

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

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# Housing Authority of the City of Macon, Georgia Agency Plan

## PHA Plans

5 Year Plan for Fiscal Years 2000 - 2005  
Annual Plan for Fiscal Year 2004

**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: Macon Housing Authority**

**PHA Number: GA-007**

**PHA Fiscal Year Beginning: 01/2004**

**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 the Housing Authority of the City of Macon, Georgia is to add value to our community and the lives of those we serve through quality housing, support services and community development. To this end, our broad goals are:
- Offer the quality affordable housing of choice
  - Create opportunities for homeownership
  - Promote the economic and social upward mobility of public housing residents
  - Create and supporting healthy, socially viable neighborhoods
  - Operate in a fiscally responsible manner
  - Serve as the lead community development partner of our city and the community
  - Impact homelessness
  - Promote equal housing opportunity for all.

**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)**

**Goal One: Operate the Macon Housing Authority's Public Housing and Section 8 programs to industry standards.**

- 1. Obtain no less than "Standard Performer" designation based on the Public Housing Assessment System (PHAS).**
- 2. Obtain no less than "Standard Performer" designation based on the Section 8 Management Assessment Program (SEMAP).**
- 3. Operate all Federally funded housing programs with no unresolved review findings carried over between reviews.**
- 4. Operate all MHA programs in compliance with all applicable fair housing and equal opportunity regulations.**

5. **Maintain a Section 8 Administration Plan and a Public Housing Admissions and Continued Occupancy Policy in compliance with current regulations.**

**Goal Two: Provide Homeownership opportunities for low and moderate-income families.**

1. **Use MHA's powers of eminent domain to assist non-profit developers in their efforts to provide first time home ownership.**
2. **Operate 5(h) program in accordance with 5(h) Plan.**
3. **Perform feasibility analysis for possible Section 8 homeownership program, to be followed by program design if feasible.**

**Goal Three: Operate MHA's federally funded housing programs in a fiscally responsible manner.**

1. **Maintain PH operating reserves at a level of at least 30% of one year's total routine expenditures.**
2. **Maintain Section 8 Administrative operating reserve to HUD standard levels.**
3. **Operate without any unresolved fiscal audit findings carried over between fiscal audits.**

**Goal Four: Provide a safe and opportunity rich living environment in MHA Public Housing neighborhoods.**

1. **Maintain drug related criminal activity in MHA neighborhoods below 1990 baseline, as measured by drug arrests of residents, total drug arrests on premises and drug related evictions.**
2. **Provide opportunities for social and economic development, leading to increased self-sufficiency and independence for families, seniors and the handicapped.**
3. **Operate the Family Self-Sufficiency Program for Public Housing residents and Section 8 residents.**
4. **Maintain on-site services leases and MOAs with at least twenty agencies.**
5. **Operate the Family Investment Center so as to offer the services of at least ten agencies to 1,000 people per year.**
6. **Develop and maintain viable Resident Associations in all non-scattered MHA sites. Objective is accomplished when ten sites meet MHA funding criteria.**
7. **Apply to HUD for funding of a Services Coordinator for the elderly and disabled.**

**Goal Five: Impact homelessness.**

1. **Maintain a local homeless preference system and referral MOAs with local agencies.**

**Goal Six: Maintain the Public Housing physical plant in satisfactory condition.**

- 1. Obtain PHAS unit inspection score of no less than 20 points.**
- 2. Complete all preventive maintenance routines in accordance with system plan.**
- 3. Complete 99% of emergency work requests within 24 hours.**
- 4. Complete 90% of non-emergency work orders before year-end.**
- 5. Expend Comprehensive Grant Program Funds within four years of award.**

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[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.

**Not required under PIH Notice 99-51**

**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.

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration - **Attachment A (ga007a01)**
- FY 2004 Capital Fund Program Annual Statement – **Attachment B (ga007b01)**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan – **Attachment C (ga007c02)**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) – **Attachment D (ga007d02)**
- Other (List below, providing each attachment name)

**Attachment E (ga007e01)** – Statement of Progress in Meeting the 5-Year Plan Mission and Goals

**Attachment F (ga007f01)** – Deconcentration and Income Mixing

**Attachment G (ga007g01)** – Voluntary Conversion Required Initial Assessment

**Attachment H (ga007h01)** – Announcement of Membership of the Resident Advisory Board (RAB)

**Attachment I (ga007i01)** – Resident Membership of the PHA Governing Board

**Attachment J (ga007j01)** – Definition of Substantial Deviation and Significant Amendment or Modification

**Attachment K (ga007k01)** – Section 8 PHA Project-Based Assistance

**Attachment L (ga007l01)** – Pet Policy Summary

**Attachment M (ga007m01)** – 2001 P&E Report

**Attachment N (ga007n01)** – 2002 P&E Report

**Attachment O (ga007o01)** – MHA's Implementation Plan for CSR

**Attachment P (ga007p01)** – MHA's Self Sufficiency Services and Programs

**Attachment Q (ga007q01)** – Public Housing Admissions Preferences

## 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.

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
XX	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
XX	Pet Policy	Annual Plan: Pet Policy
XX	Private Management Plan for 2009 Vineville	Annual Plan: Occupancy
XX	Regulatory and Operating Agreement for 2009 Vineville	Annual Plan: Occupancy
XX	Management Agreement for 2009 Vineville	Annual Plan: Occupancy

## **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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	7,044	5	3	5	1	1	1
Income >30% but <=50% of AMI	3,366	3	3	5	1	1	1
Income >50% but <80% of AMI	3,671	1	3	3	1	1	1
Elderly	3,066	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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: **2000-2005**

- 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.

<b>Housing Needs of Families on the Waiting List</b>			
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	595	100	100
Extremely low income <=30% AMI	577	97	
Very low income (>30% but <=50% AMI)	15	.02	
Low income (>50% but <80% AMI)	3	.01	
Families with children	315	53	
Elderly families	15	.02	
Families with Disabilities	0	0	N/A
Race/ethnicity	544 African American	91	N/A
Race/ethnicity	49 Caucasian	.08	N/A

Housing Needs of Families on the Waiting List			
Race/ethnicity	2 Hispanic	.01	N/A
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	258	43	
2 BR	199	33	
3 BR	118	20	
4 BR	15	.03	
5 BR	5	.01	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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	622	100	50
Extremely low income <=30% AMI	559	90	N/A
Very low income (>30% but <=50% AMI)	60	.09	N/A
Low income (>50% but <80% AMI)	3	.01	N/A
Families with	603	97	N/A

Housing Needs of Families on the Waiting List			
children			
Elderly families	2	.003	N/A
Families with Disabilities	17	.03	N/A
Race/ethnicity	618 African American	99	N/A
Race/ethnicity	4 Caucasian	.01	N/A
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	150	24	
2 BR	265	43	
3 BR	179	29	
4 BR	26	.04	
5 BR	1	--	
5+ BR	1	--	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>18 months</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>Homeless/displaced</b>			

### 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)

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	\$ 6,368,297	
b) Public Housing Capital Fund '04	\$ 3,227,840	Repairs/Modernization
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$15,196,699	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
HOPE VI	\$11,948,250	Revitalization
Capital Fund FY 2002	\$ 2,111,988	Repairs/Modernization
Capital Fund FY 2003	\$ 3,227,840	Repairs/Modernization
<b>3. Public Housing Dwelling Rental Income</b>	\$ 1,580,000	PH Operations
<b>4. Other income (list below)</b>		
DCA Tax Credits-2009 Vineville	\$ 6,903,227	HOPE VI
DCA Tax Credits-Tattnall Place	\$ 7,161,400	Mixed Financing
Miscellaneous Income	\$ 36,000	PH Operations
<b>4. Non-federal sources (list below)</b>		
Interest	\$ 25,300	PH Operations
<b>Total resources</b>	<b>\$57,786,841</b>	

**As of September 30, 2003**

### **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: Varies by market conditions; usually less than one month.

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): **Site office of contract private property managers at developments with site based waiting lists.**

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**

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)  
**Site office of contract private property managers at developments with site based waiting lists.**

### **(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):

**Please note that the Annual Plan format does not allow an adequate description of the transfer mechanism. By definition, a transfer (including the overhoused and underhoused) represents a choice to give the transfer a priority over a possible admission from the waiting list. In general, MHA processes those transfers when vacancies and turnover are low, by development.**

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):  
**Local homeless definition and expired S8 voucher.**

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 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):  
**Local homeless definition Attachment**

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 **Attachment Q (ga007q01)**

**(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 below):  
**Post and comment on all new policies, combined with resident meetings as needed.**

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**

**See Attachment ga007f01**

**Not required under PIH Notice 2001-4**

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

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

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

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

If selected, list targeted developments below:

- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below)

### **(2) Waiting List Organization**

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

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

**At sites as determined by MHA at which time waiting list becomes open.**

### **(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:

**When voucher holder demonstrates that he or she is unable to locate suitable housing according to policies found in the Administration Plan.**

### **(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)

**Local homeless definition and disabled referred through local agency MOU.**

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)  
Local homeless definition and disabled referred through local agency MOU.

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25

\$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

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

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

Flat rent families report changes in family composition at the time it occurs; changes in income are reported at recertification every three years. Income based rent families report changes in family composition and decreases in income at the time it occurs. Such families report increases in income at annual reexamination or at the times specified in the policy.

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)  
Survey of similar units outside the neighborhood adjusted for market differences.

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually  
 Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **Not required because of High Performer status**

#### **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
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)		

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

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**Not required because of High Performer status**

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **See Attachment B (ga007b01)**

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name): **See Attachment C (ga007c01)**

-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: Oglethorpe Homes

2. Development (project) number: GA 7-1  
 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

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

1. Development name: Tindall Heights  
 2. Development (project) number: GA 7-2  
 3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development **NOTE: MHA is in process of developing a revitalization plan for Tindall Heights. It is expected that this plan will involve mixed-financing, but may or may not involve HOPE VI. This will depend on the status of the HOPE VI program, the probable competitiveness of Tindall Heights within the NOFA and the feasibility of other alternatives.**  
 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: Tindall Heights (See note in b above.)

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:  
 HOPE VI revitalization of Oglethorpe Homes  
 HOPE VI revitalization of Tindall Heights

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Oglethorpe Homes
1b. Development (project) number:	GA 7-1
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> <b>Leasing land to partnership using tax credits.</b>
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:	<u>(DD/MM/YY)</u>
5. Number of units affected:	<b>0</b>
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: <b>(date)</b> b. Projected end date of activity: <b>(date)</b>

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 2009 Vineville (HOPE VI Replacement Housing)
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: 1/23/2003
5. If approved, will this designation constitute a (select one) <input checked="" 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 checked="" 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.

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

than conversion (select one)

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing

Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description: NOT APPLICABLE

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.

