice of any adjustment in rent as a result of the annual reexamination. The notice shall be in writing.

If the HACM determines that the Resident must transfer to another unit based on family composition, the HACM shall notify the Resident that the Resident may ask for an explanation stating the specific grounds of the HACM determination and that if the Resident does not agree with the determination, the Resident shall have the right to a hearing under the HACM's grievance procedure.

B. Interim Redetermination of Rent: The Resident agrees to report to the HACM any of the following changes in family circumstances within ten (10) days of their occurrence, and to provide, in a timely manner by use of forms as may be required by the HACM, such information as required by the HACM to make determinations with respect to rent, and the appropriateness of dwelling size (birth certificates, death certificates, Social Security Numbers, checks or check stubs, police records, child support records, etc.):

1. Loss of or addition to family composition of any family member through birth, death, marriage, divorce, or other continuing circumstance, and the amount, if any, of such family member's income.

2. Employment, or changes in employment, of the family head, spouse, or other wage earners over the age of seventeen (17) years. The initial report of change in employment must include expected wage, and the number of hours per week if Resident is to be paid hourly.

3. Unemployment of the family head, spouse, or other wage earners that is expected to continue for a period of more than 30 days.

4. Increased earnings due to employment shall be excluded during the twelve month period following hire for newly employed families whose income has increased because of the employment of a family member who was previously employed for one or more years. Families who have received any Temporary Assistance for Needy Families (TANF) monies in the prior 6 months of employment will be entitled to the income exclusion. For the initial 12-month period, the family's rent is not increased. For the second 12-month period, the family's rent will be increased by the amount representing up to 50 percent of the total rent increase normally applicable in the absence of this provision. In the third year, the balance of the rent increase will be phased in. The exclusion will be effective the first day of the month following that in which the change is reported.

Interim adjustments in rent shall become effective as follows:

1. Increases in rent shall become effective:

   (a) On the first day of the month following the correction of an error.

   (b) On the first day of the second month following the increase in family income.

2. Decreases in rent shall become effective:

(a) On the first day of the month following the reporting of a decrease in family income.

(b) On the first of the month following the reporting of a change in family size.

(c) On the first of the month following the correction of an error made at a previous rent determination and shall be retroactive back to the time the rent began to be incorrectly charged.

3. Minimum rent - Minimum rent is zero. A resident who has no income will be required to report to the manager's office every 30 days during the first 5 business days of each month regarding the status of their income.

4. Flat rent - Any flat rent changes will take effect the first day of the month following that in which the request is made

C. Failure to Report Changes and/or Misrepresentations: The Resident agrees to report full and accurate information concerning the income of each family member, the family size, and accurate information concerning any deductions from family income.

If the HACM determines that the Resident has not reported information, then the HACM may determine the correct information and charge the Resident retroactively for any difference in the rent which should have been charged and what was actually charged. Rent is not reduced if welfare assistance is reduced due to fraud, failure to participate in economic self-sufficiency program, or non-compliance with welfare. Such failure to report is a serious violation of a material term of the Dwelling Lease and good cause for termination of the Dwelling Lease.

If the HACM determines that the Resident did willfully and intentionally report inaccurate income or withhold information, then the HACM may charge the Resident and may terminate the Dwelling Lease agreement.

# Policies Establishing the
# Housing Authority of the City of Milledgeville
# Active Participation toward the Pursuit of
## Resident Initiatives

Whereas, it is the sincere belief of the Board of Commissioners for the Housing Authority of the City of Milledgeville, Georgia, its Executive Director and its staff members that all residents of the public housing be offered the same opportunities as other Americans; and

That all residents of the Housing Authority of the City of Milledgeville are offered the opportunity to obtain Self-Sufficiency through the pursuit of a Resident Initiatives Agenda;

In addition, thereby making one of the goals of this body the establishment and implementation of the policies that are reflective of our residents' concerns and interests.

This organization recognizes the value of mutual Housing Authority resident partnerships fostered through the existence of a Resident Organization. The purpose of this partnership being to generate pride, self-esteem, mutual trust, and support. Therefore, we pledge to be committed to Resident Initiatives as a means of achieving economic independence for those who live in our public housing communities.

The following procedures support and encourage increased opportunities directed toward Resident Self-Sufficiency.

## Economic Development and Self-Sufficiency

The Housing Authority of the City of Milledgeville recognizes education, job training, employment, and economic development opportunities for residents as the most important elements in fostering economic independence. We pledge continued support and offer guidance toward securing adequate training to resident owned or initiated businesses. The Authority will contract with resident-owned businesses to the fullest extent possible and in compliance with procurement regulations and entrepreneurship guidelines. The Authority will extend a preference to qualified residents of its communities when filling vacancies on the staff. The Authority will cooperate with the Department of Human Resources and other service providers in further resident participation in the various education, vocational training, pre-employment counseling, and other programs which promotes Self-Sufficiency among welfare recipients. The Authority will offer enrichment programs on-site for residents and will offer its facilities for supportive services (education, day care, sports programs, etc.) to the fullest extent practical.

