# PHA Plans

**Streamlined Annual Version**

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

OMB No. 2577-0226
(exp. 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

# Streamlined Annual PHA Plan for Fiscal Year: 2004

# PHA Name: Housing Authority of Houston County

**NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.**

# Streamlined Annual PHA Plan
# Agency Identification

**PHA Name:** Housing Authority of Houston County **PHA Number:** GA268

**PHA Fiscal Year Beginning:** 07/2004

## PHA Programs Administered:

☐ **Public Housing and Section 8** ☐ **Section 8 Only** ☒ **Public Housing Only**

Number of public housing units: Number of S8 units: Number of public housing units: 40
Number of S8 units:

## ☐ PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

| Participating PHAs | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|---|---|---|---|---|
| **Participating PHA 1:** | | | | |
| **Participating PHA 2:** | | | | |
| **Participating PHA 3:** | | | | |

## PHA Plan Contact Information:

Name: Charles Alexander, Executive Director Phone: (478) 929-0229
TDD: Email (if available):

## Public Access to Information

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

☒ PHA's main administrative office ☐ PHA's development management offices

## Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. ☒ Yes ☐ No.
If yes, select all that apply:
☒ Main administrative office of the PHA
☐ PHA development management offices
☐ Main administrative office of the local, county or 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)

# Streamlined Annual PHA Plan
# Fiscal Year 2004
[24 CFR Part 903.12(c)]

## Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

## A. PHA PLAN COMPONENTS

☐ 1. Site-Based Waiting List Policies
**903.7(b)(2) Policies on Eligibility, Selection, and Admissions**
☒ 2. Capital Improvement Needs
**903.7(g) Statement of Capital Improvements Needed**
☐ 3. Section 8(y) Homeownership
**903.7(k)(1)(i) Statement of Homeownership Programs**
☐ 4. Project-Based Voucher Programs
☐ 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
☒ 6. Supporting Documents Available for Review
☒ 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report **(ga268a01)**
☒ 8. Capital Fund Program 5-Year Action Plan **(ga268a01)**

## Attachments

☒ **Attachment A**: Criteria for Substantial Deviation and Significant Amendments
☒ **Attachment B**: Deconcentration Analysis
☒ **Attachment C**: ResidenMember on the PHA Governing Board
☒ **Attachment D**: Membership of the Resident Advisory Board or Boards
☒ **Attachment E**: Statement of Progress Relating to the Five-Year Plan
☒ **Attachment F**: Resident Assessment and Satisfaction Survey
☒ FY2003 CFP Performance and Evaluation Report **(ga268b01)**

## B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

**Form HUD-50076**, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

**Form HUD-50070**, *Certification for a Drug-Free Workplace;*
**Form HUD-50071**, *Certification of Payments to Influence Federal Transactions*; and
**Form SF-LLL &SF-LLLa**, *Disclosure of Lobbying Activities*.

## 1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

The Housing Authority operates only one development, and therefore, this section is not applicable.

### A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

| Site-Based Waiting Lists | | | | |
|---|---|---|---|---|
| **Development Information**: (Name, number, location) | **Date Initiated** | **Initial mix of Racial, Ethnic or Disability Demographics** | **Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL** | **Percent change between initial and current mix of Racial, Ethnic, or Disability demographics** |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

2. What is the number of site based waiting list developments to which families may apply at one time?

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

### B. Site-Based Waiting Lists – Coming Year

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 next component.

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

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

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

## 2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

### A. Capital Fund Program

1. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. ☐ Yes ☒ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

2. Status of HOPE VI revitalization grant(s):

| HOPE VI Revitalization Grant Status |
|---|
| a. Development Name:<br>b. Development Number: |
| c. Status of Grant:<br>☐ Revitalization Plan under development<br>☐ Revitalization Plan submitted, pending approval<br>☐ Revitalization Plan approved<br>☐ Activities pursuant to an approved Revitalization Plan underway |

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

4. ☐ Yes ☒ No: 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:

5. ☐ Yes ☒ No: 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:

## 3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program
☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

☐ Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.

☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

☐ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

☐ Demonstrating that it has other relevant experience (list experience below):

## 4. Use of the Project-Based Voucher Program

## Intent to Use Project-Based Assistance

☐ Yes ☒ No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. ☐ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

   ☐ low utilization rate for vouchers due to lack of suitable rental units
   ☐ access to neighborhoods outside of high poverty areas
   ☐ other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

## 5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (State of Georgia)

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

☒ The PHA has based its statement of needs of families on its waiting lists 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)

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

The State of Georgia Consolidated Plan supports the Housing Authority of Houston County's Agency Plan with the following Strategic Plan Priority.

