

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year Beginning **10/2003**

Flint Area Consolidated Housing Authority

(ga280v02)

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

**PHA Plan
Agency Identification**

PHA Name: Flint Area Consolidated Housing Authority

PHA Number: GA280

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)

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:

The mission of Flint Area Consolidated Housing Authority is to be the leader in making excellent affordable housing available for low and moderate income persons through effective management and the wise stewardship of public funds. We will also partner with our residents and others to enhance the quality of life in our communities.

B. Goals

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

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

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

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 10/01/2003-09/30/2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the 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 Flint Area Consolidated Housing Authority has prepared the Annual Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act (QWHRA) of 1998 and the and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Flint Area Housing Authority.

The mission of Flint Area Consolidated Housing Authority is to be the leader in making excellent affordable housing available for low and moderate income persons through effective management and the wise stewardship of public funds. We will also partner with our residents and others to enhance the quality of life in our communities.

The Housing Authority has established meaningful goals and measurable objectives to lead the Housing Authority through the next five fiscal years and to promote the long-term viability of the Housing Authority and its assets and resources. Statutory requirements of the QWHRA have been implemented and certain discretionary policies are in effect.

We have adopted the following goals and objectives.

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

PHA Goal: Expand the supply of assisted housing
Objectives:

- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments

- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:

- PHA Goal: Increase assisted housing choices
Objectives:
 - Implement public housing or other homeownership programs:

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

- PHA Goal: Provide an improved living environment
Objectives:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

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

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

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

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

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

Summary of Policy or Program Changes for the Upcoming Year

We made numerous changes to our policies and/or programs based on changes in statutes and/or HUD regulations that have occurred in the past year. HUD mandated all of these.

Admissions and Continued Occupancy Policy:

🕒 Implementation of Community Service Requirements:

The Housing Authority suspended enforcement of the 8-hour community service requirement for the fiscal year ending September 30, 2003. The Housing Authority will enforce this provision of our Admissions and Continued Occupancy Policy in accordance with the HUD Notice PIH 2003-17 issued on June 20, 2003.

- 🕒 We have adopted a revised Admissions and Continued Occupancy Policy for Public Housing that meets all statutory requirements and HUD regulations including the current mandatory income exclusions, eligibility language, and the welfare assistance language and definition.

In addition, we made the following discretionary change.

- 🕒 We have amended our Admissions and Continued Occupancy policy to include a returned check service charge policy.

The following is the status of the discretionary actions previously submitted to HUD:

- **Demolition and Replacement of GA280-2 Riverview Apartments:**

The Housing Authority applied for HUD Disaster funding to demolish and replace 40 units of public housing that has suffered substantial structural collapse and other damage as a result of flooding from Tropical Storm Alberto that occurred in 1994. The area involved is a Presidential Declared Disaster Area. Engineering and Soils Testing has determined that the buildings should be demolished and that there be no reconstruction on this site.

Simultaneously with the Annual Plan for the current fiscal year we submitted the following:

1. A Demolition Application to The Special Application Center. A copy of the Application was provided to the Atlanta HUD Office of Public Housing.
2. A formal request to the Atlanta HUD Office of Public Housing for HUD Disaster funding to demolish and replace the 40 unit development.
3. A Development Budget to the Atlanta Office of Public Housing for the replacement housing.

Our Demolition Application has been approved by HUD and our request for HUD disaster funding is pending as of this Annual Plan submission.

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

	<u>Page #</u>
Annual Plan	
i. Annual Plan Type	5
ii. Executive Summary	5
iii. Table of Contents	9
1. Housing Needs	12
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	18
4. Rent Determination Policies	26
5. Operations and Management Policies	30
6. Grievance Procedures	32
7. Capital Improvement Needs	33
8. Demolition and Disposition	34
9. Designation of Housing	35
10. Conversions of Public Housing	36
11. Homeownership	37
12. Community Service Programs	39
13. Crime and Safety	41
14. Pets (Inactive for January 1 PHAs)	43
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	43
17. Asset Management	44
18. Other Information	44

Attachments

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

Required Attachments:

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

Optional Attachments:

- Attachment M: PHA Management Organizational Chart
- Attachment C: FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**Included in PHA Plan Text**)
- Other (List below, providing each attachment name)

- Attachment D: Capital Fund Program FY 2002 P & E Report
 Attachment E: Resident Member on the PHA Governing Board
 Attachment G: Definition of Substantial Deviation and Significant Amendment or Modification
 Attachment H: Pet Policy Statement
 Attachment I: Implementation of Community Service Requirements
 Attachment J: Statement of Progress in Meeting Goals and Objectives
 Attachment K: Deconcentration and Income Mixing
 Attachment L: FY 2002 PHAS Resident Survey Follow Up Plan

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Deconcentration and Income Mixing Documentation Voluntary Conversions Documentation	ACOP/Annual Plan Annual Plan (2002)

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	703	5	4	5	3	5	5
Income >30% but <=50% of AMI	211	4	3	3	2	2	3
Income >50% but <80% of AMI	129	3	3	3	2	2	1
Elderly	187	5	5	5	5	5	5
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Race/Ethnicity - White	217	4	3	4	4	3	3
Race/Ethnicity - Black	845	4	3	4	4	3	3
Race/Ethnicity - Hispanic	14	4	3	4	3	3	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
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: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	37		88 units
Extremely low income <=30% AMI	35	95%	
Very low income (>30% but <=50% AMI)	2	5%	
Low income (>50% but <80% AMI)	0	0	
Families with children	29	78%	
Elderly families	4	11%	

