

# PHA Plans

## Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226  
(exp 05/31/2007)

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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 to certain 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 there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

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# Housing Authority of the City of Decatur, GA

## Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

## Streamlined Annual Plan for Fiscal Year 2005

**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. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.**

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Decatur, GA **PHA Number:** GA011

**PHA Fiscal Year Beginning:** 1/1/2005

**PHA Programs Administered:**

**Public Housing and Section 8**     **Section 8 Only**     **Public Housing Only**

Number of public housing units: **293**

Number of S8 units:

Number of public housing units:

Number of S8 units: **524**

**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:				

**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 and attachments (if any) 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)

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)

## Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

### 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 to support the strength and diversity of the Decatur community by providing a wide range of housing opportunities with a focus on affordable housing, promoting community and economic development, and administering its programs in a creative, cooperative, responsive, and effective manner.

### 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 = 94)
  - Improve voucher management: (SEMAP score = 84)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections, Customer service, and maintenance services)
  - 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: Provide a quality living environment within the Authority owned properties:

Objectives & status of success:

- Identify Annual Capital Improvements needs and implement 12/31/05
- Review safety needs & activities Ongoing
- Promote self-sufficiency / independence 12/31/07
- Review Authority Policies Ongoing
- Quality of Life Policy 12/31/05
- Review current environmental issues as defined by regulatory agencies Ongoing
- Review & implement upgrade of housing stock through replacement 12/31/09

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)
  - Provide mixed income housing opportunities

### 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)
  - Seek additional funding such as a ROSS grant to expand activities that promote self-

sufficiency

**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)

PHA Goal: Expand affordable housing choices and ability to choose in Decatur:

Objectives & status of success:

- Explore resources available to choose in Decatur 12/31/05
- Recruit landlords in non traditional areas 12/31/05
- Review the variety of future housing needs Ongoing
- Explore development of additional affordable housing resources 12/31/07

PHA Goal: Develop marketing strategies for the Authority's affordable housing programs:

Objectives & status of success:

- Develop marketing tools / methods Ongoing
- Train staff in "market" skills Ongoing

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

PHA Goal: Manage the Authority's programs in an effective and efficient manner (to meet high performer status):

Objectives & status of success:

- Develop staff training plan for ongoing improvements Ongoing
- Review potential enhancements for computer systems 12/31/05
- Develop procedural manuals 12/31/05
- Develop performance standards for staff Ongoing
- Improve communications (staff, residents, phone) 12/31/05
- Review and develop records management system 12/31/05
- Review budget development and monitoring system 12/31/05
- Review vacant unit turnover procedures 12/31/05
- Expand Authority's programs and efforts to create a positive relationship with residents and applicants 6/30/06

## **Streamlined Annual PHA Plan PHA Fiscal Year 2005**

[24 CFR Part 903.12(b)]

### **Table of Contents**

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

#### **A. ANNUAL STREAMLINED PHA PLAN COMPONENTS**

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions (PHA ACOP)
- 4. Rent Determination Policies (Flat Rents & Income based Rents)
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
  - a. PHA Progress on Meeting 5-Year Mission and Goals
  - b. Criteria for Substantial Deviations and Significant Amendments
  - c. Other Information Requested by HUD
    - i. Resident Advisory Board Membership and Consultation Process
    - ii. Resident Membership on the PHA Governing Board
    - iii. PHA Statement of Consistency with Consolidated Plan
    - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)
  - Pet Policy and Procedures
  - Implementation of Public Housing Resident Community Service Requirements
  - Section 8 Administration Plan
  - Deconcentration Policy Supporting Document

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

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans: Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

**For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:**

**Form HUD-50070, Certification for a Drug-Free Workplace;**

**Form HUD-50071, Certification of Payments to Influence Federal Transactions;**

**Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.**

**Executive Summary (optional)**

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The Housing Authority of the City of Decatur, GA has prepared this Agency Plan in compliance with Section 511 of the quality Housing and Responsibility Act of 1998 and the ensuing HUD requirements. We have adopted the following mission statement to guide the activities of the Housing Authority of the City of Decatur, GA:

**Housing Authority of the City of Decatur, GA Mission Statement:**

**To support the strength and diversity of the Decatur community by providing a wide range of housing opportunities with a focus on affordable housing, promoting community and economic development, and administering its programs in a creative, cooperative, responsive and effective manner.**