## Homeownership

The goal of this agency is to make homeownership an opportunity for those residents who want it. The HACM will continue to assess the feasibility of our housing stock and other stock available for the various programs detailed through Homeownership and offer these opportunities to interested residents; including homeownership counseling, home maintenance and family budgeting.

## Resident Involvement

We support the empowerment of residents and resident organizations. This Authority will assist resident groups, and will consult with residents on matters affecting their community and quality of life. The HACM will serve as a partner in resident organization service delivery and provide the training necessary to strengthen the resident organization to be a vital and fully functional organization.

## Other Resident Initiatives

A. *Drug Elimination:* We advocate drug-free public housing communities. Each year we will assess drug-related crime and other indicators in the public housing communities and will present an annual summary to the Board. This Authority will sponsor or prepare and submit applications for special grant programs to the Department of Housing and Urban Development for the purpose of drug elimination. The Housing Authority will work with residents and other responsible local agencies including law enforcement, to reduce the sale and use of drugs in or near public housing communities.

**B.** ***Sports:*** **The Housing Authority will support to the fullest extent possible the participation of residents in organized sports programs. We recognize sports as a very effective alternative to drugs for our youth. We recognize that participation in sports will teach teamwork and leadership and provide social skills to our residents.**

# PERSONNEL POLICY

## THE HOUSING AUTHORITY OF THE CITY OF MILLEDGEVILLE, GEORGIA

*The Authority values the contribution made by its employees and will always do all it can to provide for fair pay and the best possible working conditions within the limitations imposed by its obligations as a recipient of public funds. Because of those obligations, no employee can expect to advance, or even remain, in his job except to the extent that his performance, effectiveness, and attitude justify such action.*

## 1. BASIC PRINCIPLES

### 1.1 MERIT SYSTEM

The employment of personnel and all actions affecting employees will be based solely on merit, ability, justice and an evaluation of the applicant or employee's record.

### 1.2 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this Housing Authority to take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to race, creed, color, national origin, sex, or any political or union affiliation. Such action will include, but not be limited to, the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

### 1.3 PROBATIONARY WORKING PERIOD

The first three months of new employment constitutes the probationary working period. An employee will receive no benefits during the probationary working period. At the end of this period, the employee will be evaluated. If the employee receives a positive evaluation, his/her status will become permanent. If the employment is full-time, the employee will be entitled to all benefits except retirement. Retirement eligibility requires one full year of employment with the Housing Authority.

If the employee does not receive a positive evaluation at the end of his/her probationary working period, his/her employment will be terminated.

### 1.4 POLITICS

In accordance with the provisions or purpose of the Hatch Act (Public Law 252, 76th Congress, as amended), employees will not: (1) Use their office to influence elections or nominations, or for other political purposes; (2) Solicit or receive political contributions from other employees or from project occupants; (3) Solicit or receive political contributions on premises of the Authority; (4) Require or advise other employees or project occupants to make political contributions; (5) Be candidates for election to public office or take an active role in political management; or, (6) Use political influence in connection with their employment status. Employees will be free to vote as they choose and to express their opinions on all political subjects and candidates.

### 1.5 **CONFLICT OF INTEREST**

No full time permanent employee may enter into, or have a substantial interest in, a contractual agreement for goods or services outside the scope of his/her primary employment with the Authority. A part time or temporary employee may be involved in such a contractual agreement if the Executive Director determines there will be no conflict of interest involved. The Board of Commissioners may authorize exceptions to this paragraph at the request of the Executive Director, if it deems such exceptions would be in the best interest of the Authority,

### 1.6 **NEPOTISM**

Immediate relatives of Authority employees will not be hired without the prior approval of the Executive Director. Under no circumstances may such employees work under the supervision of relatives.

### 1.7 **AUTHORITY TO MAKE PERSONNEL CHANGES**

The Executive Director is vested with the authority to appoint, assign, transfer, evaluate, promote, demote and separate personnel. He may delegate this authority when he considers such delegation to be in the interest of the Authority.

### 1.8 **FILLING VACANCIES**

It is not intended that the authority vested in the Executive Director by Section 1.7 above be diminished but, as a practical matter, it is contemplated that the Maintenance Superintendent will do the interviewing and hiring of all hourly paid workers who will be assigned to the Maintenance Department. All hiring will be done in accordance with the following: (1) The principles referred to above will be observed at all times; (2) The candidate who is the best qualified, in the judgment of the Executive Director and/or the Maintenance Superintendent, after all factors are considered, will be offered the job; (3) Full consideration will be given to promoting qualified personnel within the organization and then hiring a newcomer for the lower job; any employee promoted under this supervision must be the best qualified applicant for the position; and (4) Affirmative steps will be taken to hire residents, blacks and members of other minority groups whenever qualified applicants are available to fill vacancies.

### 1.9 **LICENSES AND CERTIFICATIONS**

Employees must have all licenses and certifications required for the positions they hold and upon request must provide evidence that such licenses and/or certifications are current. The term license and certifications as used herein will not include memberships in any union.