Housing Needs of Families on the Waiting List			
Families with Disabilities	4	11%	
Race/ethnicity (W)	2	5%	
Race/ethnicity (B)	35	95%	
Race/ethnicity (H)	0	0	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	27%	31 units
2 BR	11	30%	23 units
3 BR	16	43%	26 units
4 BR	0	0	8 units
5 BR			0 units
5+ BR			0 units
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
Apply for special purpose grant funding to assist elderly to remain in independent living environment longer.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
Seek to identify individuals with disabilities who are not served by public housing

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	600,000	
b) Public Housing Capital Fund	506,790	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
Youth Build	248,820	Resident Services
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	425,000	P H Operations
4. Other income (list below)		
Interest on General Fund	8,000	P H Operations
4. Non-federal sources (list below)		
Misc./ late charges	30,000	P H Operations
Total resources	1,818,610	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)
Upon completion and approval of signed application and verification of income Documentation, birth certificates, and social security cards.

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

1 Date and Time

Former Federal preferences:

- 2 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)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 4 Residents who live and/or work in the jurisdiction
- 3 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

This section intentionally left blank in accordance with the instructions found in HUD PIH Notice 99-51. See Attachment K: Deconcentration and Income Mixing.

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8 - NA

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

For law enforcement officials who agree to perform security services in lieu of rent amount in excess of minimum rent.

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

- For household heads
 For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

For law enforcement officials who agree to perform security services in lieu of rent amount in excess of minimum rent.

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance - NA

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- 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	386 units	88 units
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
EDSS		
ROSS	386 units	None
Youth Build	12 participants	Not Known

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)
- Agency Plan
 - Admissions and Continued Occupancy Policy
 - Capitalization Policy
 - Capital Fund Program Annual Statement and 5-Year Action Plan
 - Check Signing Policy
 - Community Space Policy
 - Criminal Records Management Policy
 - Deconcentration Policy
 - Disposition Policy
 - Drug-Free Workplace Policy
 - Dwelling Lease
 - Equal Housing Opportunity Policy
 - Funds Transfer Policy

Grievance Procedures
Homeownership Program Plan
Personnel Policy
Investment Policy
Maintenance Policy
Procurement Policy
Pet Policy
Pest Control Policy
Schedule of Standard Charges to Residents

(2) Section 8 Management: (list below) - NA

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance - NA

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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 B: Capital Fund Program FY 2003 Annual Statement**

-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 C: Capital Fund Program FY 2003 5 Year Action Plan**

-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:

The Flint Area Consolidated Housing Authority intends to apply for HUD Disaster Funding to demolish and replace Project GA280-2, a development consisting of 40 public housing units. This development has suffered significant damage as a result of severe flooding that devastated the area in 1994 as a result of Tropical Storm Alberto. We intend to replace the units on two separate sites and at some future date incorporate the units into our already existing Homeownership Program.

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: Riverview Apartments 1b. Development (project) number: GA06P280002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (07/15/02)
5. Number of units affected: 40 units
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: October 1, 2002 (relocation) b. Projected end date of activity: December 31, 2004 (demolition)

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

[24 CFR Part 903.7 9 (i)]

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

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

for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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: New Development 1b. Development (project) number: GA06P280006
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (04/09/1999)
5. Number of units affected: 54 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance - NA

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component

12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/09/2002

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

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

- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

--	--	--	--	--

(2) Family Self Sufficiency program/s

a. Participation Description

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

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

See Attachment I: Implementation of Community Service Requirements

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Marshallville Developments

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)

Marshallville Developments

C. Coordination between PHA and the police

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

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

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

Marshallville Developments

D. Additional information as required by PHDEP/PHDEP Plan

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

N/A: PHDEP has been merged with the Public Housing Operating Fund

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment H: Pet Policy Statement

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.)

See Attachment E: Resident Member on the PHA Governing Board

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 - Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)
- b. Eligible candidates: (select one)
 - Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)
- c. Eligible voters: (select all that apply)
 - All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 - Representatives of all PHA resident and assisted family organizations
 - Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (State of Georgia)

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

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

- Met with Mayor from each city in each jurisdiction to their housing needs;
- The Housing Authority will continue to provide a drug free workplace;
- The Housing Authority will continue to maintain and renovate its public housing units;
- The Housing Authority has successfully eliminated the risk of lead based paint poisoning in all of its public housing units; and,
- The Housing Authority will continue to market its public housing program to make families and individuals aware of the availability of decent, safe, sanitary and affordable housing in the jurisdiction of the Housing Authority.

Other: (list below)

- The Housing Authority Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:
 - (1) Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level.
 - (2) To operate a socially and financially sound public housing agency that is violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents and their families.
 - (3) To avoid concentrations of economically and socially deprived families in any of our public housing developments.
 - (4) Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or

the physical environment of the neighborhood, or create a danger to our employees.

- (5) To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that is representative of the range of incomes of low income families in our jurisdiction.
- (6) To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

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

The following information is taken from the State of Georgia Consolidated Plan Executive Summary and Annual Action Plan.