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

# 6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| | *PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*; | 5 Year and Annual Plans |
| X | *PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan* | Streamlined Annual Plans |
| | *Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan*. | 5 Year and standard Annual Plans |
| X | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists. | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Deconcentration Income Analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. ☒ Check here if included in the public housing A&O Policy. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the method for setting public housing flat rents.<br>☒ Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development.<br>☒ Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| | Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. ☐ Check here if included in Section 8 Administrative Plan. | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation). | Annual Plan: Operations and Maintenance |
| X | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment). | Annual Plan: Management and Operations |
| X | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) | Annual Plan: Operations and Maintenance and Community Service & Self- |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Related Plan Component** |
| | | Sufficiency |
| | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| | Any policies governing any Section 8 special housing types<br>☐ Check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures<br>☒ Check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| | Section 8 informal review and hearing procedures.<br>☐ Check here if included in Section 8 Administrative Plan. | Annual Plan: Grievance Procedures |
| X | The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year. | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants. | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing. | Annual Plan: Capital Needs |
| | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA). | Annual Plan: Capital Needs |
| | Approved or submitted applications for demolition and/or disposition of public housing. | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans). | Annual Plan: Designation of Public Housing |
| | 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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937. | Annual Plan: Conversion of Public Housing |
| X | Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion. | Annual Plan: Voluntary Conversion of Public Housing |
| | Approved or submitted public housing homeownership programs/plans. | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program (Section _____of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| | Public Housing Community Service Policy/Programs<br>☐ Check here if included in Public Housing A & O Policy | Annual Plan: Community Service & Self-Sufficiency |
| X | Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies. | Annual Plan: Community Service & Self-Sufficiency |
| | FSS Action Plan(s) for public housing and/or Section 8. | Annual Plan: Community Service & Self-Sufficiency |
| | Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| X | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G).<br>☒ Check here if included in the public housing A & O Policy. | Annual Plan: Pet Policy |
| X | The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings. | Annual Plan: Annual Audit |
| | Other supporting documents (optional)<br>(list individually; use as many lines as necessary) | (specify as needed) |
| | Consortium agreement(s) and for Consortium Joint PHA Plans Only:<br>Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection. | Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations |

# Attachment A

## Criteria for Substantial Deviation and Significant Amendments

### A. Substantial Deviation from the 5-year Plan:

A "Substantial Deviation" from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority's Goals and Objectives. This includes changing the Authority's Goals and Objectives.

### B. Significant Amendment or Modification to the Annual Plan:

A "Significant Amendment or Modification" to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over $20,000(items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

# Attachment B

## Deconcentration Analysis

**Component 3, (6) Deconcentration and Income Mixing**

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

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

If yes, list these developments as follows:

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

# Attachment C

## Resident Member on the PHA Governing Board

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

A. Name of resident member(s) on the governing board: Rosalyn Benjamin
B. How was the resident board member selected: (select one)?
☐ Elected
☒ Appointed

C. The term of appointment is (include the date term expires): 5 Years (expires August 2008)

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:

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

# Attachment D

## Membership of the Resident Advisory Board or Boards

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

| | |
|---|---|
| Trudy Ragin | 107-B Memorial Terrace |
| Sarah Hylton | 204-A Memorial Terrace |
| Fannie Tobler | 205-A Memorial Terrace |
| Rozelle Thompson | 201-A Memorial Terrace |
| Dorothy Estle | 105-A Memorial Terrace |
| Dorothy Pope | 109-A Memorial Terrace |
| Willie Sandifer | 109-B Memorial Terrace |
| Lois Gibson | 107-C Memorial Terrace |
| Fannie Harris | 105-B Memorial Terrace |
| Thomas Felton | 202-A Memorial Terrace |
| Hawaii Thorpe | 106-D Memorial Terrace |
| Eunice Smith | 102-B Memorial Terrace |
| Frankie Murphy | 119-A Memorial Terrace |
| James Stephens | 210-D Memorial Terrace |
| Gennie Bishop | 1122 Calhoun Drive |
| Sandra Spencer | 1152 Calhoun Drive |
| Georgia Neal | 126-A Ignico Drive |
| Lula Robinson | 162 Vickie Lynn Drive |
| Mary Clark | 128-A Ignico Drive |
| Louise Meadows | 317 Iverness Avenue |
| Bridgett Robinson | 1117 Kathleen Bynum Drive |
| Renee Stewart | 103 Beatrice Drive |
| Sammy Jefferies | 105 Oak Grove Road |
| Louis Laney Jr. | 107 Oak Grove |

# Attachment E

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

The HCHA has strived to achieve the four goals and objectives outlined in the Five-Year Plan.