## 2. IMPLEMENTATION PRINCIPLES

## 2.1 ORGANIZATION PLAN

All positions will be established in accordance with an organization plan clearly setting forth areas of responsibility and authority.

## 2.2 DELEGATION OF AUTHORITY

Every employee will be given the authority necessary to perform his assigned duties.

## 2.3 POSITION CLASSIFICATION AND WORK EVALUATION

The Executive Director will establish position classifications and job titles. The Executive Director will prepare appropriate performance evaluation forms, as he deems necessary for efficient discharge of the work of the Authority, and will amend them from time to time as the needs of the Authority change. Each employee will be given a written statement of the duties and responsibilities of his/her position. All employees will be informed of the standards of performance and conduct, including attendance, which will be considered compliance with those standards.

## 2.4 COMPENSATION

For technical development personnel and manual maintenance employees, appropriate compensation rates will be paid on the basis of prevailing rates in the locality, pursuant to the HUD assistance contracts. For all other employees appropriate compensation rates will be determined on the basis of pertinent local public practice. Public practice, as referred to county government and of such local public hospitals, or other institutions supported by public funds. Such compensation rates adjustments or revisions will require prior approval of the Board of Commissioners and prior budgetary approval of HUD.

## 2.5 RECOGNITION OF EXCEPTIONAL PERFORMANCE

The Executive Director may make non-monetary awards, or otherwise recognize any employee who in his judgment, has displayed unusual initiative or skill in developing or implementing new programs or procedures or has performed in an exceptional manner in the pursuance of the Authority's goals. Documentation of such award or recognition will be placed in the employee's personnel folder.

## 2.6 DISCIPLINARY ACTION

The Executive Director, or his designee, may suspend, demote terminate or place any employee on probation for cause after careful consideration of all available data and allowing the affected employee to refute charges.

The following are examples which are considered cause for disciplinary action:

- Conviction of a felony or crime involving moral turpitude;
- Theft, abuse, or misuse of Authority property or vehicles;
- Political activity in conflict with the Authority policy;
- Falsification or destruction of official records or documents, or use of official position for personal benefits, profit of advantage or for another;
- Willfully giving false statements to supervisors, officials, or the public;
- Discovery of a previously undetected false statement on employment application;
- Acceptance of gratuities or violation of policy regarding conflict of interest;
- Drinking or using illegal non-prescription drugs on the job, or during off duty hours in such a manner as to adversely affect attendance or work performance;
- Acts during or outside duty hours which are incompatible with public service
- Violations of Authority resolutions, administrative regulations, or departmental rules;
- Continuing disregard for safety rules and practices after being given a written warning about the need to be more careful around such hazards,
- Insubordination or uncooperative attitude which tends to lower discipline and morale,
- Failure to relate well to residents, fellow workers and the general public. This also will include rudeness and lack of courtesy;
- Inexcusable absence without leave;
- Failing to answer any proper question concerning the performance of official duties with the Housing Authority when called upon to do so in appropriate manner by any court or administrative tribunal which has proper jurisdiction for requesting such information;
- Physical or mental disability which prevents satisfactory performance of duties. Refusal to be examined by the Housing Authority's authorized physician when so directed.

All disciplinary action taken will be based upon documented evidence which supports the charges made. Appropriate notation of a disciplinary action taken shall be placed in the employee's personnel folder.

## 2.8 GRIEVANCES

An employee shall have the right to appear before and present his grievance to the Executive Director and as a final appeal if such grievance has not been satisfactorily resolved after having been presented through the established lines of authority appear before and present his grievance to the Board of Commissioners.

## 2.9 ATTENDANCE AND WORKING HOURS

Attendance records prepared and certified by each supervisor for the employees under his/her supervision, shall be used to document all payrolls prepared.

The regular workweek shall consist of 40 hours for all full time employees, subject to prior approval of the schedule by the Executive Director or his designee, to provide coverage of essential activities within the 40-hour workweek.

Overtime work shall be avoided as FAS as possible but may be required by the Executive Director, or his designated representative, in the interest of efficient operation.

Hourly paid maintenance employees shall be paid for overtime work at the rate of 1 1/2 times the normal rate of pay; supervisory and administrative personnel may be given compensatory time off.

No overtime shall be worked without the prior approval of the Executive Director or his/her designee and then adequate documentation of the work must be filed with the Administrative Office promptly. The working hours of part-time employees shall be based upon the needs of the Authority and the availability of qualified personnel to serve those needs.

*Salaried employees who accrue compensatory time must take it within the month accrued or it will be forfeited. The number of compensatory hours an employee can accrue within a month will be dependent upon the requirements placed on the employee by his/her supervisor within the scope of his/her job description. Compensatory time is maintained separately from Annual Time.*

## 2.10 HEALTH AND SAFETY

Employees shall be provided safe, sanitary, and healthy working conditions. It shall be the responsibility of each supervisor to train employees under his supervision to respect all safety rules and to ensure they adhere to the safety rules. Employees who consistently disregard such rules may be disciplined.