**Not required because of High Performer status**

**See Attachment P Please note that this information is submitted although not required, because of MHA plans to add a Services Coordinator for seniors and disabled.**

### **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? DD/MM/YY

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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


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

a. Participation Description

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

**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.

**Subcomponents 13A-C is not required because of High Performer status;  
Subcomponent 13-D is not required because of the FY2002 HUD/VA  
Appropriations Act**

**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)

**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)

**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)

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

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

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

**14. RESERVED FOR PET POLICY**

**See Attachment: ga007m01**

### **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
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
**An Action Plan has been provided to HUD via REAC.**  
If not, when are they due (state below)?  
**We haven't responded to Area Office as we have not received a request to do so.**

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

**Not required because of High Performer status**

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 **ga007d01**
- Provided below:

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.  
 The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.  
 The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.  
 Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

**D. Other Information Required by HUD**

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

## **Attachments**

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

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				



## **Admissions Policy for Deconcentration**

### **Attachment A (ga007a03)**

It is Macon Housing Authority's policy to avoid and reduce concentration of the lowest income residents in the lowest income developments. It is also Macon Housing Authority policy to insure that no less than 40% of public housing admissions are reserved for families below 30% of area median income. To these ends, management is authorized to utilize resident selection procedures in which a family is advanced ahead of others on the waiting list based on income.

The Macon 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, management will analyze the income levels of families residing in each development, the income levels of census tracts in which the developments are located, and the income levels of the families on the waiting list. Based on this analysis, management will determine the level of marketing strategies and deconcentration incentives to implement. The worksheet for the analysis is attached as part of this policy.

Our most recent analysis reveals that all MHA developments contain a residency with average annual incomes below 30% of AMI. For this reason, MHA has amended its ACOP to allow admissions list skipping to admit lower income families to these developments.

The Macon 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. Incentives are expected to be used primarily to encourage working families to accept a unit in lower income developments where such families are underrepresented. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. Specific incentives will be individually approved by the Board of Commissioners.

It is the policy of the Macon Housing Authority to fully implement the rental choice provisions of QHWRA (flat rents) to insure that the market based rents of the lowest income developments reflect the actual value of such units. This will enable such developments to compete more effectively with internal and external competition for the working poor. This policy is also intended to ameliorate disincentives to employment and encourage existing residents to increase their incomes.

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

<b>PHA Name:</b> Housing Authority of the City of Macon, Georgia	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:	<b>Capital Fund Program</b> GA06P00750104 N/A	<b>Federal FY of Grant:</b> FFY 2004
---------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------	-----------------------------------------------------	--------------------------------------

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 Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$120,800			
3	1408 Management Improvements Soft Costs	\$65,000			
	Management Improvements Hard Costs	\$0			
4	1410 Administration	\$318,626			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$511,264			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$154,900			
10	1460 Dwelling Structures	\$1,655,650			
11	1465.1 Dwelling Equipment—Nonexpendable	\$126,600			
12	1470 Non-dwelling Structures	\$250,000			
13	1475 Non-dwelling Equipment	\$0			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1499 Development Activities	\$25,000			
19	1501 Collateralization Expenses or Debt Service	\$0			
20	1502 Contingency	\$0			
21	<b>Amount of Annual Grant: (sum of lines 1 thru 20)</b>	<b>\$3,227,840</b>			
22	Amount of line 21 Related to LBP Activities	\$5,000			
23	Amount of line 21 Related to Section 504 compliance	\$0			
24	Amount of line 21 Related to Security –Soft Costs	\$5,000			
25	Amount of Line 21 related to Security-- Hard Costs	\$0			
26	Amount of line 21 Related to Energy Conservation Measures	\$0			

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

PHA Name: <b>Housing Authority of the City of Macon, Georgia</b>		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program <b>GA06P00750104</b> N/A		Federal FY of Grant: <b>FFY 2004</b>
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
<b>PHA-WIDE</b>	<b><u>OPERATIONS</u></b>	1406.00	L.S.	<b>\$120,800</b>		
<b>PHA-WIDE</b>	<b><u>MANAGEMENT IMPROVEMENTS</u></b>					
	Resident Job Development	1408.00	L.S.	\$5,000		
	Minority Business Enterprise/ Section 3 Involvement	1408.00	L.S.	\$5,000		
	Lead Based Paint Risk Assessment	1408.00	L.S.	\$5,000		
	Vacancy Reduction Program	1408.00	L.S.	\$45,000		
	Security	1408.00	L.S.	\$5,000		
	<b>Sub Total</b>			<b>\$65,000</b>		
<b>PHA-WIDE</b>	<b><u>ADMINISTRATION</u></b>					
	Modernization Coordinator	1410.20	1	\$75,510		
	Resident Inspector	1410.20	1	\$63,400		
	Clerical	1410.10	1	\$29,400		
	Custodians	1410.10	4	\$80,400		
	Fringe Benefits	1410.19	3	\$69,916		
	<b>Sub Total</b>			<b>\$318,626</b>		
<b>GA 7-2 Tindall Heights</b>	<b><u>ARCHITECTURAL &amp; ENGINEERING FEES</u></b>					
	A & E Fee Costs	1430.00	L.S.	\$426,264		
<b>GA 7-7 Mounts Homes</b>	A & E Fee Costs	1430.00	L.S.	\$5,000		
<b>GA 7-17 Roff/ Markwalter</b>	A & E Fee Costs	1430.00	L.S.	\$5,000		
<b>GA 7-11 McAfee Tower</b>	A & E Fee Costs	1430.00	L.S.	\$75,000		
	<b>Sub Total</b>			<b>\$511,264</b>		

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

PHA Name: <b>Housing Authority of the City of Macon, Georgia</b>		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program <b>GA06P00750104</b> N/A		Federal FY of Grant: <b>FFY 2004</b>
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
	<b>PHYSICAL IMPROVEMENTS</b>					
<b>GA 7-2/ 2A Tindall Heights</b>	Replace Electrical Service Conduit/ Wiring	1460.00	250	\$139,000		
<b>GA 7-3 Bowden Homes</b>	Replace Electrical Service Conduit/ Wiring	1460.00	40	\$40,000		
	Replace roof on Adm. Building	1460.00	1	\$4,200		
<b>GA 7-4 Murphey Homes</b>	Site Work	1450.00	L.S.	\$50,000		
	Replace Electrical Service Conduit/ Wiring	1460.00	100	\$78,600		
<b>GA 7-6 Felton Homes</b>	Site Work	1450.00	L.S.	\$12,500		
<b>GA 7-8 Davis Homes</b>	Replace Roofs on FIC Building	1460.00	L.S.	\$60,000		
<b>GA 7-10 Anthony Homes</b>	Connect French drainage to underground storm pipes	1450.00	L.S.	\$92,400		
<b>GA 7-15 Willingham Courts (P)</b>	Install Heating and Air Conditioning	1460.00	4	\$19,000		
<b>GA 7-17 Roff/ Markwalter (P)</b>	Install Heating and Air Conditioning	1460.00	4	\$19,000		
<b>GA 7-19 Bloomfield Way</b>	Install Heating and Air Conditioning	1460.00	50	\$300,000		
	Replace Electrical Service Conduit/ Wiring	1460.00	50	\$83,900		
<b>GA 7-21 Bobby Jones/ Shakespeare</b>	Install Heating and Air Conditioning	1460.00	91	\$546,000		
	Replace Electrical Service Conduit/ Wiring	1460.00	91	\$147,450		
<b>GA 7-24 Martin Place</b>	Install Heating and Air Conditioning	1460.00	28	\$168,000		
	Replace Electrical Service Conduit/ Wiring	1460.00	28	\$50,500		
<b>GA 7-3 Bowden Homes</b>	Replace Refrigerators and Ranges	1465.10	101	\$70,700		
<b>GA 7-7 Mounts Homes</b>	Replace Refrigerators and Ranges	1465.10	86	\$55,900		
<b>PHA- WIDE</b>	Upgrade Computer System	1475.00	L.S.	\$250,000		
	<b>Sub Total</b>			<b>\$2,187,150</b>		
<b>PHA- WIDE</b>	<b>Mod used for Development</b>	1499.00	L.S..	<b>\$25,000</b>		
	<b>GRAND TOTAL</b>			<b>\$3,227,840</b>		

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: <b>GA06P00750104</b> Replacement Housing Factor Grant No: <b>N/A</b>		Federal FY of Grant: <b>FFY 2004</b>			
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	
<b>PHA- WIDE</b>							
Management Improvements	9/16/2006			9/16/2008			
Administration Cost	9/16/2006			9/16/2008			
Fees and Costs	9/16/2006			9/16/2008			
<b>PHYSICAL IMPROVEMENTS:</b>							
GA 7-2/ 2A Tindall Heights	Replace Electrical Service Conduit/ Wiring	9/16/2006		9/16/2008			
GA 7-3 Bowden Homes	Replace Electrical Service Conduit/ Wiring	9/16/2006		9/16/2008			
GA 7-4 Murphey Homes	Replace roof on Adm. Building	9/16/2006		9/16/2008			
	Site Work	9/16/2006		9/16/2008			
GA 7-6 Felton Homes	Replace Electrical Service Conduit/ Wiring	9/16/2006		9/16/2008			
	Site Work	9/16/2006		9/16/2008			
GA 7-8 Davis Homes	Replace Roofs on FIC Building	9/16/2006		9/16/2008			
GA 7-10 Anthony Homes	Connect French drainage to underground storm pipes	9/16/2006		9/16/2008			
GA 7-15 Willingham Courts	Install Heating and Air Conditioning	9/16/2006		9/16/2008			
GA 7-17 Roff/ Markwalter	Install Heating and Air Conditioning	9/16/2006		9/16/2008			
GA 7-19 Bloomfield Way	Install Heating and Air Conditioning	9/16/2006		9/16/2008			
	Replace Electrical Service Conduit/ Wiring	9/16/2006		9/16/2008			
GA 7-21 Bobby Jones/ Shakespeare	Install Heating and Air Conditioning	9/16/2006		9/16/2008			
	Replace Electrical Service Conduit/ Wiring	9/16/2006		9/16/2008			
GA 7-24 Martin Place	Install Heating and Air Conditioning	9/16/2006		9/16/2008			
	Replace Electrical Service Conduit/ Wiring	9/16/2006		9/16/2008			
GA 7-3 Bowden Homes	Replace Refrigerators and Ranges	9/16/2006		9/16/2008			
GA 7-7 Mounts Homes	Replace Refrigerators and Ranges	9/16/2006		9/16/2008			
PHA Wide	Upgrade Computer System	9/16/2006		9/16/2008			