**Goal #1**

**Improve customer service delivery by enhancing operational efficiency; coordination with community providers; and improving facilities.**

- The Executive Director has worked and consulted with the Board of Commissioners to improve operational systems and to ensure the efficient completion of all job tasks.

- The Housing Authority has worked with local agencies such as the Department of Family and Children Services and Middle Georgia Technical College to identify sources of funding for programs to improve service delivery and reduce duplicative costs. Our Authority has worked with these agencies in providing job-training and educational training for the customers we serve.

**Goal #2**

**The Housing Authority will strive to improve the public and community image of the Housing Authority by developing and implementing a comprehensive Public Relations Plan.**

- The Housing Authority maintenance department promotes a positive image through rapid response to emergency and routine maintenance calls. We have also contracted with a Pest Control company to promote a safe environment for our customers.

- The Housing Authority promotes a positive image of itself as well as a positive image of public housing to the media and community

## Goal #3

**The Houston County Housing Authority will enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

- The Housing Authority continues to improve the appearance of its housing stocks through modernization through our Five-Year Comprehensive Grant by improving the overall physical appearance of the units. We have maintained a preventive maintenance plan, which includes seasonal flower planting and signage for the properties.

- The Executive Director and staff of the Houston County Housing Authority has continued its on-going process of enforcing model neighbor standards, marketing strategies and plans for future success.

## Goal #4

**The Houston County Housing Authority shall strive to achieve its potential as an organization.**

- The Housing Authority has improved its communication process by sharing information in a timely manner, through letters, orientation, resident council meetings and networking with our customers. The Housing Authority conducts weekly staff meetings to improve the structure of our organization and to reach our organizational goals. Our organizational goals are as follows:

    1. To improve our communication process
    2. To explain the benefits of time management
    3. To achieve the efficiency and effectiveness of the organization

# Attachment F

## Resident Assessment and Satisfaction Survey Follow-Up Plan

### Overview

| Section | Score |
|---|---|
| Maintenance and Repair | 86.9% |
| Communication | 78.4% |
| Safety | 82.7% |
| Services | 81.4% |
| Neighborhood Appearance | 71.2% |

The results of the Resident Service and Satisfaction Survey indicate that the Housing Authority of Houston County received a score of 71.2% under the Neighborhood Appearance section. As a result, we are required to include this Resident Assessment Follow-Up Plan along with our PHA Annual Plan for our fiscal year, which begins on July 1, 2004.

Our Authority is interested in addressing any real or perceived concerns that the residents may have regarding neighborhood appearance. We will strive to make any necessary and appropriate improvements to our management operations and address all safety issues.

### Neighborhood Appearance

**GOAL:** To improve the overall neighborhood appearance.

**ACTION:** The Authority shall achieve proper curb appeal for its public housing developments by improving landscaping, keeping its grass cut, making properties litter free and other actions. We will address all concerns the residents have about the appearance of their neighborhood. This will be an on-going process.

## 8. Capital Fund Program Five-Year Action Plan

# 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 Houston County | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P26850104<br>Replacement Housing Factor Grant No: | **Federal FY of Grant:** 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 Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | $6,876.00 | | | |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | $8,330.00 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | $53,559.00 | | | |
| 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 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2-19) | $68,765.00 | | | |
| 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 –Soft Costs | | | | |
| 24 | Amount of Line 20 related to Security-- Hard Costs | | | | |
| 25 | Amount of line 20 Related to Energy Conservation Measures | $30,199.00 | | | |
| 26 | Collateralization Expenses or Debt Service | | | | |