Employees shall be covered by Workmen's Compensation Insurance and all benefits required by Georgia law for job related injuries will be paid by Workmen's Compensation Insurance carrier.

## 2.11 TRAINING

In-service training shall be provided to aid employees to gain efficiency in their present and future work through the development of their skills, knowledge, and aptitudes. Employees shall be expected to take advantage of these opportunities to improve their knowledge and performance. Supervisors will be evaluated in-part on the success they have in training their employees and all employees will be evaluated in part, on how well they have learned their work.

### 2.12 **ADMINISTRATION**

The Executive Director shall be responsible for seeing that the provisions and purposes of this Personnel Policy are carried out. He may delegate this responsibility should he so desire.

### 2.13 **DOCUMENTATION**

All action required by this Personnel Policy should be thoroughly documented as it is taken in order to facilitate later checks on compliance with Policy.

## 3. LEAVE

### 3.1 **DEFINITION OF A LEAVE**

Leave is hereby defined as an absence, whether authorized or not, from the employee's normal duty station during regular working hours for other than official business.

### 3.2 **HOLIDAYS**

The following holidays with pay shall be observed:

| **Holidays** | | |
|---|---|---|
| New Year's Day | Martin Luther King Jr. Birthday | Memorial Day |
| Independence Day | Labor Day | Thanksgiving Day |
| Christmas Day | | |
| ****Any other holidays observed by the City of Milledgeville or granted by the Housing Authority Board of Commissioners.**** | | |

Holidays falling on Saturday or Sunday will be observed the following Monday. Employees who are required to work on a holiday will be granted a day off with pay at a time mutually convenient to the employee and the Authority.

To be eligible for Holiday pay, the employee must have worked the day before and the day after the holiday or must have been on previously authorized leave-with-pay. Employees terminating prior to the Holiday are not eligible for Holiday pay.

## 3.3 ANNUAL LEAVE

As used herein, annual leave means leave with pay which is provided for vacations and occasional time off to take care of personal or family business, including emergencies of both a personal and a family nature. It is made available to each full time employee for such use within rules established in this section.

Full time employees shall earn annual leave with pay at the following rate.

- 6 working days of annual leave for 1 year of service
- 12 working days of annual leave for 1 to 5 years of service
- 18 working days or annual leave for 5 to 19 years of service
- 24 working days or annual leave for 20 years and over of service

Annual leave shall not be earned during leave without pay status.

No annual leave with pay shall be granted until the end of the first six months of service.

Unused annual leave may be carried forward into the next year to a maximum accumulation of 45 days. Annual leave may be used in lieu of sick leave when sick leave credits are exhausted.

An employee who is permanently separated shall be paid in a lump sum for any accrued annual leave at the current rate of pay for said period.

Permanent employees working on a part time basis may be granted annual leave with pay at a rate deemed equitable by the Executive Director when such action, in his judgment, is in the best interest of the Authority.

The following basic rules shall govern approval of annual leave with pay:

- No employee shall take a single vacation of more than two week's duration;
- All vacation time with pay must be approved in advance;
- Insofar as possible, vacation shall be authorized for times of the employees' preference but the needs of the Authority must be considered in granting approval;
- Casual leave with pay may be granted if it does not conflict with other provisions of these rules and provided the employee obtains the prior approval of his/her supervision unusual circumstances, obtains such approval within one hour after the designated reporting time on the day of absence or, when the employee has a valid and documented reason for his/her being unable to have his/her work absence reported within the two hours reporting period.
- Emergency leave with pay may be granted if it does not conflict with any other provision of these rules and provided the employee obtains approval of his/her supervisor within two hours after the

designated reporting time on the day of absence or, when the employee has a valid and documented reason for his/her being able to have his/her work absence reported within the two hours reporting period.

## 3.4 ANNUAL LEAVE CONVERSION

Employees may convert a maximum of 10 days (80 hours) of annual leave into cash. In order to convert annual leave, an employee must have at least 10 days (80 hours) annual leave on the book.

Employees must maintain a minimum of 5 days (40 hours) annual leave on record. Employees may maintain a total of 45 days of annual leave. Any time credited to employee's account over 45 days is lost or forfeited after December 3 1. Employees can cash in excessive annual leave instead of forfeiture. Approval of annual leave conversion must be authorized by an officer of the Housing Authority. Requests must be made in writing at least one week prior to the pay period.

## 3.5 SICK LEAVE

The Authority provides sick leave as a privilege, not as a right, and it must be used only for the purpose for which it is intended. Abuse of sick leave privileges can result in disciplinary action. Full time employees shall accrue sick leave at the rate of I day per calendar month from the date of employment. It shall not be earned during the leave without pay status. The Executive Director will allow for the transfer of sick time under certain conditions.

No sick leave with pay may be granted until the end of the first three months of service. There shall be no limitation on the accumulation of sick leave for any employee.

Permanent employees working on a part-time basis may be granted sick leave with pay at a rate deemed equitable by the Executive Director when such action, in his judgment, is in the best interest of the Authority.

Upon recommendation of Executive Director, the Board may authorize additional sick leave with pay in those cases it deems meritorious.