**Capital Fund Program Five-Year Action Plan  
Part I: Summary**

PHA Name <b>The Housing Authority of city of Macon, Georgia</b>		Original 5-Year Plan Revision No: X							
Development Number/ Name/HA-Wide	Year 1 FFY Grant : 2004	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008				
<i>PHA- Wide Operations</i>	<b>Annual Statement ( Attached )</b>	\$120,800	\$120,800	\$120,800	\$120,800				
<i>PHYSICAL IMPROVEMENTS:</i>									
GA 7-2 Tindall Heights		Comprehensive Modernization Phase ( I )	\$1,503,704	Comprehensive Modernization Phase ( II )	\$1,370,364	Comprehensive Modernization Phase ( III )	\$1,487,114	Comprehensive Modernization Phase ( IV )	\$2,778,814
GA 7-2/ 2A Tindall Heights		\$151,250	\$0	\$0	\$0				
GA 7-3 Bowden Homes		\$0	\$0	\$0	\$0				
GA 7-4 Murphey Homes		\$5,000	\$0	\$257,500	\$0				
GA 7-5 Pendleton Homes		\$37,500	\$0	\$300,000	\$0				
GA 7-6 Felton Homes		\$130,000	\$0	\$51,500	\$0				
GA 7-7 Mounts Homes		\$0	\$0	\$125,000	\$0				
GA 7-8 Davis Homes		\$0	\$37,700	\$0	\$0				
GA 7-9 Davis Homes		\$0	\$0	\$81,900	\$0				
GA 7-10 Anthony Homes		\$0	\$470,000	\$0	\$0				
GA 7-11 McAfee Tower		\$605,960	\$0	\$0	\$0				
GA 7-14 Scattered Sites		\$0	\$33,300	\$0	\$0				
GA 7-15 Willingham Courts		\$0	\$0	\$0	\$0				
GA 7-17 Roff/ Markwalter		\$0	\$0	\$0	\$0				
GA 7-19 Bloomfield Way		\$0	\$0	\$62,500	\$0				
GA 7-21 Bobby Jones/ Shakespeare		\$0	\$0	\$59,150	\$0				
GA 7-24 Martin Place		\$0	\$0	\$0	\$0				
Addition to Central Office		\$0	\$331,850	\$318,150	\$0				
<i>TOTAL for Physical Improvements</i>		<b>\$2,433,414</b>	<b>\$2,243,214</b>	<b>\$2,742,814</b>	<b>\$2,778,814</b>				
<i>Mod used for Development</i>		\$25,000	\$25,000	\$25,000	\$25,000				
<i>A &amp; E Fees</i>		\$165,000	\$320,000	\$36,000	\$0				
<i>Management Improvements</i>		\$65,000	\$65,000	\$65,000	\$65,000				
<i>Administration Costs</i>		\$318,626	\$318,626	\$238,226	\$238,226				
<i>Relocation Costs</i>		\$100,000	\$135,200	\$0	\$0				
<b>Total CFP Funds Listed for 5-year Planning</b>			<b>\$3,227,840</b>	<b>\$3,227,840</b>	<b>\$3,227,840</b>	<b>\$3,227,840</b>			

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

Activities for Year 1 FFY 2004	Activities for Year : 2 FFY Grant: 2005 PHA FY: 2005			Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006			
	Development Number/ Name	Major Work Categories	Estimated Cost	Development Number/ Name	Major Work Categories	Estimated Cost	
Annual Statement ( Attached )	<u>PHA - WIDE</u>	Operations	\$ 120,800.00	<u>PHA - WIDE</u>	Operations	\$ 120,800.00	
	<b>PHYSICAL IMPROVEMENTS:</b>			<b>PHYSICAL IMPROVEMENTS:</b>			
	<u>GA 7-2 Tindall Heights (Phase I)</u>	Landscaping Replace sidewalks, add fencing, rework playground, resurface parking Abate lead based paint Handicap units (504 Compliance) Replace Flooring Replace Entry locks Install New window shades Install heavy duty window screens (SS) Repair Exterior Door Jamb Installed vented range hood Interior Painting  Replace Screen Doors and Hardware Renovate Bathrooms Renovate Kitchens Misc. Electrical Misc. Plumbing lines Replace Hot Water Heaters Reconfigure dwelling units Replace Weather-stripping on exterior doors Replace interior doors Hydronic Heating Air-conditioning Misc. ( Contingency )	\$ 134,108.00 \$ 140,494.00 \$ 172,680.00 \$ 16,056.00 \$ 106,265.00 \$ 4,980.00 \$ 6,643.00 \$ 149,597.00 \$ 4,980.00 \$ 16,604.00 \$ 41,509.00  \$ 10,793.00 \$ 99,623.00 \$ 83,020.00 \$ 41,510.00 \$ 41,509.00 \$ 19,260.00 \$ 91,960.00 \$ 23,247.00 \$ 26,566.00 \$ 149,433.00 \$ 39,849.00 \$ 83,018.00		<u>GA 7-2 Tindall Heights (Phase II)</u>	Landscaping Replace sidewalks, add fencing, rework playground, resurface parking Abate lead based paint Handicap units (504 Compliance) Replace Flooring Replace Entry locks Install New window shades Install heavy duty window screens (SS) Repair Exterior Door Jamb Installed vented range hood Interior Painting  Replace Screen Doors and Hardware Renovate Bathrooms Renovate Kitchens Misc. Electrical Misc. Plumbing lines Replace Hot Water Heaters Reconfigure dwelling units Replace Weather-stripping on exterior doors Replace interior doors Hydronic Heating Air-conditioning Misc. ( Contingency )	\$ 122,216.00 \$ 128,036.00 \$ 157,368.00 \$ 14,632.00 \$ 96,842.00 \$ 4,539.00 \$ 6,054.00 \$ 136,332.00 \$ 4,539.00 \$ 15,132.00 \$ 37,828.00  \$ 9,836.00 \$ 90,789.00 \$ 75,658.00 \$ 37,828.00 \$ 37,828.00 \$ 17,552.00 \$ 83,806.00 \$ 21,185.00 \$ 24,210.00 \$ 136,182.00 \$ 36,315.00 \$ 75,657.00
		Sub Total	\$ 1,503,704.00		Sub Total	\$ 1,370,364.00	
	<u>GA 7-2/2A TINDALL HEIGHTS</u>	Install window Air Conditioners Replace Roofs	\$ 80,000.00 \$ 71,250.00	<u>GA 7-8 Davis Homes</u> <u>GA 7-10 Anthony Homes</u> <u>GA 7-14 Scattered Sites</u>	Replace Ranges and Refrigerators Replace covered Twin Storm Pipes Replace Ranges and Refrigerators	\$ 37,700.00 \$ 470,000.00 \$ 33,300.00	
	<u>GA 7-4 Murphey Homes</u> <u>GA 7-5 Pendleton Homes</u> <u>GA 7-6 Felton Homes</u>	Site work- Landscaping Replace cloth lines and posts Site work- Landscaping Replace Roofs	\$ 5,000.00 \$ 37,500.00 \$ 5,000.00 \$125,000.00	<u>PHA Wide</u>	Central Office space addition	\$ 331,850.00	
	<u>GA 7-11 MCAFEE TOWER</u>	Replace kitchen sinks, all waste piping for sink, commode & bath tub and faucets Replace Carpet/ VCT tiles Replace kitchen cabinets Replace Ranges	\$231,210.00 \$125,000.00 \$200,000.00 \$49,750.00				
		<b>Sub Total for Physical Improvements</b>	<b>\$ 2,433,414.00</b>		<b>Sub Total for Physical Improvements</b>	<b>\$ 2,243,214.00</b>	
	<u>PHA-WIDE</u>	<b>Mod For Development</b>	<b>\$ 25,000.00</b>	<u>PHA-WIDE</u>	<b>Mod For Development</b>	<b>\$ 25,000.00</b>	
	<u>GA 7-2 Tindall Heights</u> <u>GA 7-7 Mounts Homes</u>	Architectural & Engineering Fees Architectural & Engineering Fees	\$ 150,000.00 \$ 15,000.00	<u>GA 7-2 Tindall Heights</u> <u>GA 7-5 Pendleton Homes</u>	Architectural & Engineering Fees Architectural & Engineering Fees	\$ 300,000.00 \$ 20,000.00	
		<b>Sub Total</b>	<b>\$ 165,000.00</b>		<b>Sub Total</b>	<b>\$ 320,000.00</b>	
	<u>Management Improvements</u>	Resident Job Development Program Minority Business Enterprise/ Section 3 Involvement Lead Based Paint Risk Assessment Vacancy Reduction Program Security	\$ 5,000.00 \$ 5,000.00 \$ 5,000.00 \$ 45,000.00 \$ 5,000.00	<u>Management Improvements</u>	Resident Job Development Program Minority Business Enterprise/ Section 3 Involvement Lead Based Paint Risk Assessment Vacancy Reduction Program Security	\$ 5,000.00 \$ 5,000.00 \$ 5,000.00 \$ 45,000.00 \$ 5,000.00	
		<b>Sub Total</b>	<b>\$ 65,000.00</b>		<b>Sub Total</b>	<b>\$ 65,000.00</b>	
	<u>Administration Costs</u>	Staff Salaries	\$ 318,626.00	<u>Administration Costs</u>	Staff Salaries	\$ 318,626.00	
	<u>Relocation Costs</u>	Relocation cost for residents	\$ 100,000.00	<u>Relocation Costs</u>	Relocation cost for residents	\$ 135,200.00	
		<b>Total CFP Estimated Cost</b>	<b>\$ 3,227,840.00</b>		<b>Total CFP Estimated Cost</b>	<b>\$ 3,227,840.00</b>	