Executive Summary

The Consolidated Plan Executive Summary reports that the housing and community development needs of Georgians are:

- Regardless of tenure, income or household size, the most common problem affecting all households is cost burden. One in every four households pay at least 30% of their income for housing. Approximately 39% of these cost burdened households and 10% of all households are severely cost burdened, devoting at least 50% of their income on housing costs.
- 41% of all renters, compared to 22% of all homeowners, have at least one housing problem.
- 40% of all Georgia households are of low or moderate income. Housing problems affect 75% of all extremely low income households.
- 64% of all elderly households are of low or moderate income, with the largest concentration in the extremely low income range. 30% of all small family households are of low or moderate income. Cost burden is the most significant problem affecting both elderly and small family households. 42% of all large family households are of low or moderate income. Overcrowding is the most significant concern of this household type.
- Insufficient income is the single largest barrier to affordable housing.
- Estimates based on the age of housing indicate that 1.1 million housing units in Georgia may contain lead-based paint. Some 127,000 low and moderate income

households are at high-risk of exposure to lead-based paint hazards such as chipping or peeling paint and dust.

The Housing and Community Development Strategic Plan

Over five years the State anticipates providing assistance to put over 55,000 extremely low, low and moderate income households in affordable housing free of overcrowded, structurally substandard conditions, with supportive services where appropriate for populations with special need.

The Consolidated Plan divides the State's priorities into two categories based on function:

- (1) priorities to directly benefit low and moderate income households and
- (2) priorities to improve the production capacity of Georgia's affordable housing providers.

Direct Benefit Priorities:

- To increase the number of Georgia's low and moderate income households who have obtained affordable, rental housing free of overcrowded and structurally substandard conditions.
- To increase the number of Georgia's low and moderate income households who have achieved and are maintaining homeownership free of overcrowded and structurally substandard conditions.

Strategic Plan Five-Year Objectives

- The Strategic Plan estimates, based on resources expected to be available over a five year period, that the State will provide the following benefits for low and moderate income Georgians:
 - Rehabilitate or construct 5,505 affordable rental units
 - Provide rental assistance for 44,700 households
 - Assist 6,750 households to achieve or maintain homeownership in housing free of overcrowded and structurally substandard conditions.
 - Assist an average of 190 organizations annually to provide housing and supportive services to the homeless.
 - Assist an average of 39 organizations annually to provide housing and supportive services to Georgia's Special Need populations.

Public Housing Authorities

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

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

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

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

Action Plan

The following activities are extracted from the State of Georgia Annual Action Plan

Part VI. Action Plan

Activities planned to meet the State's housing priorities and objectives include:

- Rehabilitate or construct affordable rental housing for 1,003 low or moderate income households.
- Assist 1,498 low or moderate income households achieve or maintain homeownership.
- Provide 1,000 low or moderate income households with rental assistance.
- Make 290 funding awards to organizations that provide housing and supportive services necessary for the homeless to break the cycle of homelessness.
- Make 357 funding awards to organizations that provide the housing and supportive services necessary for special need households to achieve decent, safe and sanitary living conditions.

Among the Federal resources available to Georgia (Part VI, Section C) include Section 8 Rental Certificates and Vouchers to address affordable housing needs; HOPE I (Public Housing Homeownership) to address homeownership needs; and for Public Housing, the Comprehensive Grant Program and Public Housing Development funds.

Part VI, Section I. Georgia's Activities to met the State's Housing Priorities and Objectives

This section outlines activities by priority and objective. While the activities, priorities and objectives do not directly relate to the public housing program, the activities do include the Section 8 program. Again while none of the activities tap public housing funds, the activities do parallel the goals and objectives of the Housing Authority of the City of West Point. The Priorities and Objectives are listed as follows:

Priority: to increase the number of Georgia's low and moderate income households who have obtained affordable, rental housing which is free of overcrowded and structurally substandard conditions.

Objective #1: Rehabilitate or construct affordable, rental housing units for 280 extremely low, 431 low, and 290 moderate income households.

Objective #2: Provide 4,950 extremely low, and 1,100 low income households with rental assistance.

(This objective refers specifically to the Section 8 Rental Assistance Program which is administered by the Georgia Department of Community Affairs.)

Priority: To increase the number of Georgia's low and moderate income households who have achieved and are maintaining homeownership in housing free of overcrowded and structurally substandard conditions.

Objective #3: Assist 30 extremely low, 345 low, and 1,124 moderate income households to achieve or maintain homeownership in housing free of overcrowded and structurally substandard conditions.

Priority: To increase the access of Georgia's homeless to a continuum of housing and supportive services which address their housing, economic, health and social needs:

Objective #4: Make 290 funding awards to provide shelter/bed nights, transitional housing units, and supportive services necessary for the homeless to break the cycle of homelessness.

Priority: To increase the access of Georgia's Special Need populations to a continuum of housing and supportive services which address their housing, economic health and social needs.

Objective #5: Make 358 funding awards to organizations or households that assist 1,000 Special Need households with the housing and supportive services necessary to achieve decent, safe and sanitary living conditions.

(This objective includes as an activity the implementation of Georgia's Section 8 Rental Assistance Program and it refers specifically to the

Georgia Department of Community Affairs continuing to administer the program in Georgia's 149 counties.)