Sick leave may be granted subject to the following conditions:

- The illness must be that of the employee or his/her immediate family. For the purpose of this definition, medical, dental, or optical examinations or treatment shall be considered eligible for sick leave credit.

- Sick leave will be granted when the employee notifies his/her supervisor within two hours after the designated reporting time on the day of absence and keeps his/her supervisor informed of his/her progress on a regular basis thereafter if the illness is more than one day; or, when the

employee has a valid and documented reason for his/her being unable to have his/her work absence reported within the two hours reporting period.

- Sick leave with pay will be granted for five consecutive days or more only if the employee furnishes a written certificate from a licensed physician or dentist that the employee's condition prevented him/her from performing the duties of his/her position. Employee's supervisor or department head may require a doctor's certificate for each period of absence if it is felt that the employee is abusing the privilege.

- Employees can be paid for unused sick leave upon retirement or termination of employment if the employee has 20 years or more tenure. This payment can be paid in a lump sum or spread over a period of time based on the employee's monthly compensation.

## 3.6 JURY DUTY LEAVE

An employee shall be given necessary time off without loss of pay when performing jury duty or other duties required by law, or when required by proper authority to be a witness in legal proceeding, provided such call to duty is reported in advance to the individual's department head.

## 3.7 ABSENCE BECAUSE OF WORK RELATED INJURY

Employees are covered under the provisions of the Worker's Compensation Act. If any employee is injured while on the job, such an injury must be reported to the supervisor immediately.

An employee who is absent because of sickness, injury or disability covered by the Worker's Compensation Laws shall receive such payments as provided under the Worker's Compensation Laws of the State of Georgia.

## 3.8 LEAVE WITHOUT PAY

Employees who are absent except during approved annual leave, sick leave, or jury leave status shall be considered as being on leave without pay. Employees who are chronically in such status shall be considered as disregarding the needs of the job for which they were hired and, after one written warning, may be discharged.

Employees may make application for leave-without-pay status for health or other personal reason, The Executive Director, or his designee, may approve such leave for a specified period provided the work can be carried on without hiring a replacement. Employees who cannot or do not return at the end of the specified period, or at the end of any extension which may be granted, shall forfeit their right to the position which they held at the time of going into leave without pay status. They may be considered for rehiring if a vacancy is available when the Executive Director feels that such action is in the best interest of the authority. There shall be no requirement that their salary in their new position exceed the prevailing salary for the position regardless of the salary they were making earlier but they may be considered for

promotion to vacancies in higher paying positions for which they are qualified without prejudice arising from the their hiatus in employment.

### 3.9 **REPORTING PROCEDURE**

The Executive Director shall establish reporting and accountability procedures for leave which he feels are necessary to maintain a business like operation consistent with the intent of these provisions.

## 4. EMPLOYEE BENEFITS

### 4.1 **PROOF OF AGE**

To facilitate administration of the Employee Benefits Program, all employees shall be required to submit a birth certificate or other acceptable proof of date of birth prior to being accorded permanent status.

### 4.2 **SOCIAL SECURITY**

Every employee of the Authority shall be covered by Social Security through the Employee Retirement System of Georgia.

### 4.3 **RETIREMENT**

All permanent full time employees except those who elected not to be covered prior to the time the Authority's present retirement plan went into effect, must participate in the Retirement Plan the Authority has with Housing-Renewal and Local Agency Retirement Plan provided, of course, that they meet the eligibility requirement of that plan. The plan provides that an employee, once covered, must remain covered during the tenure of his employment with the Authority and that an employee who is terminated and subsequently rehired must re-qualify as a new employee in order to rejoin the plan. The plan itself explains how payment will be made upon death, retirement or termination of employment. The Authority pays 100% of the plan cost.

### 4.4 **HOSPITALIZATION INSURANCE**

All permanent full time employees, except those who elected not to be covered at the time the Authority's first hospitalization insurance program was instituted, must participate in the Authority's Hospitalization Insurance Plan provided they qualify for such coverage. The plan provides the option of selecting either Employee only or Employee and Family coverage. The plan itself explains how this insurance can be converted to a private policy upon termination

of employment. The Authority pays 100% for Employee coverage and 75% for Family Coverage of policy premium cost.

## 5. RETIREMENT

The mandatory retirement date shall be December 31 of the calendar year in which the employee's seventieth birthday falls. Upon recommendation of the Executive Director, the Board may authorize extensions on an annual basis for such shorter time as may be warranted by the circumstances provided employee is performing effectively.

## 6. TRAVEL POLICY

Board approval of the annual budget shall constitute approval of all convention and other travel specifically outlined therein. Separate Board approval shall be required for an increase in the number of travelers above that authorized in the budget. The Executive Director may authorize travel to seminars, workshops, and similar meetings approved by HUD as well as travel to HUD's area or regional office. Board approval shall be required for all other travel outside the Authority's area of jurisdiction. Approval by the Board, or the Executive Director when appropriate, shall constitute certification that the trip is in the interest of the Authority and those travelers attending are deemed necessary to fulfill the purpose for which the travel is being performed.