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

Activities for Year: 4 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008		
Development Number/ Name	Major Work Categories	Estimated Cost	Development Number/ Name	Major Work Categories	Estimated Cost
<u>PHA - WIDE</u>	Operations	\$ 120,800.00	<u>PHA - WIDE</u>	Operations	\$ 120,800.00
<b>PHYSICAL IMPROVEMENTS:</b>			<b>PHYSICAL IMPROVEMENTS:</b>		
<u>GA 7-2 Tindall Heights (Phase III)</u>	Landscaping	\$ 147,280.00	<u>GA 7-2 Tindall Heights (Phase IV)</u>	Landscaping	\$ 275,208.00
	Replace sidewalks, add fencing, rework playground, resurface parking areas.	\$ 154,294.00		Replace sidewalks, add fencing, rework playground, resurface parking areas.	\$ 288,314.00
	Abate lead based paint	\$ 189,641.00		Abate lead based paint	\$ 354,364.00
	Handicap units (504 Compliance)	\$ 17,632.00		Handicap units (504 Compliance)	\$ 32,946.00
	Replace Flooring	\$ 116,703.00		Replace Flooring	\$ 218,069.00
	Replace Entry locks	\$ 5,470.00		Replace Entry locks	\$ 10,222.00
	Install New window shades	\$ 7,294.00		Install New window shades	\$ 13,629.00
	Repair Exterior Door Jambes	\$ 5,470.00		Repair Exterior Door Jambes	\$ 10,222.00
	Installed vented range hood	\$ 18,236.00		Installed vented range hood	\$ 34,073.00
	Interior Painting	\$ 45,587.00		Interior Painting	\$ 85,184.00
	Replace Screen Doors and Hardware	\$ 11,856.00		Replace Screen Doors and Hardware	\$ 22,144.00
	Renovate Bathrooms	\$ 109,408.00		Renovate Bathrooms	\$ 204,441.00
	Renovate Kitchens	\$ 91,173.00		Renovate Kitchens	\$ 170,367.00
	Misc. Electrical	\$ 45,587.00		Misc. Electrical	\$ 85,184.00
	Misc. Plumbing lines	\$ 45,587.00		Misc. Plumbing lines	\$ 85,184.00
	Replace Hot Water Heaters	\$ 21,152.00		Replace Hot Water Heaters	\$ 39,526.00
	Reconfigure dwelling units	\$ 100,992.00		Reconfigure dwelling units	\$ 188,713.00
	Replace Weather-stripping on exterior doors	\$ 25,529.00		Replace Weather-stripping on exterior doors	\$ 47,703.00
	Replace interior doors	\$ 29,175.00		Replace interior doors	\$ 54,517.00
	Hydronic Heating	\$ 164,112.00		Hydronic Heating	\$ 306,661.00
	Air-conditioning	\$ 43,763.00		Air-conditioning	\$ 81,776.00
	Misc. ( Contingency )	\$ 91,173.00		Misc. ( Contingency )	\$ 170,367.00
	Sub Total	\$ 1,487,114.00		Sub Total	\$ 2,778,814.00
<u>GA 7-4 Murphey Homes</u>	Replace roofs	\$ 257,500.00			
<u>GA 7-5 Pendleton Homes</u>	Replace roofs	\$ 300,000.00			
<u>GA 7-6 Felton Homes</u>	Site work- Landscaping	\$ 25,000.00			
	Replace exhaust fans in bathrooms	\$ 26,500.00			
<u>GA 7-7 Mounts Homes</u>	Site work- Landscaping	\$ 125,000.00			
<u>GA 7-9 Davis Homes</u>	Replace Ranges and Refrigerators	\$ 81,900.00			
<u>GA 7-19 Bloomfield Way</u>	Replace roofs	\$ 62,500.00			
<u>GA 7-21 Bobby Jones/ Shakespeare</u>	Replace Ranges and Refrigerators	\$ 59,150.00			
<u>PHA Wide</u>	Central Office space addition	\$ 318,150.00			
	Sub Total for Physical Improvements	\$ 2,742,814.00		Sub Total for Physical Improvements	\$ 2,778,814.00
<u>PHA-WIDE</u>	Mod For Development	\$ 25,000.00	<u>PHA-WIDE</u>	Mod For Development	\$ 25,000.00
<u>GA 7-4 Murphey Homes</u>	Architectural & Engineering Fees	\$ 12,500.00			
<u>GA 7-6 Felton Homes</u>	Architectural & Engineering Fees	\$ 15,000.00			
<u>GA7-9 Davis Homes</u>	Architectural & Engineering Fees	\$ 8,500.00			
	Sub Total	\$ 36,000.00			
<u>Management Improvements</u>	Resident Job Development Program	\$ 5,000.00	<u>Management Improvements</u>	Resident Job Development Program	\$ 5,000.00
	Minority Business Enterprise/ Section 3 Involvement	\$ 5,000.00		Minority Business Enterprise/ Section 3 Involvement	\$ 5,000.00
	Lead Based Paint Risk Assessment	\$ 5,000.00		Lead Based Paint Risk Assessment	\$ 5,000.00
	Vacancy Reduction Program	\$ 45,000.00		Vacancy Reduction Program	\$ 45,000.00
	Security	\$ 5,000.00		Security	\$ 5,000.00
	Sub Total	\$ 65,000.00		Sub Total	\$ 65,000.00
<u>Administration Costs</u>	Staff Salaries	\$ 238,226.00	<u>Administration Costs</u>	Staff Salaries	\$ 238,226.00
	<b>Total CFP Estimated Cost</b>	<b>\$ 3,227,840.00</b>		<b>Total CFP Estimated Cost</b>	<b>\$ 3,227,840.00</b>

**CAPITAL FUNDS AND 5-YEAR AGENCY PLAN MEETING  
WITH ADVISORY BOARD & INTENEIGHBORHOOD RESIDENT ASSOCIATION**

**September 17, 2003  
Attachment D (ga007d03)**

Those in attendance at this meeting other than resident leaders and two Section 8 participants were Executive Director John Hiscox, Director of Housing Management Michael Colbert, Director of Housing Assistance Mike Austin, Director of Technical Services Tracy Barlow, Modernization Coordinator Mohan Aggarwal and Resident Organization Specialist Laquita Bentley.

The meeting was held at the Felton Homes Community Center at 10:00 AM.

Mr. Colbert welcomed everyone to the meeting.

Mr. Austin reviewed Section 8 Policy Changes made in FY 2003. The changes included Section 8 Portability, Locally-defined Admission Preference and Waiting List Administration.

Mr. Colbert reviewed 2003 Public Housing policy changes which included Locally-Defined Admission Preferences, the 8-Hour Community Service Requirement and the Minimum Rent of \$25.00. Mr. Colbert informed residents that MHA will propose to the Board that the minimum rent be increased to \$50.00 in January 2004. He indicated that the Community Service Requirement policy goes into effect October 1, 2003 and he reviewed the Admission Preferences as indicated in the handout (copy attached).

Mr. Hiscox expanded on our reasoning for proposing to increase the minimum rent from \$25.00 to \$50.00. He mentioned that there is a hardship rule in place at Macon Housing Authority for residents with a minimum rent but that no residents have reported a hardship since MHA increased the minimum rent to \$25.00. He indicated that he knew that there are some residents of Macon Housing Authority neighborhoods that are not properly reporting all of their income. He indicated that you could not live in Macon, Georgia with zero income. He indicated that you would have to have some income for food, clothing, utilities, etc.

One of the Section 8 participants asked if Macon Housing Authority did a background check on Section 8 landlords. She reported that her previous landlord had his property foreclosed on and she had to find a new place to live.

Mr. Hiscox explained her rights if a bank or other lending institution forecloses on Section 8 property where she resides. He indicated that she should contact her Section 8 case manager immediately. He indicated that we do not require background checks on the landlords, but that they can be removed from the program if they do not comply with Macon Housing Authority standards.

Mr. Austin asked her to call Ms. Thomas at 752-5182 if she has any more problems. He indicated that MHA's Inspection Standards are higher than HUD's standards.

The participant reported that she has called Ms. Thomas and left her message but still has not heard from her after one week.

Mr. Hiscox indicated that Macon Housing Authority wishes to provide good customer service and that in the future all calls should be returned within 24 hours. Mr. Austin agreed to follow up on this issue immediately.

A participant indicated that she wants to buy a house.

Mr. Colbert gave her some handout information on the Homeownership Program and information on whom to contact about the program. He told her to contact our Special Programs Department and he provided her with an application.

Mr. Hiscox advised her that in 2004 he is hoping that there will be a Section 8 Homeownership Program.

Mr. Austin asked her to contact Ms. Thomas about this new program.

A resident, Brenda Anthony, asked about Flat Rent for Section 8 participants.

Mr. Hiscox indicated that Flat Rent does not apply to Section 8 participants. He indicated that the participants with sufficient income could purchase a house from Macon Housing Authority or could purchase a home under the Section 8 Home- ownership Program in the future. He also indicated that as a first-time homeowner they could purchase other housing as well.

Ethel Jones who resides at 32-B Bowden Homes asked why a repairman needs to continue to come out and fix an item if it was fixed correctly the first time. She indicated that her window shade is always torn up.

Mr. Hiscox indicated that there is not a lot that can go wrong with a window shade. He asked Mr. Barlow to check the Maintenance record on this apartment and let him know how many times they have had to fix a shade at this apartment.

A resident asked if they are paying Flat Rent, do they have to go through the recertification process every year.

Mr. Hiscox reported that he is currently serving on a committee that is review the rent structure for Public Housing. He indicated that one of the issues is to have the Flat Rent option available for every Public Housing resident. He indicated that if Flat Rent is good for the residents attending this meeting, then Flat Rent is most likely good for a lot of people.

Ms. Anthony of Bobby Jones Street asked when they would receive their rent change notices for new rent that should become effective on October 1, 2003?

Mr. Colbert agreed to follow up on this issue. He indicated that the notices should be mailed out right away.

Mr. Aggarwal asked those present to look at the summary sheets for the Capital Fund Program that had been distributed at the beginning of the meeting. He reviewed the reports for FY 2000 through FY 2004-2008. He reported that the program for FFY 2000 was closed on March 31, 2003 and that we are still spending funds from the FFY 2001 program. He indicated that part of those funds is the air conditioning installation that is now in progress. He reported that the FFY 2002 funds were received the later part of last year. He indicated that they have recently awarded contracts for the installation of air conditioning at Anthony Homes and Davis Homes. He reported that the contract is in process for the air conditioning of Bowden, Mounts and Murphey Homes as well as for the 7-14 Scattered Sites. He reported that they are just receiving the funds for FFY 2003 from HUD. He indicated that the FFY2003 funds are less than expected.

A resident of 1929 Mallard Avenue in Anthony Homes reported that when it rains water runs from a pipe in the sidewalk and leaves water standing in the street.

Mr. Barlow reported that connecting surface drains to the underground drainage for Anthony Homes is part of the 2004 Capital Funds plan.

Mr. Hiscox reviewed the Summary sheet for the five-year period for FFY 2004-2008. He indicated that the Macon Housing Authority will be spending \$20 million on renovating and updating Macon Housing Authority units in the next five year plan. He reported that we need to have an important discussion on the Agency Plan for the Capital Fund Program. He reported that many other Public Housing Authorities are struggling on what to do with 50 and 60 year old public housing units. He reported that MHA is in better shape due to the fact that we have completed comprehensive modernization of our old and middle aged developments.

He indicated that the main issue is what to do with Tindall Heights which is now more than 60 years old. He indicated that we have to decide what to do and how to finance what we decide to do. He indicated that the cost would be between \$20-30 million which is 8-10 years worth of capital funds. He indicated that we cannot go that route. He indicated that the alternative might be for a HOPE VI grant but the HOPE VI grants are now hard to come by. He reported that Congress is talking about abolishing this grant. He reported that for the last several years they have stalled off Tindall Heights' residents on what to do regarding updating Tindall Heights. He indicated that they need to decide if they should go after the HOPE VI grant to demolish and rebuild Tindall Heights into more modern units or to do a major configuration of the existing buildings.

He reported that the Federal Government has a new program that may allow us to leverage capital funds. This is to say they would allow us to borrow against future capital fund allocations. He also indicated that we could borrow \$20-30 million and pay back \$1,500,000.00 each year for the next 15 years from capital fund allocation. He reported that we have hired a financial consultant to come up with a plan. He further indicated that we may be able to get a low-income tax credit that would tie up some but not all of the Capital Funds' money for the next 8-10 years.

Mr. Hiscox reported that MHA will finish with air conditioning of all public housing units by the end of 2005. He indicated that we will then start modernization of McAfee Towers and then do some additions to the Central Office. He asked residents if they had any questions or comments.

Residents gave positive opinions regarding the plan.

One of the Section 8 participants asked if the Macon Housing Authority was purchasing Autumn Manor.

Mr. Colbert responded that we are now managing Autumn Manor but we do not own it.

Mr. Barlow reported that what we do at Tindall Heights depends on the results of the Financial Plan.

A resident of Pendleton Homes commented that she really likes her new cabinets.

A resident of Anthony Homes asked if the parking space that is a part of her front yard belongs to her or should anyone be able to park there.