**1. Statement of Housing Needs** [24 CFR Part 903.12 (b), 903.7(a)] N/A

**A. 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.** PHA’s may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the PHA’s Waiting Lists</b>			
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	3,487		
Extremely low income <=30% AMI	n/a		
Very low income (>30% but <=50% AMI)	n/a		
Low income (>50% but <80% AMI)	n/a		
Families with children	2,464	71%	
Elderly families	248	7%	
Families with Disabilities	2,141	61%	
Race/ethnicity (Black)	3,346	96%	
Race/ethnicity (White)	97	2.8%	
Race/ethnicity (Amer. Indian/Native Haw)	30	.86%	
Race/ethnicity (Asian)	14	.40%	
Characteristics by Bedroom Size (PH only)	N/A		

Housing Needs of Families on the PHA's Waiting Lists			
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)? 21 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes – Project based if available			
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	1,929		
Extremely low income <=30% AMI	n/a		
Very low income (>30% but <=50% AMI)	n/a		
Low income (>50% but <80% AMI)	n/a		
Families with children	124	6%	
Elderly families	66	3%	
Families with Disabilities	380	19.7%	
Race/ethnicity	38	2%	
Race/ethnicity	1,410	73%	
Race/ethnicity	4	.21%	
Race/ethnicity	27	1.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	718	37.2%	
2 BR	716	37.1%	
3 BR	376	19.5%	
4 BR	97	5.03%	
5 BR	22	1.14%	
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			

**B. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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)  
Develop housing that has a % of the units designated as affordable or workforce housing

**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 903.12 (b), 903.7 (c)]

List on the following table 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 2005 grants)</b>		
a) Public Housing Operating Fund FY2005	544,607 (estimated amount)	Operating Budget
b) Public Housing Capital Fund FY2005	485,000 (estimated amount)	Mngt/Admin/Phys Needs -Dev
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance FY2005	4,806,736 (estimated amount)	Operating Budget
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
i) Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) list below:</b>		
Capital fund FY2003 - 6/30/04 P&E	204,306.30	Mngt/Admin/Phys Needs -Dev
Capital fund FY2004 - awarded	480,632	Mngt/Admin/Phys Needs -Dev
<b>3. Public Housing Dwelling Rental Income</b>		
	570,499 (estimated amount)	Operating Budget

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
4. Other income (list below)		
4. Non-federal sources (list below)		
<b>Total resources</b>	7,091,180.30 (estimated amount)	

**3. PHA Policies Governing Eligibility, Selection, and Admissions**

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

**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: When time allows for staff to verify at time of application

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: Credit

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

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

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

**(2)Waiting List Organization**

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

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

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

- PHA main administrative office
- PHA development site management office

Other (list below)

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? No  
 If yes, complete the following table; if not skip to d.

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:

d. 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? No If not, skip to subsection (3) **Assignment**

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

- 1 Date and Time  
Former Federal preferences:
- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 4 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 3 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
- 2 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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)]

*The Decatur Housing Authority has high expectations to significantly reduce any persistent levels of racial segregation and poverty concentration to make the communities not segregated by factors of income and race. The Housing Authority will focus on specific income mixing and fair housing obligations. We are committed to meeting the critical housing needs of the residents of the City of Decatur and their families to expand opportunities through housing assistance. To encourage income mixing the housing authority has implemented flat rents. The Housing Authority will work hard to bring higher income residents into any relatively lower income communities/buildings and lower income tenants into relatively higher income sites/communities. The Decatur Housing Authority will study classified buildings and prospective residents according to their income levels and then make lease-up decisions that would gradually improve the income mixing under public housing agency management.*

**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):  
 Other (list below)  
Sex Offenders (in-state screening)

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)  
Provide past Landlord contract information upon request

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

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

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

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

- PHA main administrative office  
 Other (list below)

## **(3) Search Time**

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

If yes, state circumstances below:

Applicants are routinely given 120 days

## **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 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
- 3 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
- 4 Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)
  - Through referral agencies such as:
  - Department of Family and Children's Services

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

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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% of adjusted income

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

a. 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)  
Market study & local rent data service

## 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)

- HUD Funding

### (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. Capital Improvement Needs**

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

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

### **A. Capital Fund Activities**

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

#### **(1) Capital Fund Program**

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  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 of sub-component 5B: 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) Hope VI Revitalization**

- a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)

Development name:

Development (project) number:

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

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

d.  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:

Allen Wilson Terrace (will be reviewing development)

e.  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:

Allen Wilson Terrace Apartments

### **6. Demolition and Disposition**

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	ALLEN WILSON TERRACE APARTMENTS
1b. Development (project) number:	GA011-01
2. Activity type:	Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	(06/30/06)
5. Number of units affected:	40
6. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 1/1/06 b. Projected end date of activity: 12/31/09

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

[24 CFR Part 903.12(b), 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? less than 15

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: FSS Participants

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

- Establish a support network
- Market the program to voucher holders

### **(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):

a.  Establishing a minimum homeowner down-payment 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.

b.  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.