### 6.1 **REIMBURSEMENT OF TRANSPORTATION COSTS**

Employees of the Authority and members of the Board shall be reimbursed for actual transportation costs incurred in official travel, subject to the following:

(1) If travel is by private conveyance, reimbursement at the rate of .34 per mile but only when private conveyance is used for the convenience of the Authority, such reimbursement for transportation costs shall not exceed the costs of transportation by available common carrier;

(2) If travel is by common carrier, reimbursement shall be for actual transportation costs except that the difference in cost between first-class air accommodations are not reasonably available or for reasons of the traveler's health;

(3) No traveler shall be required to fly for the convenience of the Authority.

### 6.2 REIMBURSEMENT OF SUBSISTENCE EXPENSE

Employees of the Authority and members of the Board shall be reimbursed for actual subsistence expense incurred while in an official travel status but no such reimbursement shall exceed the reasonable costs thereof Subsistence expense shall include food, tips, and other incidentals relating directly to food.

Commissioners and employees on official authority business will be reimbursed for actual expenses incurred. Documentation is required for all expenses.

### 6.3 REIMBURSEMENT OF MISCELLANEOUS EXPENSE

Employees of the Authority and members of the Board shall be reimbursed for the following miscellaneous expenses incurred while in an official travel status. Miscellaneous expenses shall include taxi fares, parking and/or storage of automobiles, toll charges, telephone call, secretarial services and similar items necessarily incident to the performance of official business.

### 6.4 TRAVEL ADVANCES

Advances for travel may be authorized by the Executive Director. Such advances shall not exceed the amount reasonably computed as reimbursable from the trip, and shall be deducted from the reimbursement due to the traveler. In the event the advance does exceed the reimbursement due, the excess shall be promptly paid to the Authority.

### 6.5 TRANSPORTATION IN DISCHARGE OF OFFICIAL DUTIES

Employees shall be furnished transportation or an allowance in lieu thereof, as needed for the discharge of their official duties. When no Authority owned vehicle shall be available, reimbursement at the rate of .34 per mile shall be made for the use of personally owned automobiles on official business upon presentation of travel vouchers which shall be approved by the Executive Director or his designee.

## 7. ETHICAL STANDARDS AND PERSONAL CONDUCT

### **7.1** GENERAL POLICY

The Housing Authority of the City of Milledgeville is in an important position of trust with residents, HUD, and the community at large. For this reason, employees must conduct their business ***with*** integrity and fairness and uphold the highest level of ethical standards in every activity. If there is over any doubt whether an activity meets the ethical standards of this Authority or compromises its reputation, the problem should be discussed with the employee's next level supervisor.

### **7.2** GENERAL GUIDELINES

a) Employees of the HACM are prohibited from engaging in activities that might have an unfavorable effect upon HACM services and programs. Employees must avoid any action that might result in or create the impression of using employment with the HACM for private gain, giving, giving preferential treatment, etc.

b) Employees should represent the HACM at their best at all times. The impression an outside individual has of the HACM is greatly determined by the actions of its personnel. Individuals should take pride in their personal

appearance. Punctuality, willingness to be of service, good taste, courtesy and excellent client service will be observed at all times.

c) Personnel should keep HACM business out of social conversations. The confidential affairs of the HACM are not proper subjects for public conversation or discussion.

d) Employees shall uphold and support duly adopted policies and procedures of the HACM.

## 7.3 WORKPLACE HARASSMENT

It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status~ citizenship, disability and other personal characteristics. Harassment includes, but is not limited to, making offensive or derogatory remarks, "jokes", and other verbal, physical or visually offensive behavior.

The harassment of another employee will lead to disciplinary action, up to and including immediate termination, in cases of gross misconduct.

Any employee who believes he/she has been harassed should speak first with his or her supervisor, or if speaking to the supervisor is not feasible under the circumstances, to the next level supervisor, and the Executive Director if necessary, in an attempt to reach a resolution. It is the supervisor's duty to listen to such complaints and to refer them to the appropriate authority. Any reports of harassment must be reported immediately by supervisors to the Executive Director.

## 7.4 SEXUAL HARRASSMENT

Sexual harassment is also prohibited. Sexual harassment is defined as. 1) Threats or insinuation to an employee, either explicitly or implicitly, that the employee's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development; 2) Intimidation, ridicule, or insult of an employee that is sufficiently severe or pervasive as to after the conditions of the employee's employment by creating an abusive work environment.

Each supervisor has a responsibility to take all steps possible to maintain the work place free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's condition of employment as outlined in the preceding paragraph.

Examples of sexual harassment include, but we not limited to:

a) Sexual flirtations, touching, advances, or propositions; repeated requests for dates;

b) Verbal abuse of a sexual nature; dirty jokes;

c) Graphic or suggestive comments about an individual's dress or body, and

d) Display in the work place of sexually suggestive objects or pictures, including nude photographs.