Mr. Colbert indicated that that parking space is allotted for her use. He indicated that where there is street or parking lots in some neighborhoods, parking spaces are not allotted to any particular person.

A resident of Bowden Homes reported that when she comes home she is not able to park in a handicapped space even though she has a permit because someone without a permit is parking in the space.

Mr. Colbert advised her to call the police if this happens in the future.

A resident asked what is the new name of Oglethorpe Homes.

Mr. Hiscox reported that the name of the new development is Tatnall Place.

Annie Walker, a resident of Tindall Heights, asked if the bedroom could be moved to the other side of the apartments when they modernize the units.

Mr. Colbert replied that they may not be able to reconfigure the entire apartment.

A resident of Anthony Homes reported that when she enters or exits her driveway, the bottom of her car scrapes the pavement. Other Anthony Homes residents concurred.

Mr. Barlow and Mr. Colbert agreed to follow up on this issue.

Ms. Walker who lives in Tindall Heights reported that rain collects and floods the roads in the horseshoe at Tindall Heights.

Mr. Colbert indicated that we have had some heavy rains this year and there is flooding everywhere. He asked her to let him know if this happens during a normal rainy day.

A resident of Bowden Homes reported that one of her neighbors dumps food and scraps in the sewer.

Mr. Colbert advised her to let her Resident Services Coordinator know about this incident and any future incidents so that the problem may be corrected.

Mr. Hiscox reported that he needs to have a meeting soon with just residents of Tindall Heights.

A resident of Tindall Heights indicated that you cannot fix a gaping wound with a band aid, but that you needed to address the entire problem. Mr. Hiscox and everyone else agreed.

Ms. Graham, a resident of McAfee Towers, thanked Mr. Hiscox for the updating of the Beauty Salon and Computer Room at McAfee Towers.

Mr. Hiscox told her she was most welcome but told her to also thank Mr. Colbert who pushed for the changes. He told her he could tell that she had taken advantage of the new Beauty Salon.

Mr. Bias, a resident of McAfee Towers, reported that they are painting the bathrooms with flat paint and when they get wet, they run and when you try to wipe them off, they smear.

Mr. Colbert agreed to follow up on this issue.

Mr. Hiscox reported that it was pleasant meeting with the residents and getting their input. He thanked them for their attendance and attention.

The meeting adjourned for lunch at 12:35 PM.

lmd

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

### **Attachment E (ga007e0)**

Concerning Goal #1, "Operate the Macon Housing Authority's Public Housing and Section 8 Programs to Industry Standards", the Macon Housing Authority achieved all of its stated objectives. MHA exceeded the "Standard Performer" designation for both the Public Housing Assessment System and SEMAP. MHA operated our Public Housing and Section 8 programs with no unresolved review findings and in compliance with the Fair Housing and Equal Opportunity Regulations. To the best of our knowledge, our Section 8 Administration Plan and Public Housing Continued Admissions and Occupancy policy comply with the latest regulations, including those which followed the passage of QHWRA.

Concerning Goal #2, "Provide Homeownership Opportunities for Low and Moderate Income Families", the Authority has acquired 52 parcels for transmittal to developers of single family housing for first time homebuyers, including In Fill Housing, Inc., a subsidiary of MHA. MHA concluded the successful HOPE 3 program and sold the final house under the 5 (h) Program. Feasibility analysis for a possible Section 8 Homeownership program is underway. The Authority is meeting with the Georgia Department of Community Affairs to finalize a partnership, where MHA will serve as DCA's local agent for middle Georgia, for DCA's Single Family Mortgage programs. This will enable local families to have better access to DCA's below-market mortgage financing. MHA's HOPE 3 program enabled 20 families to become first-time homeowners, and resulted in significant improvements to a low income neighborhood. Through MHA's 5 (h) program, 15 public housing units were sold to first-time homeowners.

Concerning Goal #3, "Operate MHA's Federally Funding Housing Programs in a Fiscally Responsible Manner", the Authority has exceeded all of its objectives. Operating reserves for both Public Housing and Section 8 exceed target and there are no unresolved fiscal audit findings carried over between fiscal years.

Concerning Goal #4, "Provide a Safe Living Environment in PHA Public Housing Neighborhoods", the Macon Housing Authority has met the individual list of objectives. These include maintaining criminal activity below the 1990 baseline. The Family Investment Center, the Family Self-sufficiency program, the Resident Association program and programs operated through cooperating agencies are all offered as described in the objectives.

Concerning Goal #5, "Impact Homelessness", the Macon Housing Authority provides a local homeless preference system and referral MOA's with local agencies.

Concerning Goal #6, "Maintain the Public Housing Physical Plant in Satisfactory Condition", the Authority has achieved all of its described objectives. The most recent PHAS physical score was 26 out of a possible 30 points. All targets for preventive,

emergency and non-emergency maintenance work were met. All comprehensive grant program funds are expended in less than three years after allocation.

## Deconcentration and Income Mixing

### Attachment F (ga007f03)

#### 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:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name:</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>
		<b>NOT APPLICABLE</b>	

## Voluntary Conversion Required Initial Assessment

### Attachment G (ga007g03)

- a. How many of the PHA's developments are subject to the Required Initial Assessments? **17**
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **1**
- c. How many Assessments were conducted for the PHA's covered developments? **17**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	

- d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A**

2003  
MEMBERSHIP OF  
THE RESIDENT ADVISORY BOARD

<b>Tindall Heights</b>	Ms. Juanita Smith 985 Plant Street Apt.65-G Macon, Ga. 31201
<b>Davis Homes</b>	Ms. Edna Lester 922 Main Street Macon, Ga. 31217
<b>Bowden Homes</b>	Ms. Vivian Muff 2301 Houston Ave Apt. 36-J Macon, Ga. 31206
<b>Anthony Homes</b>	Mr. Sammie Hines 1977 Mallard Ave Macon, Ga. 31206
<b>Murphey Homes</b>	Ms. Barbara Josey 2421 B Street Macon, Ga. 31204
<b>McAfee Tower</b>	Ms. Florence Woods 1212 Gray Hwy Apt. 302 Macon, Ga. 31201
<b>Pendleton Homes</b>	Mr. Robert Anderson 3401 Houston Ave Apt. L-7 Macon, Ga. 31206
<b>Bloomfield</b>	Ms. Brenda Anthony 154 Bobby Jones Macon, Ga. 31206
<b>Felton Homes</b>	Ms. Patricia Yarber 2035 Felton Ave Apt. C-24 Macon, Ga. 31201
<b>Inter-Neighborhood (A-1)</b>	Ms. Wylene Freeman 2421 B Street Macon, Ga. 31204

## Resident Member on the PHA Governing Board

### Attachment I (ga007i03)

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

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

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

- Elected  
 Appointed

C. The term of appointment is (include the date term expires): Her full 5-year term expires June 30, 2007

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

- 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: January 2003 Annual Meeting

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): The Honorable C. Jack Ellis, Mayor of the City of Macon

## **Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

### **Attachment J (ga007j0)**

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which also require formal approval of the Board of Commissioners. Ordinary changes in operating policies and procedures will not normally be considered to be substantial deviations or significant amendments or modifications, nor will changes in the lease or other policies so long as these policies affecting residents have been exposed to the posting and comment process.

## **Section 8 PHA Project-Based Assistance**

### **Attachment K (ga007k03)**

#### MHA's use of Project-Based Assistance:

The Macon Housing Authority is diversifying its programs to provide much needed housing assistance in ways that traditional housing programs have not. MHA has created a subsidiary non-profit, In-Fill Housing, Inc., which has been involved in a variety of new housing initiatives. In-Fill is serving as the managing General Partner in a limited partnership for the development of Baltic Park, a Low Income Housing Tax Credit apartment community for seniors or others aged 55 or older. Another MHA created not-for-profit, Grove Park Village, Inc. has applied for Permanent Supportive Housing Program funds, through the Georgia Department of Community Affairs (DCA), for a 40-unit development on Old Clinton Road (Grove Park Village).

For both of these developments, the use of Project-Based Assistance is required. For Baltic Park, In-Fill's application for tax credits included the use of PBA for 8 of the 82 units. Baltic Park is being built in south Macon, which has had no new multi-family units in more than 30 years. MHA wants to make certain that at least a minimal number of units will be available and affordable for voucher-assisted families. This has now been formalized by the Land Use Restrictive Covenants and the Limited Partnership closing documents. MHA allocated 18 PBA units to Baltic Park, L.P. in September 2003, ensuring affordability for at least 18 very low income families.

Baltic Park was completed in 2003. This new development includes numerous amenities that will be attractive to lower income seniors, including a variety of supportive services from local agencies. Although the unit rents will be below market--\$390 to \$455—they will exceed the rent that a very low income senior can afford. The use of PBA for this development is consistent with the Agency Plan and MHA's mission to provide new affordable housing.

For the Permanent Supportive Housing Program (Grove Park Village), the use of PBA is a DCA program requirement. This development will be for special needs populations—people with a disability who cannot afford a market rate unit. DCA's requirements that PSHP developments receive PBA assistance is to ensure the availability of these units for very low income families, and to ensure the financial feasibility and viability of the development for Grove Park Village, Inc.

Ensuring decent housing and promoting new housing opportunities and choices for people with disabilities are consistent with MHA's mission and the Agency Plan.

General locations: Baltic Park Apartments is located in south Macon at 860 Hightower Road. Grove Park Village will be located on Old Clinton Road, near the intersection of Old Clinton Road and Shurling Drive.

Projected number of units for PBA: MHA is well below the 20% unit limitation for PBA. MHA has allocated 18 PBA vouchers for PBA units for “non-special needs” developments, (such as Baltic Park) and plans to allocate up to 50 vouchers for special needs developments such as Grove Park or other PSHP-similar developments.

Conformity to fair housing and nondiscrimination requirements: MHA certifies that all PBA developments will be selected in conformance with the PBA selection requirements, and particularly, in accordance with the requirements of the January 16, 2001 Federal Register Notice.

Future plans: MHA’s policy will continue to be to judiciously use PBA assistance for future multifamily developments for both privately and publicly sponsored projects. The underlying requirement is to ensure that such developments address important public policy objectives including the preservation of affordable housing for low income families.