D. Other Information Required by HUD

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

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

Attachments

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

Attachment A: Deconcentration Policy

Attachment B: Capital Fund Program FY 2003 Annual Statement

Attachment C: Capital Fund Program 5-Year Action Plan

Attachment D: Capital Fund Program FY 2002 P & E Report

Attachment E: Resident Member on the PHA Governing Board

Attachment F: List of Resident Advisory Board Members

Attachment G: Definition of Substantial Deviation and Significant Amendment or Modification

Attachment H: Authority Pet Policy Statement

Attachment I: Implementation of Community Service Requirements

Attachment J: Statement of Progress in Meeting Goals and Objectives

Attachment K: Deconcentration and Income Mixing

Attachment L: FY 2002 PHAS Resident Survey Follow Up Plan

Attachment M: Organizational Chart

Attachment A

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

DECONCENTRATION POLICY

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

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

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

Deconcentration Incentives

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

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

Offer of a Unit

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

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

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

Rejection of Unit

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

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

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

Acceptance of Unit

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

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

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

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

Attachment B – version 2

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

PHA Name: Flint Area Consolidated Housing Authority	Grant Type and Number Capital Fund Program Grant No: GA06P28050103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	--	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,679			
3	1408 Management Improvements	4,000			
4	1410 Administration	50,679			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	347,932			
11	1465.1 Dwelling Equipment— Nonexpendable	6,500			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	17,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Flint Area Consolidated Housing Authority	Grant Type and Number Capital Fund Program Grant No: GA06P28050103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	--	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	506,790			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P28050103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Operations</u>	1406	Lump Sum					
	Public Housing Operations			50,679				
	Subtotal Acct 1406			50,679				
HA Wide	<u>Management Improvements</u>	1408	Lump Sum					
	Computer System Upgrades;			1,000				
	Staff Training			3,000				
	Subtotal Acct 1408			4,000				
HA Wide	<u>Administration</u>	1410	Lump Sum					
	Proration of salaries/benefits for			50,679				
	Administration of CFP							
	Subtotal Acct 1410			50,679				

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P28050103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<u>Fees and Costs</u>	1430						
	A & E fees; reimbursable costs			30,000				
	Subtotal Acct 1430			30,000				
	<u>Dwelling Structures</u>	1460						
HA Wide	Interior/exterior cycle painting of occupied units			20,000				
GA280-12 Reynolds	Comprehensive modernization of dwelling units: renovations, flooring, interior doors, cabinets, baths, electrical, plumbing, fixtures, HVAC, interior sewer and water lines, repainting		13 units	327,932				
	Subtotal Acct 1460			347,932				
	<u>Dwelling Equipment</u>	1465.1						
GA280-12	Replace ranges and refrigerators		13 units	6,500				
	Subtotal Acct 1465.1			6,500				

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P28050103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Non Dwelling Equipment	1475						
HA Wide	Service Truck Replacement			17,000				
	Subtotal Acct 1475			17,000				
	Grand Total			506,790				

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program No: GA06P28050103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide Operations	09/16/05			09/16/07				
HA Wide Mgt. Improvements	09/16/05			09/16/07				
HA Wide Administration	09/16/05			09/16/07				
GA280-4 Montezuma	09/16/05			09/16/07				
GA280-8 Butler	09/16/05			09/16/07				

Attachment C

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name : Flint Area Consolidated Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 10/01/04	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 10/01/05	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 10/01/06	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 10/01/07
	Annual Statement				
HA Wide		225,196	188,484	214,984	218,484
GA280-4		0	0	0	0
GA280-7		0	0	0	0
GA280-8		0	0	0	0
GA280-9		0	0	360,000	420,000
GA280-10		0	0	0	0
GA280-11		0	0	0	0
GA280-12		263,288	0	0	0
GA280-13		150,000	450,000	63,500	0
CFP Funds Listed for 5-year planning		638,484	638,484	638,484	638,484
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 10/01/04			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 10/01/05		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	HA Wide	<u>Operations (1406)</u>		HA Wide	<u>Operations (1406)</u>	
Annual		P H Operations	63,848		P H Operations	27,136
	HA Wide	<u>Management Improvements (1408)</u>		HA Wide	<u>Management Improvements (1408)</u>	
		Office equipment, computer system, communication system upgrades	12,500		Office equipment, computer system, communication system upgrades	12,500
	HA Wide	<u>Administration (1410)</u>		HA Wide	<u>Administration (1410)</u>	
		Proration of salaries & benefits for administration of CFP	63,848		Proration of salaries & benefits for administration of CFP	63,848
Statement	HA Wide	<u>Fees and Costs (1430)</u>		HA Wide	<u>Fees and Costs (1430)</u>	
		A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	30,000		A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	30,000
	HA Wide	<u>Dwelling Structures (1460)</u>		HA Wide	<u>Dwelling Structures (1460)</u>	
		Interior/exterior cycle painting of occupied units	40,000		Interior/exterior cycle painting of occupied units	40,000
	HA Wide	<u>Non Dwelling Equipment (1475)</u>		HA Wide	<u>Non Dwelling Equipment (1475)</u>	
		Vehicle Replacement	15,000		Vehicle Replacement	15,000
		Subtotal HA Wide	225,196		Subtotal HA Wide	188,484