## 7.5 CONFLICT OF INTEREST

Employees have an obligation to conduct business in such a way that prohibits actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Housing Authority of the City of Milledgeville's business dealings. Personal gain could result not only when an employee or relative has a significant ownership in a firm with which the Housing Authority of the City of Milledgeville does business, but also when an employee or relative receives any kickback, bribes, substantial gifts, or special consideration as a result of business dealings involving the Housing Authority of the City of Milledgeville. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If an employee has influence on HACM transactions involving purchases, contracts, or leases, and if a situation arises in which there is a conflict of interest, or where one could be construed, it is imperative that he or she disclose this information to an officer of the Housing Authority of the City of Milledgeville. Failure to disclose could result in termination, fines and/or other legal remedies

**7.6** CONFIDENTIALITY

The Authority has certain information about residents that is unique to the Housing Authority of the City of Milledgeville. Keeping such records private is a requirement of the Federal Privacy Act. Any employee who divulges confidential information may be terminated and may also be subject to certain federal fines or imprisonment

The materials, products, designs, plans, ideas, and data of the Housing Authority of the City of Milledgeville are the property of the Authority and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

**7.7** TELEPHONE USE

Telephones are a vital part of our business since much of our business is handled on the telephone. Personal use of the telephone should be limited to emergencies and unusual circumstances. Also, personal calls should be brief. Personal long distance calls not billed to the employee may not be made. Failure to adhere to this policy shall subject the employee to the appropriate disciplinary actions.

**7.8** COMPUTER AND E-MAIL USAGE

*a) Computers, computer files, the E-mail system, and software furnished to employees are HACM property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization unless required by business necessity.*

b) The HACM prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale which includes but is not limited to: sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

C) E-mail may nor be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

d) HACM purchased software is for business use and prohibits the illegal duplication of software and its related documentation.

e) Employees who violate this policy will be subject to disciplinary action up to and including termination of employment

**7.9** GIFTS AND GRATUITIES

All employees are strictly forbidden to accept gifts, gratuities, or courtesies from any person or organization that may seek to use the relationship for securing favorable considerations. Employees may not accept anything (including lunches, sports tickets, receptions, gifts, etc) from any current, past or future vendor, business firm, landlord, engineer, architect, banker, etc. Any unsolicited gifts received from vendors during the holidays or other times of the year, must be ***immediately*** turned over to the Executive Director (or designee) who will donate the gifts to charity.

**7.10** POLITICAL ACTIVITY

In accordance with the provisions of the "Hatch Act", 5 USCS Chapter 15, 5 CFR Part 151, employees shall not take an active part in politics or political campaigns during work hours as defined in the Act.

More specifically, no employee shall engage in personal political activity during work hours-, be required to, solicit for, or act as a custodian of funds for political partisan purpose; coerce or compel contributions by another employee of the Housing Authority of the City of Milledgeville for political purposes; or use any Authority supplies, materials, or equipment for political purposes. Employees do, however, have the right to join or affiliate with organizations of a political or partisan nature outside of work.

**7.11** SOLICITATION AND DISTRIBUTION

Employees must not solicit other employees for any purpose during working hours. Employees are not permitted to distribute literature of any kind on Authority property. People who do not work for the Authority or are not approved vendors, are prohibited from distributing literature of any kind, or soliciting employees for any purpose at any time on Authority property.

**7.12** RESIDENT PROPERTY

Employees are prohibited from taking possession of any items of personal property remaining in a unit vacated by a resident. Employees are also prohibited from taking possession of any personal property items left on the public housing premises as a result of an eviction of a resident from a public housing unit. Such personal property items must be properly disposed of or donated to charitable organizations.

8. AMENDMENT

Amendment of the above provisions shall be by formal action of the Board of Commissioners.

# COMPONENT 10 B

# VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENT ANALYSIS
# REQUIRED INITIAL ASSESSMENT

HOUSING AUTHORITY OF THE CITY OF MILLEDGEVILLE--GA200

| DEV. NUMBER | DEVELOPMENT NAME | IS DEV. SUBJECT TO MANDATORY CONVERSON? | IS A DEMOLITION APPLICATION PENDING? | IS THE DEV. DESIGNATED ELDERLY/ DISABLED? | DEV. HAS HOPE VI APPROVED? | IS DEV EXEMPT? |
|---|---|---|---|---|---|---|
| 200-001 | Wray Homes | No | No | No | No | NO |
| 200-002 | Graham Homes | No | No | No | No | No |
| 200-003 | Wray Homes Annex | No | No | No | No | No |
| 200-004 | Graham Homes Annex | No | No | No | No | No |
| 200-006 | Wray Court | No | No | No | No | No |
| 200-008 | Habersham | No | No | Yes | No | Yes |

**INDIVIDUAL DEVELOPMENT ANALYSIS**
**VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENT ANALYSIS**
**REQUIRED INITIAL ASSESSMENT**

**DEVELOPMENT NUMBER GA06P200-001**

1. Is the Cost of Conversion to tenant-based assistance more expensive than continuing to operate the development as a public housing community? Use the most recent financial (year-end) statements for public housing (form HUD 52599).
   a. Public Housing Line 520, HUD 52599: Total Routine Expenses:(Actual PUM) $206.54

2. Would the conversion of this public housing development principally benefit the residents of this development and the community? **NO**
   a. Would the conversion provide the residents of the development with better housing choices? **NO**
   b. Would the conversion help to de-concentrate low-income families in the community? **NO**
   c. Could other sources of housing be developed in connection with the conversion of this development that would benefit residents? **NO**

Based on the above analysis, we have determined that conversion is **INAPPROPRIATE** because conversion of the development would not meet the necessary conditions for voluntary conversion.