## **Pet Policy Summary**

### **Attachment L (ga007103)**

The Macon Housing Authority allows for pet ownership in its developments with written pre-approval of the Macon Housing Authority. The Macon Housing Authority adopts the following reasonable requirements as part of the Pet Policy:

1. Residents must have prior written approval of the Macon Housing Authority before moving a pet into their unit. An unregistered pet found in the apartment must be removed immediately. Having an unregistered pet is a serious lease violation and is grounds for eviction. Registration is non-transferable to a different neighborhood. Pet owners must reapply for registration prior to transfer.
2. Residents must request approval on the Authorization for Pet Ownership form that must be fully completed before the Macon Housing Authority will approve the request. Registration must be completed prior to the resident obtaining the pet.
3. Residents are limited to one type of animal, a dog, a cat, fish or a bird. Only one pet is allowed per apartment. No pet may exceed 20 pounds at full maturity. The Macon Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, birds or fish. All other pets are strictly forbidden.
4. A Pet Deposit of \$350.00 is required at the time of registering the pet. Please note that this amount was agreed upon in negotiations with the Inter-neighborhood Resident Association, which initially favored higher deposits.
5. All dogs and cats must be spayed or neutered before they become six months old. All pets must be appropriately inoculated against rabies, distemper and other conditions as prescribed by state and/or local ordinances. This must be verified by a licensed veterinarian.
6. In exchange for the right to have a pet, the resident assumes full responsibility and liability for the pet and agrees to hold the Macon Housing Authority harmless from any claims caused by an action or inaction of the pet.
7. Residents must comply with all state and local ordinances such lease laws, animal control and anti-cruelty laws including any licensing requirements. Proof of annual renewal of license and permits are the responsibility of the resident.
8. The Macon Housing Authority, or an appropriate community authority, shall require the removal of any pet from a neighborhood if the pet's conduct is determined to be a nuisance or threat to the health or safety of other residents in the neighborhood or surrounding community.
9. Residents are responsible for any damage caused by their pets including the cost of fumigating, cleaning their units as well as the cost of pest control treatment as a result of having the pet in the household.

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

<b>PHA Name:</b> Housing Authority of the City of Macon, Georgia		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant		<b>Capital Fund Program</b> GA06P00750101 N/A		<b>Federal FY of Grant:</b> FFY 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision no: <u>4</u> ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <u>06/30/2003</u> <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	\$28,965.04	\$28,965.04	\$28,965.04	\$28,965.04		
3	1408 Management Improvements Soft Costs	\$85,389.06	\$85,670.28	\$85,670.28	\$85,670.28		
	Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00		
4	1410 Administration	\$235,177.73	\$248,924.77	\$248,924.77	\$248,924.77		
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00		
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00		
7	1430 Fees and Costs	\$330,000.00	\$330,000.00	\$330,000.00	\$159,946.00		
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00		
9	1450 Site Improvement	\$21,885.00	\$21,885.00	\$21,885.00	\$21,885.00		
10	1460 Dwelling Structures	\$2,976,621.35	\$2,962,593.09	\$2,962,593.09	\$1,084,051.34		
11	1465.1 Dwelling Equipment—Nonexpendable	\$106,383.50	\$106,383.50	\$106,383.50	\$106,383.50		
12	1470 Nondwelling Structures	\$391,173.32	\$391,173.32	\$391,173.32	\$391,173.32		
13	1475 Nondwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00		
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00		
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00		
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00		
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00		
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00		
19	1501 Collateralization Expenses or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00		
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00		
21	<b>Amount of Annual Grant: (sum of lines 1 thru 20)</b>	<b>\$4,175,595.00</b>	<b>\$4,175,595.00</b>	<b>\$4,175,595.00</b>	<b>\$2,126,999.25</b>		
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00		
24	Amount of line 21 Related to Security --Soft Costs	\$3,027.55	\$3,027.55	\$3,027.55	\$3,027.55		
25	Amount of Line 21 related to Security-- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00		

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

FFY 2001

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750101 N/A		Federal FY of Grant: FFY 2001 Proposed Revision # 4		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Completed		Reasons for Revision
				Original	Revised	Obligated	Expended	
PHA-WIDE	<b>OPERATIONS</b>	1406.00	L.S.	\$28,965.04	\$28,965.04	\$28,965.04	\$28,965.04	
PHA-WIDE	<b>MANAGEMENT IMPROVEMENTS</b>							
	Residents Job Development Program	1408.00	L.S.	\$768.17	\$768.17	\$768.17	\$768.17	
	Minority Business Enterprise/ Section 3 Involvement Consultant cost for Marketing, Financing and Feasibility study for transformation of Tindall Heights	1408.00	L.S.	\$30,208.88	\$30,208.88	\$30,208.88	\$30,208.88	
	Consultant cost for Developing Site Level Management Performance Evaluation System	1408.00	L.S.	\$0.00	\$0.00	\$0.00	\$0.00	
	Computer System upgrade for future system needs	1408.00	L.S.	\$1,301.15	\$1,301.15	\$1,301.15	\$1,301.15	
	Lead Based Paint Risk Assessment	1408.00	L.S.	\$0.00	\$0.00	\$0.00	\$0.00	
	Vacancy Reduction Program	1408.00	L.S.	\$50,083.31	\$50,364.53	\$50,364.53	\$50,364.53	
	Security	1408.00	L.S.	\$3,027.55	\$3,027.55	\$3,027.55	\$3,027.55	
	<b>Sub Total</b>			<b>\$85,389.06</b>	<b>\$85,670.28</b>	<b>\$85,670.28</b>	<b>\$85,670.28</b>	
PHA-WIDE	<b>ADMINISTRATION</b>							
	Modernization Coordinator	1410.20	1	\$73,253.09	\$73,253.09	\$73,253.09	\$73,253.09	
	Construction Analyst	1410.20	1	\$18,097.24	\$18,097.24	\$18,097.24	\$18,097.24	
	Resident Inspector	1410.20	1	\$61,706.11	\$61,706.11	\$61,706.11	\$61,706.11	
	Clerical	1410.10	1	\$28,342.05	\$28,342.05	\$28,342.05	\$28,342.05	
	Fringe Benefits	1410.19	3	\$53,779.24	\$67,526.28	\$67,526.28	\$67,526.28	
	<b>Sub Total</b>			<b>\$235,177.73</b>	<b>\$248,924.77</b>	<b>\$248,924.77</b>	<b>\$248,924.77</b>	
	<b>ARCHITECTURAL FEES</b>							
GA 7-2 TINDALL HEIGHTS	A & E Fee Costs	1430.00	L.S.	\$0.00	\$0.00		\$0.00	
PHA -Wide	A & E Fee Costs ( Air conditioning Study)	1430.00	L.S.	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	
PHA -Wide	A & E Fee Costs ( Air conditioning )	1430.00	L.S.	\$326,500.00	\$326,500.00	\$326,500.00	\$156,446.00	
	<b>Sub Total</b>			<b>\$330,000.00</b>	<b>\$330,000.00</b>	<b>\$330,000.00</b>	<b>\$159,946.00</b>	
	<b>PHYSICAL IMPROVEMENTS</b>							
GA 7-2 TINDALL HEIGHTS	Landscaping	1450.00	L.S.	\$21,885.00	\$21,885.00	\$21,885.00	\$21,885.00	
	<b>Sub Total</b>			<b>\$21,885.00</b>	<b>\$21,885.00</b>	<b>\$21,885.00</b>	<b>\$21,885.00</b>	

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

FFY 2001

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750101 N/A		Federal FY of Grant: FFY 2001 Proposed Revision # 4			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Completed		Reasons for Revision	
				Original	Revised	Obligated	Expended		
	<b>MISC. IMPROVEMENTS</b>								
GA 7-10 ANTHONY HOMES	Install Heavy Duty window screens (SS)	1460.00	274 Units	\$199,198.00	\$199,198.00	\$199,198.00	\$199,198.00		
GA 7-14 SCATTERED SITES	Install Heavy Duty window screens and screen doors	1460.00	74 Units	\$57,651.58	\$57,651.58	\$57,651.58	\$57,651.58		
GA 7-15 WILLINGHAM COURTS	Install Heavy Duty window screens and screen doors	1460.00	24 Units	\$21,118.90	\$21,118.90	\$21,118.90	\$21,118.90		
GA 7-17 MARKWALTER/ ROFF AVE.	Install Heavy Duty window screens and screen doors	1460.00	24 Units	\$22,801.10	\$22,801.10	\$22,801.10	\$22,801.10		
GA 7-19 BLOOMFIELD WAY	Install Heavy Duty window screens and screen doors	1460.00	50 Units	\$48,192.05	\$48,192.05	\$48,192.05	\$48,192.05		
GA 7-21 BOBBY JONES/ SHAKESPEARE	Install Heavy Duty window screens (SS)	1460.00	91 Units	\$77,037.00	\$77,037.00	\$77,037.00	\$77,037.00		
GA 7-24 MARTIN PLACE	Install Heavy Duty window screens (SS)	1460.00	28 Units	\$22,916.37	\$22,916.37	\$22,916.37	\$22,916.37		
GA 7-2A TINDALL HEIGHTS	Replace Roofs	1460.00	94 Units	\$0.00	\$0.00	\$0.00	\$0.00		
GA 7-4 MURPHEY HOMES	Replace Refrigerators and Ranges	1465.10	206 Units	\$106,383.50	\$106,383.50	\$106,383.50	\$106,383.50		
	<b>Sub Total</b>			<b>\$555,298.50</b>	<b>\$555,298.50</b>	<b>\$555,298.50</b>	<b>\$555,298.50</b>		
	<b>MISC. NON - DWELLING IMPROVEMENTS</b>								
GA 7-4 MURPHEY HOMES	Addition and renovation of Maintenance Bldg.	1470.00	1	\$338,511.91	\$338,511.91	\$338,511.91	\$338,511.91		
GA 7-6 FELTON HOMES	Renovation of Space for office and storage	1470.00	L.S.	\$52,661.41	\$52,661.41	\$52,661.41	\$52,661.41		
	<b>Sub Total</b>			<b>\$391,173.32</b>	<b>\$391,173.32</b>	<b>\$391,173.32</b>	<b>\$391,173.32</b>		
	<b>AIR CONDITIONING</b>								
GA 7-3 BOWDEN HOMES	Install HWH and air conditioning in all units	1460.00	101 Units	\$589,346.97	\$589,346.97	\$589,346.97	\$27,751.76		
GA 7-4 MURPHEY HOMES	Install HWH and air conditioning in all units	1460.00	206 Units	\$1,048,819.19	\$1,048,819.19	\$1,048,819.19	\$48,312.19		
GA 7-5 PENDLETON HOMES	Install HWH and air conditioning in all units	1460.00	250 Units	\$559,072.39	\$559,072.39	\$559,072.39	\$559,072.39		
GA 7-6 FELTON HOMES	Install HWH and air conditioning in all units	1460.00	60 Units	\$330,467.80	\$316,439.54	\$316,439.54	\$0.00		
	<b>Sub Total</b>			<b>\$2,527,706.35</b>	<b>\$2,513,678.09</b>	<b>\$2,513,678.09</b>	<b>\$635,136.34</b>		
PHA WIDE	<b>DEVELOPMENT ACTIVITIES</b>	1499.00		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
	<b>GRAND TOTAL</b>			<b>\$4,175,595.00</b>	<b>\$4,175,595.00</b>	<b>\$4,175,595.00</b>	<b>\$2,126,999.25</b>		