		Site Improvements (1450)		GA280-13	<u>Dwelling Structures</u> (1460)	
	GA280-12	Landscaping, grading, plantings	46,988		Comprehensive modernization of dwelling units: renovations, flooring, interior doors, cabinets, baths, electrical, plumbing, fixtures, HVAC, interior sewer and water lines, repainting: 15 units @ 30,000	450,000
		<u>Dwelling Structures</u> (1460)			Subtotal GA280-13	450,000
		Comprehensive modernization of dwelling units: renovations, flooring, interior doors, cabinets, baths, electrical, plumbing, fixtures, HVAC, interior sewer and water lines, repainting: 7 units @ 30,000	210,000			
		<u>Dwelling Equipment</u> (1465.1)				
		Replace 7 ranges and refrigerators	6,300			
		Subtotal GA280-12	263,288			
	GA280-13	<u>Dwelling Structures</u> (1460)				

	Comprehensive modernization of dwelling units: renovations, flooring, interior doors, cabinets, baths, electrical, plumbing, fixtures, HVAC, interior sewer and water lines, repainting: 5 units @ 30,000	150,000		
	Subtotal GA280-13	150,000		
	Total CFP Estimated Cost	638,484		638,484

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

Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 10/01/06			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 10/01/07		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
HA Wide	<u>Operations (1406)</u>		HA Wide	<u>Operations (1406)</u>	
	P H Operations	53,636		P H Operations	57,136
HA Wide	<u>Management Improvements (1408)</u>		HA Wide	<u>Management Improvements (1408)</u>	
	Office equipment, computer system, communication system upgrades	12,500		Office equipment, computer system, communication system upgrades	12,500
HA Wide	<u>Administration (1410)</u>		HA Wide	<u>Administration (1410)</u>	
	Proration of salaries & benefits for administration of CFP	63,848		Proration of salaries & benefits for administration of CFP	63,848
HA Wide	<u>Fees and Costs (1430)</u>		HA Wide	<u>Fees and Costs (1430)</u>	
	A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	30,000		A&E Fees: prepare bids and contract documents; assist at bid openings; supervise construction; contract labor	30,000
HA Wide	<u>Dwelling Structures (1460)</u>		HA Wide	<u>Dwelling Structures (1460)</u>	
	Interior/exterior cycle painting of occupied units	40,000		Interior/exterior cycle painting of occupied units	40,000
HA Wide	<u>Non Dwelling Equipment (1475)</u>		HA Wide	<u>Non Dwelling Equipment (1475)</u>	
	Vehicle replacement	15,000		Vehicle replacement	15,000
	Subtotal HA Wide	214,984		Subtotal HA Wide	218,484

				<u>Dwelling Structures</u> <u>(1460)</u>	
GA280-13	<u>Site Improvements</u> <u>(1450)</u>		GA280-9	Comprehensive modernization of dwelling units: renovations, flooring, interior doors, cabinets, baths, electrical, plumbing, fixtures, HVAC, interior sewer and water lines, repainting: 14 units @ 30,000	420,000
	Landscaping, grading, plantings	50,000		Subtotal GA280-9	420,000
	<u>Dwelling Equipment</u> <u>(1465.1)</u>				
	Replace 15 ranges and refrigerators	13,500			
	Subtotal GA280-13	63,500			
GA280-9	<u>Dwelling Structures</u> <u>(1460)</u>				
	Comprehensive modernization of dwelling units: renovations, flooring, interior doors, cabinets, baths, electrical, plumbing, fixtures, HVAC, interior sewer and water lines, repainting: 12 units @ 30,000	360,000			
	Subtotal GA280-9				
Total CFP Estimated Cost		638,484			638,484

Attachment D

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P28050102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	63,848	63,848	63,848	63,848.00
3	1408 Management Improvements	25,000	25,000	25,000	2,971.80
4	1410 Administration	63,848	63,848	63,848	63,848.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	422,238	412,988	412,988	293,092.61
11	1465.1 Dwelling Equipment— Nonexpendable	35,000	35,000	35,000	24,198.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	28,550	37,800	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report

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

PHA Name: Flint Area Consolidated Housing Authority	Grant Type and Number Capital Fund Program Grant No: GA06P28050102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--	--	--

Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 03/31/03
 Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	638,484	638,484	600,684	447,958.41
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P28050102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	<u>Operations</u>	1406	Lump Sum					100%
	Public Housing Operations			63,848	63,848	63,848	63,848	
	Subtotal Acct 1406			63,848	63,848	63,848	63,848	
HA Wide	<u>Management Improvements</u>	1408	Lump Sum					12%
	Computer System Upgrades			22,000	22,000	22,000	2,971.80	
	Financial Training			3,000	3,000	3,000	0.00	
	Subtotal Acct 1408			25,000	25,000	25,000	2,971.80	
HA Wide	<u>Administration</u>	1410	Lump Sum					100%
	Proration of salaries/benefits for Administration of CFP			63,848	63,848	63,848.00	63,848.00	
	Subtotal Acct 1410			63,848	63,848	63,848.00	63,848.00	
	<u>Dwelling Structures</u>	1460						
GA280-4 Montezuma	Replace kitchen counter tops		13 units	10,000	0			Deferred