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

| **PHA Name:** Housing Authority of Houston County | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P26850104<br>Replacement Housing Factor Grant No: | | | | | **Federal FY of Grant:** 2004 | | |
|---|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | **Original** | **Revised** | | | |
| | **Operations** | | | | | | | | |
| PHA-Wide | Operating Fund | | 1406 | LS | $6,876.00 | | | | |
| | **Subtotal 1406** | | | | **$6,876.00** | | | | |
| | | | | | | | | | |
| | **Fees and Costs** | | | | | | | | |
| GA268-1 | A&E Fees and Costs | | 1430 | LS | $8,330.00 | | | | |
| | **Subtotal 1430** | | | | **$8,330.00** | | | | |
| | | | | | | | | | |
| | **Dwelling Structures** | | | | | | | | |
| GA268-1 | Replace interior water piping and new chase wall (Phase 2) | | 1460 | 10 units | $38,559.00 | | | | |
| GA268-1 | Replace kitchen cabinets (Phase 2) | | 1460 | 7 units | $10,824.00 | | | | |
| | **Subtotal 1460** | | | | **$49,383.00** | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | **Capital Fund Program Grant Total** | | | | **$64,589.00** | | | | |

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

| **PHA Name**: Housing Authority of Houston County | **Grant Type and Number**<br>Capital Fund Program No: GA06P26850104<br>Replacement Housing Factor No: | **Federal FY of Grant:** 2004 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| | | | | | | | |
| PHA-Wide | 6/30/06 | | | 6/30/08 | | | |
| | | | | | | | |
| GA268-1 | 6/30/06 | | | 6/30/08 | | | |
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# Capital Fund Program Five-Year Action Plan
## Part I: Summary

| PHA Name Housing Authority of Houston County | | | | ☒ **Original 5-Year Plan**<br>☐ **Revision No:** | |
|---|---|---|---|---|---|
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2<br>FFY Grant: 2005<br>PHA FY: 2006 | Work Statement for Year 3<br>FFY Grant: 2006<br>PHA FY: 2007 | Work Statement for Year 4<br>FFY Grant: 2007<br>PHA FY: 2008 | Work Statement for Year 5<br>FFY Grant: 2008<br>PHA FY: 2009 |
| GA268-1 | Annual Statement | $57,713.00 | $57,713.00 | $57,713.00 | $51,713.00 |
| PHA-Wide | | $6,876.00 | $6,876.00 | $6,876.00 | $12,876.00 |
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| | | | | | |
| Total CFP Funds (Est.) | | $64,589.00 | $64,589.00 | $64,589.00 | $64,589.00 |
| Total Replacement Housing Factor Funds | | | | | |
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## Capital Fund Program Five-Year Action Plan
## Part II: Supporting Pages—Work Activities

| Activities for Year 1 | Activities for Year : 2<br>FFY Grant: 2005<br>PHA FY: 2006 | | | Activities for Year: 3<br>FFY Grant: 2006<br>PHA FY: 2007 | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| See | | **Operations - 1406** | | | **Operations - 1406** | |
| Annual | PHA-Wide | Operations | $6,876.00 | PHA-Wide | Operations | $6,876.00 |
| Statement | | **Subtotal 1406** | **$6,876.00** | | **Subtotal 1406** | **$6,876.00** |
| | | | | | | |
| | | **Fees and Costs - 1430** | | | **Fees and Costs - 1430** | |
| | GA268-1 | A&E Fees | $8,330.00 | GA268-1 | A&E Fees | $8,330.00 |
| | | **Subtotal 1430** | **$8,330.00** | | **Subtotal 1430** | **$8,330.00** |
| | | | | | | |
| | | **Dwelling Structures – 1460** | | | **Dwelling Structures – 1460** | |
| | GA268-1 | Replace interior water piping and new chase wall in 10 units (Phase 3) | $38,559.00 | GA268-1 | Replace interior water piping and new chase wall in 10 units (Phase 4) | $38,559.00 |
| | GA268-1 | Replace kitchen cabinets in 7 units (Phase 3) | $10,824.00 | GA268-1 | Replace kitchen cabinets in 7 units (Phase 4) | $10,824.00 |
| | | **Subtotal 1460** | **$49,383.00** | | **Subtotal 1460** | **$49,383.00** |
| | | | | | | |
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| | | | | | | |
| | | **Capital Fund Program Grant Total** | **$64,589.00** | | **Capital Fund Program Grant Total** | **$64,589.00** |
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## Capital Fund Program Five-Year Action Plan
## Part II: Supporting Pages—Work Activities