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

d.  Demonstrating that it has other relevant experience (list experience below).

- Done Homeownership for public housing residents previously
- Provided new homeownership opportunities for low to moderate income buyers

## **8. Civil Rights Certifications**

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual*,

*Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

[24 CFR Part 903.12 (b), 903.7 (r)]

### **A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan**

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2004 – 2008).*

The Housing Authority of the City of Decatur, GA is on target in meeting its Goals established in previous 5-Year Plans. Goal objectives & status of success are listed individually under section B. Goals, pages 3-5.

### **B. Criteria for Substantial Deviations and Significant Amendments**

#### **(1) Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan
- b. Significant Amendment or Modification to the Annual Plan

The Housing Authority of the City of Decatur, GA defines a Substantial Deviation to the Annual Plan from the 5-Year Plan and a Significant Amendment or Modification of the Annual Plan as any work item that represents more than 40% of the Annual Statement Amount.

The Housing Authority of the City of Decatur, GA supports HUD's definition of a Significant Amendment of Modification to the PHA policies and procedures as follows:

- 1) Changes to rent and admissions policies other than those due to HUD policy changes or organization of the waiting list
- 2) Additions of non-emergency work items (over 40% of Annual Statement amount) not included in the 5-Year Plan
- 3) Changes in the use of the replacement reserve funds under the Capital Fund
- 4) Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities

An exception to this definition would be items that have been adopted to comply with HUD regulatory requirements, inspections or recommendations.

In the event that a Substantial Deviation, a Significant Amendment or Modification to the Annual Plan is made, the Decatur Housing Authority will hold a Public Hearing and/or notify the Resident Advisory Board of the changes and allow the opportunity to view the changes and make suggestions. Once the public process requirements have been met, the

Decatur Housing Authority shall submit a revised PHA Plan to the Atlanta HUD Office.

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

#### **(1) Resident Advisory Board Recommendations**

- a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board?

If yes, provide the comments below:

- 1) The Resident Advisory Board asked about the status of the requested new kitchen vanities at AWT.
- 2) The Advisory Board felt there was a need for 1 & 2 bedroom units due to the waiting list and that this demand was greater than for 4 & 5 bedrooms/.
- 3) The Advisory Board advised on the continuation of current programs and encouraged select new ones, such as wellness

b. 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:

- 1) Installing new bathroom vanities is scheduled to start in 2005 as an initial testing of design, cast, etc.
- 2) The Agency is budgeting in 2005 for conversion and will determine its feasibility.
- 3) The Agency will continue to enhance its core programs & carefully consider any additions.

Other: (list below)

#### **(2) Resident Membership on PHA Governing Board**

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Frances Mosley

Method of Selection:

Appointment (by Mayor)

**The term of appointment is (include the date term expires):** 3/1/00 - 9/30/04

Election by Residents (if checked, complete next section--Description of Resident Election Process)

### Description of Resident Election Process

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)

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)

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)

b. 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):

Date of next term expiration of a governing board member:

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

### (3) 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).

**Consolidated Plan jurisdiction:** County of DeKalb, Georgia

a. 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 list 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)

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

**(4) (Reserved)**

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

### **10. Project-Based Voucher Program**

- a.  Yes  No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b.  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):
  - Special needs housing
  - Ability to help revitalization

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):
  - 20-40 Units
  - Census tracts 225, 226, 227 & 228

### **DECATUR HOUSING AUTHORITY PROJECT-BASED VOUCHER PROGRAM:**

Based on HUD regulations and the financial incentives for owners to enter into a project-based voucher contract with the Housing Authority, which will increase rental income, produce vacancy payments, increase occupancy rate, reduce property operational cost and secure a long-term Section 8 contracts; the Decatur Housing Authority has implemented a Section 8 project based voucher program.

#### **REQUEST FOR PROPOSALS SELECTION POLICY:**

##### **A. INTRODUCTION**

The Decatur Housing Authority (DHA) is seeking proposals from qualified firms to provide Project-Based Section 8 Rental Assistance to eligible Section 8 families. Services sought by DHA include: The owner is responsible for performing all of the owner's obligations under the HAP contract and the lease. DHA is a large public housing authority that administers 524 Housing Choice Vouchers in the City of Decatur, Georgia. On average, DHA has over 35 families searching for affordable housing per month.