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P28050102 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		
GA280-8 Butler	Comprehensive modernization of dwelling units			422,238	412,988	412,988	293,092.61	71%	
	Subtotal Acct 1460			422,238	412,988	412,988	293,092.61		
	<u>Dwelling Equipment</u>								
GA280-8 Butler	Replacement of ranges and refrigerators (as needed)	1465.1	Lump Sum	35,000	35,000	35,000	24,198.00	69%	
	Subtotal Acct 1465.1			35,000	35,000	35,000	24,198.00		
HA Wide	<u>Non Dwelling Equipment</u>	1475						Planning	
	Sewer Machines		2	2,700	2,700	0	0		
	60" Mower		1	11,000	0	0	0		
	Push Mower		1	450	450	0	0		
	Buffer		1	1,350	1,350	0	0		
	Fuel Tanks for Maintenance Facility			0	25,000	0	0		
	Generator		2	4,000	0	0	0		
	Weedeaters		2	500	500	0	0		

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P28050102 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	
	Leaf Blower		2	800	800	0	0	
	Table Saw		1	750	0	0	0	
	Jet Sewer Cleaner		1	7,000	7,000	0	0	
	Subtotal Acct 1475			28,550	37,800	0	0	
	Grand Total			638,484	638,484	600,684	447,958.41	

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

PHA Name: Flint Area Consolidated Housing Authority		Grant Type and Number Capital Fund Program No: GA06P28050102 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		
HA Wide Operations	09/30/04		03/31/03	09/30/05		03/31/03		
HA Wide Mgt. Improvements	09/30/04		03/31/03	09/30/05				
HA Wide Administration	09/30/04		03/31/03	09/30/05		03/31/03		
GA280-4 Montezuma	09/30/04		N/A	09/30/05				
GA280-8 Butler	09/30/04		03/31/03	09/30/05				

Attachment E

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Required Attachment: Resident Member on the PHA Governing Board

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

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

Glenn Jackson

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

- Elected
 Appointed

C. The term of appointment is (include the date term expires): One Year Term expiring 09/30/03

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

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

B. Date of next term expiration of a governing board member: 09/03

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

Montezuma Mayor Willie James Larry

Attachment F

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Required Attachment: Membership of the Resident Advisory Board or Boards

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

Butler, GA

Cleo Little
Irma Ogburn

Marshallville, GA

Letha Hooten
Mary Jackson

Reynolds, GA

Margaret Lockett
Jennifer Respass

Oglethorpe, GA

Gussie Harris

Montezuma, GA

Margaret Oliver
Eva Johnson
Betty McKenzie
Jadonia Kendrick
Mildred Frederick
Tonya Stewart

Attachment G

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Definition of Substantial Deviation and Significant Amendments or Modifications

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Flint Area Consolidated Housing Authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachment H

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Pet Ownership Policy Statement

PET OWNERSHIP POLICY

1. Exclusions

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all residents to maintain their units and associated facilities in a decent, safe and sanitary manner and to refrain from disturbing their neighbors.

2. Approval

Residents must request approval for all pets on Housing Authority property by registering pets on the Authorization for Pet Ownership Form prior to Management's approval.

3. Types and Number of Pets

Management will allow only domesticated dogs, cats, birds and fish in aquariums in the dwelling units. All dogs and cats must be neutered. Only one (1) pet per unit is allowed. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight-trained dogs, will not be allowed. No animal may exceed fifteen (15) pounds in weight.

4. Inoculations

A certificate from a veterinarian is required stating that the animal is healthy and has received all required inoculations which meets conditions prescribed by local ordinances.

5. Pet Deposit

A pet deposit of \$150.00 is required at the time of registering the pet. The deposit is refundable when the pet or family vacates the unit, less any amounts owed due to damage beyond normal wear and tear.

6. Obligation of Residents

Any Resident who owns or keeps a pet in the dwelling unit will be required to pay for any damages caused by the pet. Also, any pet related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and Management reserves the right to exterminate and charge the Resident.

7. Nuisance or Threat to Health or Safety

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. Repeated and substantiated complaints by neighbors or Management personnel regarding pets disturbing the peaceful enjoyment of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or vacate the dwelling unit. Pets must be kept in the owner's apartment or on a leash at all times when outside the unit. (No outdoor cages may be constructed). Pets will be allowed only in designated areas outside of the dwelling unit. Pet owners must keep areas clean and are responsible for disposing of pet waste.

8. Removal of Pets

Management or the appropriate community authority shall require the removal of any pet from the property if the pet conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of Management's property or other persons in the community where the pet is located.

Attachment I

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Implementation of Public Housing Resident Community Service Requirements

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

Under this provision, Housing Authorities were precluded from implementing or enforcing community service requirements using FY 2002 funds. HUD further permitted Housing Authorities to immediately suspend enforcement of the requirements.

The Flint Area Consolidated Housing Authority suspended enforcement of the 8-hour community service requirement for the fiscal year ending September 30, 2003. The Housing Authority will enforce this provision of our Admissions and Continued Occupancy Policy in accordance with HUD Notice PIH 2003-17 issued on June 20, 2003.

All residents will be notified of the suspension of the requirements.