**INDIVIDUAL DEVELOPMENT ANALYSIS**
**VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENT ANALYSIS**
**REQUIRED INITIAL ASSESSMENT**

**DEVELOPMENT NUMBER GA06P200-002**

1. Is the Cost of Conversion to tenant-based assistance more expensive than continuing to operate the development as a public housing community? Use the most recent financial (year-end) statements for public housing (form HUD 52599).
   a. Public Housing Line 520, HUD 52599: Total Routine Expenses:(Actual PUM) $206.54

2. Would the conversion of this public housing development principally benefit the residents of this development and the community? **NO**
   a. Would the conversion provide the residents of the development with better housing choices? **NO**
   b. Would the conversion help to de-concentrate low-income families in the community? **NO**
   c. Could other sources of housing be developed in connection with the conversion of this development that would benefit residents? **NO**

Based on the above analysis, we have determined that conversion is **INAPPROPRIATE** because conversion of the development would not meet the necessary conditions for voluntary conversion.

**INDIVIDUAL DEVELOPMENT ANALYSIS**
**VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENT ANALYSIS**
**REQUIRED INITIAL ASSESSMENT**

**DEVELOPMENT NUMBER GA06P200-003**

1. Is the Cost of Conversion to tenant-based assistance more expensive than continuing to operate the development as a public housing community? Use the most recent financial (year-end) statements for public housing (form HUD 52599).
   a. Public Housing Line 520, HUD 52599: Total Routine Expenses:(Actual PUM) $206.54

2. Would the conversion of this public housing development principally benefit the residents of this development and the community? **NO**
   a. Would the conversion provide the residents of the development with better housing choices? **NO**
   b. Would the conversion help to de-concentrate low-income families in the community? **NO**
   c. Could other sources of housing be developed in connection with the conversion of this development that would benefit residents? **NO**

Based on the above analysis, we have determined that conversion is **INAPPROPRIATE** because conversion of the development would not meet the necessary conditions for voluntary conversion.

**INDIVIDUAL DEVELOPMENT ANALYSIS**
**VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENT ANALYSIS**
**REQUIRED INITIAL ASSESSMENT**

**DEVELOPMENT NUMBER GA06P200-004**

1. Is the Cost of Conversion to tenant-based assistance more expensive than continuing to operate the development as a public housing community? Use the most recent financial (year-end) statements for public housing (form HUD 52599).
   a. Public Housing Line 520, HUD 52599: Total Routine Expenses:(Actual PUM) $206.54

2. Would the conversion of this public housing development principally benefit the residents of this development and the community? **NO**
   a. Would the conversion provide the residents of the development with better housing choices? **NO**
   b. Would the conversion help to de-concentrate low-income families in the community? **NO**
   c. Could other sources of housing be developed in connection with the conversion of this development that would benefit residents? **NO**

Based on the above analysis, we have determined that conversion is **INAPPROPRIATE** because conversion of the development would not meet the necessary conditions for voluntary conversion.

**INDIVIDUAL DEVELOPMENT ANALYSIS**
**VOLUNTARY CONVERSION OF PUBLIC HOUSING DEVELOPMENT ANALYSIS**
**REQUIRED INITIAL ASSESSMENT**

**DEVELOPMENT NUMBER GA06P200-006**

1. Is the Cost of Conversion to tenant-based assistance more expensive than continuing to operate the development as a public housing community? Use the most recent financial (year-end) statements for public housing (form HUD 52599).
   a. Public Housing Line 520, HUD 52599: Total Routine Expenses:(Actual PUM) $206.54

2. Would the conversion of this public housing development principally benefit the residents of this development and the community? **NO**
   a. Would the conversion provide the residents of the development with better housing choices? **NO**
   b. Would the conversion help to de-concentrate low-income families in the community? **NO**
   c. Could other sources of housing be developed in connection with the conversion of this development that would benefit residents? **NO**

Based on the above analysis, we have determined that conversion is **INAPPROPRIATE** because conversion of the development would not meet the necessary conditions for voluntary conversion.

# Attachment
# Criteria for Substantial Deviation and Significant Amendments

## A. Substantial Deviation from the 5-year Plan:

A substantial deviation from the 5-Year Plan is an overall change in the Authority's Goals and Objectives.

## B. Significant Amendment or Modification to the Annual Plan:

A significant amendment or modification to the Annual Plan is a change in a policy pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over $50,000 (items not included in the current Annual Statement or 5-Year Action Plan)
- Change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.