##### **B. SCOPE OF SERVICES**

DHA seeks qualified owner to assist the authority in providing quality affordable housing to Section 8 participants. The successful housing provider, in cooperation with DHA staff, will be responsible for providing project-based Section 8 rental assistance that is consistent with and in compliance with DHA Policies and Procedures and with Specific Requirements set by the DHA. The Specific Requirements are available upon request.

**C. SUBMISSION AND CONTENT OF PROPOSALS**

Inquiries concerning the Request for Proposal (RFP) should be submitted in writing to the issuing office by the submission deadline specified in the bid advertisement. All proposals in compliance with the RFP will be evaluated based on the criteria outlined in this policy.

**List of Supporting Documents Available for Review for Streamlined Five-Year/ 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
✓	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.	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
✓	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
✓	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
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
✓	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
✓	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> 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
✓	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
✓	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. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
✓	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
✓	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
✓	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations & Maintenance, Community Service & Self-Sufficiency
✓	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
✓	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
✓	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
	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 <u>20.9</u> of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
✓	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
	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
✓	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
✓	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
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: 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 PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

## 12. Capital Fund Program Annual Statement

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part 1: Summary					
PHA Name: <b>Housing Authority of the City of Decatur, GA</b>		Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150105</b> Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2005</b>	
<input checked="" type="checkbox"/> 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	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	.00			
2	1406 Operations	.00			
3	1408 Management Improvements	75,000.00			
4	1410 Administration	48,500.00			
5	1411 Audit	.00			
6	1415 Liquidated Damages	.00			
7	1430 Fees and Costs	2,500.00			
8	1440 Site Acquisition	.00			
9	1450 Site Improvement	70,500.00			
10	1460 Dwelling Structures	110,079.00			
11	1465.1 Dwelling Equipment—Non-expendable	4,200.00			
12	1470 Non-dwelling Structures	4,500.00			
13	1475 Non-dwelling Equipment	1,500.00			
14	1485 Demolition	.00			
15	1490 Replacement Reserve	.00			
16	1492 Moving to Work Demonstration	.00			
17	1495.1 Relocation Costs	.00			
18	1499 Development Activities	.00			
19	1501 Collateralization or Debt Service	168,221.00			
20	1502 Contingency	.00			
21	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>\$ 485,000.00</b>			

**12. Capital Fund Program Annual Statement**

**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> <b>Housing Authority of the City of Decatur, GA</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: <b>GA06P01150105</b> Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2005</b>
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**Original Annual Statement** Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: )  
**Performance and Evaluation Report for Period Ending:** Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities	.00			
23	Amount of line 21 Related to Section 504 compliance	2,100.00			
24	Amount of line 21 Related to Security - Soft Costs	.00			
25	Amount of line 21 Related to Security - Hard Costs	5,000.00			
26	Amount of line 21 Related to Energy Conservation Measures	.00			

## 12. Capital Fund Program Annual Statement

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: <b>Housing Authority of the City of Decatur, GA</b>			Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
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	
GA 011-1	General Site work / Improvements		1450	As needed	8,000				
	Erosion control / sod replacement		1450	As needed	1,000				
<b>Allen</b>	Storm drains – clean/raise		1450	As needed	2,000				
	Asphalt replacement in alleys		1450	As needed	5,000				
<b>Wilson</b>	Tree removal / replacement		1450	As needed	4,000				
	Concrete repair – walks, curbs, steps, etc		1450	As needed	3,000				
<b>Terrace</b>	Replacement of units (CF Bond issue)		1560	30	1,000				
	Mailbox replacement		1450	As needed	2,500				
<b>Apts.</b>	Install Mulch @ playground		1450	As needed	3,000				
	Cap off gas lines below grade		1450	As needed	2,000				
	Pressure Wash all buildings		1460	All bldgs	5,000				
	Tub liners/surround replacement		1460	5 units	6,000				
	Replace Bath sinks w/ cabinets & tops		1460	4 units	2,000				
	Re-tile floors in entire unit		1460	2 units	4,000				
	Kitchen cabinet / countertop replacement		1460	5 units	5,000				
	Paint exterior metal on buildings & poles		1460	15 bldgs	12,779				
	Roof repair/replacement and decking		1460	2 bldgs	15,000				
	Replace building identification numbers		1460	As needed	5,000				
	Soffit repair/replacement		1460	As needed	5,000				
	Repair / replace Screen Doors/hardware		1460	8 each	3,000				
	Paint entrance doors		1460	10 each	3,000				
	Appliance replacements – refrig. & ranges		1465.1	7 each	2,500				
	Replace VCT @ Rental Office		1470	As needed	2,500				
	Remove glass windows / paint @ Rental Off		1470	As needed	2,000				
<b>Physical Needs</b>				<b>AWT total</b>	<b>\$ 104,279</b>				