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

1. Development of Written Description of Community Service Requirement:

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

2. Scheduled Changes in Leases:

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

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

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

4. Cooperative Agreements with TANF Agencies:

The Flint Area Consolidated Housing Authority has a Cooperative Agreement with the TANF Agency

Programmatic Aspects:

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

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

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

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

Attachment J

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

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

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

Goal One: Expand the supply of assisted housing	
Objective	Progress
Reduce public housing vacancies	As of 09/30/00 we had 55 vacant units. As of 09/30/01 we had 26 vacant units. As of May 23, 2002 there were 21 vacant units. As of this report, May 8, 2003 we have 59 vacant units. Seven units are undergoing comprehensive modernization; 4 units have been condemned and are waiting HUD approval to demolish; and two units had fires and are currently vacant. We currently do not have, despite our marketing efforts, sufficient eligible applicants to fill our vacant units.
Leverage private or other public funds to create additional housing opportunities:	Affordable Housing Program funds from the Federal Home Loan Bank were obtained to acquire and modernize 24 units of low income housing units formally subsidized by the FmHA in Montezuma. This development, Pine Lake Apartments, has recently been modernized and all of the units are occupied. The Housing Authority non profit owns 7 former USDA properties for rental to low income families. As units become vacant they are modernized and re rented. In Oglethorpe, we received AHP

	<p>predevelopment funds for development of 24 units of independent living for elderly persons. This development is currently in the concept/planning stage.</p> <p>We also received AHP predevelopment funds for development of 24 similar units in Reynolds. This development is currently in the concept/planning stage.</p> <p>As a part of the GA Development Consortium, we are participating in developing housing for low income families in Georgetown, GA.</p>
Acquire or build units or developments	The Authority has completed 35 new homeownership units utilizing public housing development funds. We are in the process of selecting applicants for the two vacant units.

Goal Two: Improve the quality of assisted housing	
Objective	Progress
Improve public housing management: (PHAS score)	Our PHAS score for the fiscal year ending September 30, 2002 is 88. We are designated as a Standard Performer.
Increase customer satisfaction	We utilized our PHDEP funding to provide security lighting and fencing at all of our developments. This program has been eliminated. We scored 9 out of a total of 10 points in the Resident Satisfaction portion of our PHAS.
Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)	We have completed an analysis of our overall financial operation with resulting significant savings in expenditures and increased efficiency. We analyzed our insurance and retirement programs and made revisions that improved benefits and reduced costs. We continually analyze our procurement policies and procedures to improve efficiencies. Other areas include communications systems, investment practices, reorganization and consolidation of staff positions.
Renovate or modernize public housing units	We are in the process of modernization of all of our developments. Comprehensive modernization has been completed at GA280-8 in Butler. We are beginning comprehensive

	modernization of the developments in Reynolds.
Demolish or dispose of obsolete public housing	During the current fiscal year we asked HUD for disaster funds to demolish GA280-2 Riverview Apartments and to construct replacement units on other sites owned by the Housing Authority. This development suffered non repairable structural damage during Tropical Storm Alberto. Our Demolition application is currently pending and we are awaiting HUD response to our request for disaster funding.
Provide replacement public housing	See Above.

Goal Three: Increase assisted housing choices	
Objective	Progress
Implement public housing or other homeownership programs	We currently have an active public housing homeownership program. We also have a homeownership training program for participants funded by DCA. This program is open to the general public that qualifies.

Goal Four: Provide an improved living environment	
Objective	Progress
Implement public housing security improvements	Utilizing PHDEP we provided security lighting and fencing. We are comprehensively modernizing our units which includes: install security screens and doors; emergency numbering system; and new locking systems on exterior doors.
Designate developments or buildings for particular resident groups (elderly, persons with disabilities)	This objective is being deleted.

Goal Five: Promote self-sufficiency and asset development of assisted households	
Objective	Progress
Provide or attract supportive services to improve assistance recipients' employability:	Youth Build funding is being used to provide education and skills training for youth 18 to 24. Our ROSS grant is used to assess skills of adult TANF recipients and to provide assistance in finding job opportunities and/or on the job

	training. Our partners are local businesses to provide training on the job. The GA Labor Dept. assists by providing a portion of the salary.
Provide or attract supportive services to increase independence for the elderly or families with disabilities.	The Council of Aging provides Meals on Wheels to our elderly. Our elderly also participate in the Senior Citizen Center activities.

Goal Six: Ensure equal opportunity and affirmatively further fair housing	
Objective	Progress
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:	It is the policy of the Housing Authority to affirmatively further fair housing in the administration of its public housing program.

Attachment K

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
GA280-12	20 units	See Below	See Below

Explanation:

Jurisdiction-wide there are five distinct economic or market areas. They are the communities of Montezuma, Butler, Marshallville, Oglethorpe and Reynolds. There are thirteen developments/sites in these 5 communities.

The deconcentration analysis was conducted on May 8, 2003 and is based on the entire jurisdiction of the Housing Authority. The analysis was based on the Bedroom Adjustment Factor per development based on occupied units.

GA280-12, Rose Garden, is a 20-unit development located in Reynolds. Reynolds is in Taylor County. It is one of only two developments in this community and is designed for general occupancy. The analysis determined that this development is currently at 75% of average income utilizing the Bedroom Adjustment Factor Per Development based on occupied units.

Current HUD regulations state that covered developments below 30% of the Area Median Income are exempt from the Deconcentration and Income Mixing requirements. The jurisdiction of the Housing Authority covers two counties. The Area Median Income (AMI) for Macon County is \$33,000 and the Area Median Income for Taylor County is \$35,500. For the purpose of this analysis we used the lower AMI. The average incomes of all covered developments are below 30% of the Area Median Income for Macon County and are currently exempt from the Deconcentration and Income Mixing requirements.