| Activities for Year 1 | Activities for Year : 4<br>FFY Grant: 2007<br>PHA FY: 2008 | | | Activities for Year: 5<br>FFY Grant: 2008<br>PHA FY: 2009 | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| See | | **Operations - 1406** | | | **Operations - 1406** | |
| Annual | PHA-Wide | Operations | $6,876.00 | PHA-Wide | Operations | $12,876.00 |
| Statement | | **Subtotal 1406** | **$6,876.00** | | **Subtotal 1406** | **$12,876.00** |
| | | | | | | |
| | | **Fees and Costs - 1430** | | | **Fees and Costs - 1430** | |
| | GA268-1 | A&E Fees | $10,889.00 | GA268-1 | A&E Fees | $10,889.00 |
| | | **Subtotal 1430** | **$10,889.00** | | **Subtotal 1430** | **$10,889.00** |
| | | | | | | |
| | | **Site Improvements – 1450** | | | **Site Improvements – 1450** | |
| | GA268-1 | Topographical Survey | $4,000.00 | GA268-1 | Topographical Survey | $4,000.00 |
| | GA268-1 | Erosion Control – filling, sodding, grading and landscaping | $29,324.00 | GA268-1 | Erosion Control – filling, sodding, grading and landscaping | $36,824.00 |
| | | **Subtotal 1450** | **$33,324.00** | | **Subtotal 1460** | **$40,824.00** |
| | | | | | | |
| | | **Dwelling Structures – 1460** | | | | |
| | GA268-1 | Replace kitchen cabinets in 9 units (Phase 5) | $13,500.00 | | | |
| | | **Subtotal 1460** | **$13,500.00** | | | |
| | | | | | | |
| | | **Capital Fund Program Grant Total** | **$64,589.00** | | **Capital Fund Program Grant Total** | **$64,589.00** |
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# 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 Houston County | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P26850103<br>Replacement Housing Factor Grant No: | **Federal FY of Grant:** 2003 |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☒ **Performance and Evaluation Report for Period Ending: 12/31/03** ☐ **Final Performance and Evaluation Report**

| **Line No.** | **Summary by Development Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | $5,385.00 | | $5,385.00 | $0.00 |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | $6,524.00 | | $6,524.00 | $4,605.00 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | $41,947.00 | | $0.00 | $0.00 |
| 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 | 1499 Development Activities | | | | |
| 19 | 1502 Contingency | | | | |
| 20 | Amount of Annual Grant: (sum of lines 2-19) | $53,856.00 | | $11,909.00 | $4,605.00 |
| 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 –Soft Costs | | | | |
| 24 | Amount of Line 20 related to Security-- Hard Costs | | | | |
| 25 | Amount of line 20 Related to Energy Conservation Measures | $30,199.00 | | | |
| 26 | Collateralization Expenses or Debt Service | | | | |

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

| **PHA Name:** Housing Authority of Houston County | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P26850103<br>Replacement Housing Factor Grant No: | | | | | **Federal FY of Grant:** 2003 | | |
|---|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | | **Original** | **Revised** | **Obligated** | **Expended** | |
| | **Operations** | | | | | | | | |
| PHA-Wide | Operating Fund | | 1406 | LS | $5,385.00 | | $5,385.00 | $0.00 | |
| | **Subtotal 1406** | | | | **$5,385.00** | | **$5,385.00** | **$0.00** | |
| | | | | | | | | | |
| | **Fees and Costs** | | | | | | | | |
| GA268-1 | A&E Fees and Costs | | 1430 | LS | $6,524.00 | | $6,524.00 | $4,605.00 | |
| | **Subtotal 1430** | | | | **$6,524.00** | | **$6,524.00** | **$4,605.00** | |
| | | | | | | | | | |
| | **Dwelling Structures** | | | | | | | | |
| GA268-1 | Replace interior water piping and new chase wall (Phase 1) | | 1460 | 10 units | $30,199.00 | | $0.00 | $0.00 | |
| GA268-1 | Replace kitchen cabinets (Phase 1) | | 1460 | 10 units | $11,748.00 | | $0.00 | $0.00 | |
| | **Subtotal 1460** | | | | **$41,947.00** | | **$0.00** | **$0.00** | |
| | | | | | | | | | |
| | | | | | | | | | |
| | **Capital Fund Program Grant Total** | | | | **$53,856.00** | | **$11,909.00** | **$4,605.00** | |

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

| **PHA Name**: Housing Authority of Houston County | **Grant Type and Number**<br>Capital Fund Program No: GA06P26850103<br>Replacement Housing Factor No: | **Federal FY of Grant:** 2003 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| | | | | | | | |
| PHA-Wide | 12/31/04 | | | 6/30/06 | | | |
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| GA268-1 | 12/31/04 | | | 6/30/06 | | | |
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