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

PHA Name: <b>Housing Authority of the City of Macon, Georgia</b>	Grant Type and Number <b>Capital Fund Program</b>	Capital Fund Program Grant No: <b>GA06P00750101</b>		Federal FY of Grant: <b>FFY 2001</b>			
		Replacement Housing Factor Grant No: <b>N/A</b>					
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	
<b>PHA- WIDE</b>							
Management Improvements	3/31/2003			3/31/2004			
Administration Cost	3/31/2003			3/31/2004			
A & E Fee Costs	3/31/2003			6/30/2005			
<b>PHYSICAL IMPROVEMENTS</b>							
GA 7-2 Tindall Heights (Landscaping)	3/31/2003			3/31/2004			
Appliances at Murphey Homes	3/31/2003			3/31/2004			
Renovation of Maintenance Building	3/31/2003			3/31/2004			
Renovation of Space for office and storage	3/31/2003			3/31/2004			
Window Screens at various Developments	3/31/2003			3/31/2004			
Air Conditioning at various Developments	9/30/2003			6/30/2005			

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750102 N/A		Federal FY of Grant: FFY 2002	
___Original Annual Statement ___Reserve for Disasters/ Emergencies		_X_ Revised Annual Statement (Revision no: <u>2</u> )					
_X_ Performance and Evaluation Report for Period Ending: <u>06/30/2003</u>		___Final Performance and Evaluation Report					
Line No.	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost			
		Original	Revised	Obligated	Expended		
1	Total non-CFP Funds						
2	1406 Operations	\$50,000	\$100	\$0.00	\$0.00		
3	1408 Management Improvements Soft Costs	\$95,000	\$95,000	\$68,361.26	\$29,549.95		
	Management Improvements Hard Costs	\$0	\$0	\$0.00	\$0.00		
4	1410 Administration	\$280,080	\$280,080	\$280,080.00	\$66,883.77		
5	1411 Audit	\$0	\$0	\$0.00	\$0.00		
6	1415 Liquidated Damages	\$0	\$0	\$0.00	\$0.00		
7	1430 Fees and Costs	\$200,000	\$200,000	\$168,801.52	\$0.00		
8	1440 Site Acquisition	\$0	\$0	\$0.00	\$0.00		
9	1450 Site Improvement	\$0	\$0	\$0.00	\$0.00		
10	1460 Dwelling Structures	\$3,004,076	\$3,328,976	\$1,274,925.00	\$150,202.31		
11	1465.1 Dwelling Equipment—Nonexpendable	\$0	\$0	\$0.00	\$0.00		
12	1470 Nondwelling Structures	\$0	\$0	\$0.00	\$0.00		
13	1475 Nondwelling Equipment	\$250,000	\$0	\$0.00	\$0.00		
14	1485 Demolition	\$0	\$0	\$0.00	\$0.00		
15	1490 Replacement Reserve	\$0	\$0	\$0.00	\$0.00		
16	1492 Moving to Work Demonstration	\$0	\$0	\$0.00	\$0.00		
17	1495.1 Relocation Costs	\$0	\$0	\$0.00	\$0.00		
18	1499 Development Activities	\$25,000	\$0	\$0.00	\$0.00		
19	1501 Collateralization Expenses or Debt Service			\$0.00	\$0.00		
20	1502 Contingency	\$0	\$0	\$0.00	\$0.00		
21	<b>Amount of Annual Grant: (sum of lines 1 thru 20)</b>	<b>\$3,904,156</b>	<b>\$3,904,156</b>	<b>\$1,792,167.78</b>	<b>\$246,636.03</b>		
22	Amount of line 21 Related to LBP Activities	\$5,000	\$5,000	\$0.00	\$0.00		
23	Amount of line 21 Related to Section 504 compliance	\$0	\$0	\$0.00	\$0.00		
24	Amount of line 21 Related to Security –Soft Costs	\$5,000	\$5,000	\$0.00	\$0.00		
25	Amount of Line 21 related to Security-- Hard Costs	\$0	\$0	\$0.00	\$0.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0	\$0	\$0.00	\$0.00		

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

**FFY 2002**

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750102 N/A		Federal FY of Grant: FFY 2002 Revision # 2			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Completed		Reasons for Revision	
				Original	Revised	Obligated	Expended		
PHA-WIDE	<b>OPERATIONS</b>	1406.00	L.S.	\$50,000	\$100	\$0.00	\$0.00		
PHA-WIDE	<b>MANAGEMENT IMPROVEMENTS</b>								
	Vacancy Reduction Program	1408.00	L.S.	\$60,000	\$60,000	\$48,000.00	\$9,188.69		
	Security	1408.00	L.S.	\$5,000	\$5,000				
	Lead Based Paint Risk Assessment	1408.00	L.S.	\$5,000	\$5,000				
	Minority Business Enterprise/ Section 3 Involvement	1408.00	L.S.	\$25,000	\$25,000	\$20,361.26	\$20,361.26		
	<b>Sub Total</b>			<b>\$95,000</b>	<b>\$95,000</b>	<b>\$68,361.26</b>	<b>\$29,549.95</b>		
PHA-WIDE	<b>ADMINISTRATION</b>								
	Clerical	1410.10	1	\$29,880	\$29,880	\$29,880.00	\$7,181.12		
	Custodian Services	1410.10	2	\$35,000	\$35,000	\$35,000.00	\$10,687.87		
	Modernization Coordinator	1410.20	1	\$76,910	\$76,910	\$76,910.00	\$18,694.04		
	Resident Inspector	1410.20	1	\$65,170	\$65,170	\$65,170.00	\$15,366.02		
	Construction Analyst	1410.20	1	\$0	\$0		\$0.00		
	Fringe Benefits	1410.19	4	\$73,120	\$73,120	\$73,120.00	\$14,954.72		
	<b>Sub Total</b>			<b>\$280,080</b>	<b>\$280,080</b>	<b>\$280,080.00</b>	<b>\$66,883.77</b>		
PHA -WIDE	<b>ARCHITECTURAL FEES</b>								
	A & E Fee Costs ( Air conditioning )	1430.00	L.S.	\$200,000	\$200,000	\$168,801.52	\$0.00		
	<b>Sub Total</b>			<b>\$200,000</b>	<b>\$200,000</b>	<b>\$168,801.52</b>	<b>\$0.00</b>		
	<b>PHYSICAL IMPROVEMENTS</b>								
<u>GA 7-6 FELTON HOMES</u>	Install HWH and Air conditioning in all units	1460.00	40 Units	\$248,550	\$248,550	\$248,550.00	\$107,970.00		
<u>GA 7-7 MOUNTS HOMES</u>	Install HWH and Air conditioning in all units	1460.00	86 Units	\$512,675	\$512,675	\$512,675.00	\$23,019.03		
<u>GA 7-8 DAVIS HOMES</u>	Install HWH and Air conditioning in all units	1460.00	58 Units	\$406,000	\$406,000				
<u>GA 7-9 DAVIS HOMES</u>	Install HWH and Air conditioning in all units	1460.00	126 Units	\$882,000	\$882,000				
<u>GA 7-10 ANTHONY HOMES</u>	Install HWH and Air conditioning in all units	1460.00	64 Units	\$441,151	\$766,051				
<u>GA 7-14 SCATTERED SITES</u>	Install HWH and Air conditioning in all units	1460.00	74 Units	\$513,700	\$513,700	\$513,700.00	\$19,213.28		
	<b>Sub Total</b>			<b>\$3,004,076</b>	<b>\$3,328,976</b>	<b>\$1,274,925.00</b>	<b>\$150,202.31</b>		
AUTHORITY-WIDE	<b>Upgrade Computer System</b>	1475.00	L.S.	\$250,000	\$0	\$0.00	\$0.00	Deleted	
	<b>Mod used for Development</b>	1499.00	L.S.	\$25,000	\$0	\$0.00	\$0.00	Deleted	
	<b>GRAND TOTAL</b>			<b>\$3,904,156</b>	<b>\$3,904,156</b>	<b>\$1,792,167.78</b>	<b>\$246,636.03</b>		

Annual Statement/Performance and Evaluation Report							
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)							
Part III: Implementation Schedule							
PHA Name: <b>Housing Authority of the City of Macon, Georgia</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	<b>Capital Fund Program</b> <b>GA06P00750102</b> <b>N/A</b>			Federal FY of Grant: Revision # 1	<b>FFY 2002</b>	
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	
<b><u>PHA- WIDE</u></b>							
Management Improvements	6/30/2004	11/30/2003		6/30/2006	5/30/2006		
Administration Cost	11/30/2003	11/30/2003		5/30/2006	5/30/2006		
Fees and Costs	11/30/2003	11/30/2003		5/30/2006	5/30/2006		
<b><u>PHYSICAL IMPROVEMENTS</u></b>							
Upgrade Computer system Authority-wide	6/30/2004	N/A		6/30/2004	N/A		
Air Conditioning Various Neighborhoods	6/30/2004	11/30/2003		6/30/2006	5/30/2006		

# **Macon Housing Authority's Implementation Plan for Community Service Requirement**

## **Attachment O (ga007o03)**

Macon Housing Authority is well on its way in implementing the Community Service Requirement, per the Final Rule on Admissions and Occupancy requirements in Public Housing and Section 8 Housing Assistance Programs. MHA's Board of Commissioners approved the Community Service Requirement Policy in December 2001 and all public housing residents have been notified of the reinstatement. The implementation plan involves three departments working with residents and is outlined as follows:

### Occupancy/Housing Assistance:

- ◆ Identify which current residents qualify for CSR
- ◆ Identify new move-in residents which qualify for CSR
- ◆ Provide final notification to Resident Service Coordinators (site managers)  
And Resident Initiatives Dept. of qualifying residents

### Housing Management:

- ◆ Develop and maintain system coding for tracking residents involved in CSR
- ◆ Send initial letters to CSR residents
- ◆ Counsel and sign agreement with residents for CSR compliance
- ◆ Sign repayment agreement, if needed, with resident not complying with CSR
- ◆ Receive and file documentation from CSR residents and/or agencies regarding volunteer hours
- ◆ Verify compliance (hours) at end of 12 months during annual recertification
- ◆ Notify

### Resident Initiatives:

- ◆ Contact local service agencies by letter and/or phone for interest in providing volunteer activities for MHA's CSR
- ◆ Enter into an appropriate MOU with participating agencies
- ◆ Serve as liaison between agency and resident in CSR program
- ◆ Develop and provide listing of participating agencies for residents to choose a CSR activity and contact agency
- ◆ Provide orientation/training to qualifying residents on volunteerism, work ethics, dress, reporting, etc.

## **Macon Housing Authority's Self Sufficiency Services and Programs**

### **Attachment P (ga007p03)**

Macon Housing Authority (MHA) still values and enjoys a strong collaborative with a variety of local social services agencies, to assist residents of public housing and Section 8 with upward mobility and self sufficiency programs and activities. Our longest standing relationship has been with the Bibb County Department of Family and Children Services (DFCS), the local TANF agency. We have made a cooperative agreement with this agency for more than fifteen years, in the form of a Memorandum of Understanding, to provide and assist residents with child care, transportation, job search, work experience training, and service eligibility requirements and applications. This agency currently provides certification of "welfare free status" for residents participating in the Family Self Sufficiency Program, along with the operation of three child care centers in public housing developments. Our most recent involvement with the TANF agency has been the Early School By Two initiative, with intensive outreach in all public housing developments, to provide screenings and developmental assessments for 2 and 3 year olds as part of a pre-school registration program.