Deconcentration Policy:

See Attachment A to this Annual Plan

Attachment L

Flint Area Consolidated Housing Authority

Annual Plan

Fiscal Year 10/01/2003 – 09/30/2004

Follow Up Plan for the PHAS FY 2002 Resident Survey

OVERVIEW/BACKGROUND

The results of the Resident Service and Satisfaction Survey indicate that the Flint Area Consolidated Housing Authority received a score of 70.5% under the Communications Section, 65.3% under the Safety Section, and 67% under the Neighborhood Appearance Section. As a result, we are required to include this Resident Assessment Follow-up Plan along with our PHA Annual Plan for our fiscal year that begins on October 1, 2003.

Our Authority is interested in addressing any and/or real or perceived concerns that the residents may have regarding all elements of the PHAS Resident Assessment including communications, neighborhood appearance, services, maintenance and repair and safety. We continually strive to make any necessary and appropriate improvements to our management operations, our maintenance policies and practices and in our modernization plans that are in the best interests of our residents, the Housing Authority and the community.

RESIDENT SURVEY

We determined that our best course of action is to discuss all five (5) of the elements of the Resident Service and Satisfaction Survey with the residents that are in attendance at the Resident Advisory Board meetings held as a part of our Annual Plan development process as well as at other meetings throughout the year.

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

Step One: Conduct meetings with the Resident Advisory Board

Step Two: Document comments received in the Annual Plan

Step Three: Address the comments received

GOALS AND OBJECTIVES

The Housing Authority has adopted goals and objectives that include, but are not limited to, resident concerns. They are included as a part of the Annual Plan.

ACTION ITEMS

Communications (70.5%)

- The Housing Authority will continue to seek resident involvement in the development of both an annual and long-range plan for the modernization of its public housing units and site improvements.
- We continually update our written policies and procedures, including the Admissions and Continued Occupancy Policy, Grievance Procedure and Dwelling Lease to ensure compliance with current HUD Regulations. We have adopted a Pet Policy for our public housing family units. The Resident Advisory Board is given the opportunity to provide comments and recommendations regarding each of the policies.
- We attempt to hold periodic meetings with residents and with our Resident Advisory Board to discuss their concerns. We discuss all elements of the survey including maintenance and repair, communication, safety, services, and neighborhood appearance. Residents are encouraged to express their concerns. Residents will continue to be encouraged to actively participate in activities that promote the overall well being of the development.
- We prepare and mail a monthly newsletter to all residents.

Safety (65.3%)

- The Housing Authority has budgeted for numerous physical improvements that will enhance neighborhood appearance and improve resident perception of security and safety. The following are a few of the improvements that have been accomplished or are planned over the next five years.
 1. Site improvements including fencing, exterior lighting;
 2. Comprehensive modernization of dwelling units and site improvements;
- All criminal activities known to the Housing Authority are reported to local police authorities. Residents are encouraged to report criminal activities to the local police and the Housing Authority.

- We have established a police substation in one of our developments in Marshallville.
- We make every effort to maintain full occupancy in our public housing units; the exceptions are those units scheduled for comprehensive modernization. Despite our marketing efforts, we are unable to maintain a waiting list in some of our communities.
- The Housing Authority's goals are to address the needs of all population groups by enforcing the Authority's zero tolerance policy through enhanced security services, and drug alternative activities. Partners in the Authority's drug elimination efforts include the Housing Authority's Board of Commissioners, City Council, Mayors, Local Law Enforcement Officials, organized resident groups and local service providers including DFACS, substance abuse programs, and drug task force officials.
- Local Community police officers, partnering agencies and Housing Authority staff monitor and provide statistical information to the Public Housing Management staff for processing, evaluation and maintenance of collected data and information. We follow up on the incidents listed in the police reports and take appropriate action to enforce lease requirements.
- Our adopted Admissions and Continued Occupancy policy includes an applicant and resident screening process which denies admission and continued occupancy to those individuals who do not meet the legal criteria established by HUD and the suitability criteria established by the Board of Commissioners.
- Our public housing Dwelling Lease defines safe behavior for residents and outlines policies for termination for failure to abide by such policies.
- We shall continue to work with the Resident Advisory Board and other residents in the provision of services to residents.

Neighborhood Appearance (67%)

- The Housing Authority will continue to work with the appropriate communities in our jurisdiction to improve the appearance of the neighborhoods surrounding our public housing developments.
- Residents are encouraged to report neighborhood appearance problems such as litter and vandalism. Residents are advised regarding trash collection policies and procedures. Residents that fail to maintain the grounds around their units are counseled and if necessary, charged for cleaning up trash and litter.

- The Housing Authority has a policy for eliminating graffiti within 24 hours of discovery.
- The Housing Authority has a policy for pest control, including the extermination of cockroaches.

In summary, the Housing Authority is striving to improve the quality of life for its residents. In addition, we will continue to address all aspects of the resident survey including maintenance and repair, safety, communication, neighborhood appearance and services in our operations and administration of the public housing program and in our periodic meetings and other forms of communications with our residents. **Our ultimate goal is to achieve a level of customer satisfaction that gives the agency the highest score possible in this element of the Public Housing Assessment System.**

**Attachment M –
Organizational Chart**