In addition to this long-standing relation, MHA has active, cooperative relations with twenty-three other agencies on site in public housing developments or at the Family Investment Center, a WIA designated one-stop shop, assisting residents with self sufficiency services or programs. Some of these include Quality Care for Children, providing technical assistance and training for residents to become family child care providers; Head Start classrooms and DFCS child care centers, providing quality child care while residents are engaged in employment activities; Boys and Girls Clubs, providing after school tutorial and summer recreational programs; Department of Labor, providing employment registration and related services; Office of Workforce Development, providing job readiness training and work experience placements and the list goes on. We are proud and encouraged by a new training program we started called Women Initiating new Goals for Success (WINGS), which is a series of life skills training sessions, designed to provide a holistic-based curriculum in a campus-like environment to impel participants to grow, gain skills and confidence to obtain employment and ultimately become self sufficient.

The Family Self Sufficiency Program (FSS) is another opportunity available to eligible Section 8 and public housing residents. The FSS program is designed to assist residents by providing resources, support and incentives for achieving economic independence. As an FSS participant, residents have easy access to resources, information, training and education to help reach personal and individual goals. Participants also have access to a FSS Case Manager and Coordinator, and the service partners mentioned above, to encourage and help residents overcome obstacles to employment. Orientations for new

FSS participants are held in conjunction with orientation to Section 8 Housing Choice Voucher program. Interested residents can complete an application after the orientation, after which FSS staff schedules another appointment for assessments and mapping out individual training and service plans in order to execute an FSS Contract of Participation. An active Program Coordinating Committee, consisting of residents, service providers and staff, meet quarterly to provide advice and guidance on FSS matters.

As of the time of the preparation of this Plan, HUD pass-through PFS funding for FSS Services Coordinators is in doubt. Because this position is critical to the continued provision of FSS services, it is MHA's intention to apply for ROSS grant on other funds to continue the services. In the event that funding is not available to continue the position, it will be abolished and services reduced proportionately.

To date, MHA has 201 active FSS participants, 49 with account balances and a waiting list, filling our Section 8 mandatory slots and 123 voluntary slots for public housing residents, of which 97 are currently filled.

While self sufficiency programs and services are mostly targeted toward able-bodied, unemployed adults, Macon Housing Authority's senior and disabled resident population is becoming more receptive and is beginning to respond to offerings of adult literacy and continuing education, scholarship assistance, computer classes, volunteer activities with part-time employment opportunities, work experience/adjustment placements and other family supportive services. We are also concerned that, while employment of seniors and the disabled is not always the primary goal, self-sufficiency for these residents takes many other forms, such as good health, ability to care for oneself, mobility, maintenance of independent living, and social participation. While McAfee Towers is our one senior designated public housing complex consisting of 199 units with limited services on site, we still have a relatively large population of elderly and disabled residents spread throughout another ten developments. We also have 2009 Vineville, a 106-unit senior complex, under construction. It is Macon Housing Authority's intent to increase awareness and available resources for senior and disabled services by utilizing the competitive FY 2004 ROSS grant as a means of enhancing our current self sufficiency programs through possible funding for a Elderly/Disabled Program Coordinator. We have included the public housing share of the reasonable costs of salary and fringe benefits for the Elderly/Disabled Service Coordinator in our FY2004 Operating Subsidy to fund such activities.

Macon Housing Authority has several partnerships already in place through MOU's to support enhanced elderly and disabled services such as Vocational Rehabilitation, Dept of Labor's Veteran Services and general employment assessment and assistance, Area Agency on Aging, Older Americans Council, Macon-Bibb Economic Opportunity Council, Cooperative Extension Service, Community Health Works and others. We envision incorporating a more formalized service delivery model through ROSS-eligible

activities to support another level of services for audience of residents who themselves have much need and much to share.

## **Macon Housing Authority's Admissions Preferences**

### **Attachment Q (ga007q03)**

The Macon 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. Incentives are expected to be used primarily to encourage working families to accept a unit in lower income developments where such families are underrepresented. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. Specific incentives will be individually approved by the Board of Commissioners.

It is the policy of the Macon Housing Authority to fully implement the rental choice provisions of QHWRA (flat rents) to insure that the market based rents of the lowest income developments reflect the actual value of such units. This will enable such developments to compete more effectively with internal and external competition for the working poor. This policy is also intended to ameliorate disincentives to employment and encourage existing residents to increase their incomes.

#### 1. Application Ranking (ADOPTED 3/2003)

The Macon Housing Authority at its sole discretion hereby adopts admission preferences provided by the May 1, 2001 Federal Register (24 CFR Part 960.206).

Applications will be filed first by unit size and by unit type required (regular, elderly or handicapped). Within each category of unit size and type, the order of preference to select applications is as follows:

##### a. First Preference

Applicant families, otherwise eligible, who are elderly, handicapped or disabled families as defined in 24 CFR 5.603 who are receiving Social Security, SSI benefits or other disability benefits as a result of their inability to work.

##### b. Second Preference

Applicant families, otherwise eligible, who are currently employed and have been employed for 90 days or more and working an average of 20 hours per week as of the date on the application. "Employed" is defined as working for legal monetary compensation.

c. Third Preference

Applicant families, otherwise eligible, who are currently employed but have been employed less than 90 days and working an average of 20 hours a week as of the date on the application.

d. Fourth Preference

Applicant families, otherwise eligible, with income from Temporary Aid to Needy Families (TANF).

e. Fifth Preference

All other families.

2. Homeless Priority Within Each Preference

Applicant families, otherwise eligible, who meet the definition of homeless. "Homeless" is defined as:

Any individual or family who:

- a. Lacks a fixed, regular, and adequate nighttime residence, AND
- b. Is living in a homeless shelter (or other temporary housing provided by an agency serving the homeless) both at the time of application as well as at the time of selection. The applicant must be living in a homeless shelter (or other temporary housing shelter provided by an agency serving the homeless) that is controlled in whole by an agency that has a current Memorandum of Understanding on file with the Macon Housing Authority. An applicant family must also be referred by such agency. Referrals in this regard must be accompanied by an official certification by the referring agency as to the homeless status of the applicant.

This priority cannot be claimed by:

- a. An individual or family who is residing with relatives
- b. An individual or family who has created a homeless situation for the sole purpose of obtaining the priority. Creating a homeless situation includes, but is not limited to:
  - i. purposely setting fire to existing shelter
  - ii. being evicted from a rental unit for violation of the lease
  - iii. voluntarily moving from an otherwise suitable unit

An applicant family, who qualifies for this priority will receive only one offer for a public housing unit. If this offer is refused, the homeless priority is void and the applicant will be ranked in the preference category for which they qualify.

Within each preference, applications will be ranked by priority along with the date and time of application as described in Section C7.0 (2) of this policy.

MHA reserves the right to enter into a Memorandum of Understanding with any homeless agency at its sole discretion. The existence of homeless shelters in addition to the existence of a homeless priority does not create a property right actual or implied by any homeless shelter or related agency to enter into a Memorandum of Understanding with the Macon Housing Authority. The specific terms of any agreement are detailed by the Memorandum of Understanding itself.

None of the above preferences create a property right to claim a preference actual or implied for applicant families. The burden to provide verification for any preference claimed rests solely on the applicant individual or family. Failure to provide verification will result in denial of claimed preference.

If MHA determines that an individual or family does not qualify for a claimed preference, MHA will follow the procedures found in Section C7.0 (4) of this policy, "Grounds for Denial of Preference".

## 2. Dwelling Unit Offers

Matching the "ranking rentable unit" to the applicant at the top of the waiting list will be accomplished by offering that applicant the rental unit of the appropriate bedroom size that has been vacant the longest. However, the applicant is allowed the choice of any "available unit" in the applicant's appropriate bedroom size in that neighborhood where the "ranking rentable unit" is located. "Available unit" means any vacancy that has been prepared for re-occupancy and for which there is no other applicant commitment or acceptance of any previous MHA offer. The second-ranked applicant will be offered the rental unit of the appropriate bedroom size that is the next-longest vacancy. Matching other units to other applicants will proceed in this manner.

However, other provisions of this Section notwithstanding, homeless applicants within each priority will receive only one offer for the "ranking rentable unit" available at the time their eligibility is determined. If such applicants reject this offer, their priority (based on documented homelessness) will no longer be valid. In these instances such applications will be assigned to the appropriate classification, for continued processing in accordance with this Section.

When the applicant at the top of the waiting list is matched to the specific ranking unit, that dwelling unit becomes "unrentable" until the offer is made and accepted,

or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

- a. As an application moves near the top of the waiting list, the MHA will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as utility deposits, security deposits, deadlines, etc. For an applicant on a short waiting list, this may be included in the process of taking the complete application.
- b. Upon offer of an apartment, the applicant shall have one business day to accept or reject the apartment. An additional business day may be granted, if necessary, to allow the applicant to inspect the apartment. The applicant's failure to give an answer within this time period shall be counted as rejection of the offer. The Resident Services Coordinator (RSC) is required to make a reasonable effort to show the vacant apartment to the applicant during this time period.
- c. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, home visit by the RSC, establishment of utility services, leasing interview, and lease execution. Normally, this deadline will be within three working days of acceptance of the offer but may be extended to a maximum of five additional days at the discretion of the MHA when it believes it necessary to alleviate hardship.

Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

### 3. Refusal by Applicant of an Offer

When an applicant refuses the offer of the "ranking rentable unit," the applicant will be offered at that time the longest vacant unit in all other neighborhoods, not otherwise obligated, that is ready for occupancy, and for which the applicant is eligible based on bedroom size. If this second offer is refused, a third offer in the same manner will be made to the applicant. This offer will be the next unit, vacant the longest and ready for occupancy in a neighborhood different from the first two, not otherwise obligated, for which the applicant is eligible based on bedroom size. As with the first offer, the applicant is allowed the choice of any "available unit" located in the neighborhoods where the second and/or third offer is made.

If all these offers are refused, the application shall be returned to the waiting list, with the "third offer rejection date" serving as the new "date of application." Provided, however, if the applicant presents satisfactory evidence that acceptance

of any offered unit will result in undue hardship not related to race, color or national origin, the refusal will not count. Valid "hardship" includes: lack of transportation to employment when no automobile is owned; special school, health, child care or elderly needs are unavailable in the offered neighborhood's location; or, an employer has location requirements as to proximity of residence to the place of employment. Upon return to the top of the waiting list, three offers will again be made as noted above. If these three offers are refused, the application will be removed from the waiting list and placed in a permanent, inactive status. The applicant will be informed of the need to re-apply for housing assistance.

When a second or third offer cannot be immediately made because no unobligated vacancies exist at that time, the application will be placed in a "pending" status. When vacancies do occur for which that applicant will be eligible, second and third offers will be made to that applicant, prior to any initial offer being made to a family on the waiting list.

4. Grounds for Denial of Preference and Opportunity for Hearing

If the MHA determines that an applicant does not meet the criteria for receiving a claimed preference, the MHA will promptly provide the applicant with written notice of the determination. The Notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the MHA's designee to review it. The person designated by the MHA to conduct the informal hearing may be the person who made or reviewed the determination. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, handicap, familial status or national origin.