## 12. Capital Fund Program Annual Statement

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: <b>Housing Authority of the City of Decatur, GA</b>			Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150105</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2005</b>		
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	
PHA – WIDE <b>Management</b>	Community Policing Program provided by Decatur City Police (soft cost)		1408		50,000				
<b>Improvements</b>	Preventive Maintenance / Inspection Program (soft cost)		1408	293 Units	14,500				
	Training		1408		5,000				
	Handytrac key system		1408		5,500				
	<b>Subtotal</b>				<b>\$ 75,000</b>				
PHA – WIDE <b>Administration</b>	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		1410	6 people	48,000				
	Miscellaneous Expense – Travel (including mileage) advertising, printing, resident CGP Involvement activities, etc for administrative services		1410		500				
	<b>Subtotal</b>				<b>\$ 48,500</b>				
<b>Fees &amp; Costs</b>	A & E Contract Assistance & Inspection		1430		2,500				
	<b>Subtotal</b>				<b>\$ 2,500</b>				
<b>Collateralization</b>	Collateralization		1501		168,221				
	<b>GRAND TOTAL</b>				<b>\$ 485,000</b>				

## 12. Capital Fund Program Annual Statement

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 Decatur, GA</b>			Grant Type and Number Capital Fund Program No: <b>GA06P01150105</b> Replacement Housing Factor No:			Federal FY of Grant: <b>2005</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>Est. Start date 5/31/05</b>							
GA011-1							
Allen Wilson Terrace	05/31/07			5/31/09			In accordance with Notice 2001-26
GA-011-2							
Swanton Heights	05/31/07			5/31/09			In accordance with Notice 2001-26
Management Improvements	05/31/07			5/31/09			In accordance with Notice 2001-26
Community Policing Program	05/31/07			5/31/09			In accordance with Notice 2001-26
Preventive Maintenance Program	05/31/07			5/31/09			In accordance with Notice 2001-26
Operational Improvement Training	05/31/07			5/31/09			In accordance with Notice 2001-26
Professional Training in Maintenance Skills and Services	05/31/07			5/31/09			In accordance with Notice 2001-26
Resident Responsibility Training	05/31/07			5/31/09			In accordance with Notice 2001-26

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

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

##### Part I: Summary

PHA Name <b>Housing Authority of the City of Decatur, GA</b>		<b>GA06P01150105</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan FY 2005</b> Revision No:	
Development Number/Name/HA-Wide	Year 1 FFY Grant: PHA FY: <b>2005</b>	Work Statement for Year 2 FFY Grant: PHA FY: <b>2006</b>	Work Statement for Year 3 FFY Grant: PHA FY: <b>2007</b>	Work Statement for Year 4 FFY Grant: PHA FY: <b>2008</b>	Work Statement for Year 5 FFY Grant: PHA FY: <b>2009</b>
GA 011-1 ALLEN WILSON GA 011-2 SWANTON HEIGHTS	See Annual Statement				
Physical Improvements Subtotal		192,529.00	192,379.00	195,979.00	195,579.00
Management Improvements Subtotal		73,250.00	73,400.00	69,800.00	70,200.00
Administration Subtotal		48,500.00	48,500.00	48,500.00	48,500.00
Fees & Costs Subtotal		2,500.00	2,500.00	2,500.00	2,500.00
Collateralization		168,221.00	168,221.00	168,221.00	168,221.00
Total CFP Funds (Est.)	<b>485,000.00</b>	<b>485,000.00</b>	<b>485,000.00</b>	<b>485,000.00</b>	<b>485,000.00</b>
Total Replacement Housing Factor Funds	.00	.00	.00	.00	.00



**13. Capital Fund Program Five-Year Action Plan**

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

**Housing Authority of the City of Decatur, GA**

Activities for Year 1 <b>2005</b>	Activities for Year : <b>2</b> FFY Grant: <b>GA06P01150106</b> PHA FY: <b>2006</b>			Activities for Year: <b>2</b> FFY Grant: <b>GA06P01150106</b> PHA FY: <b>2006</b>		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
<b>SEE</b>	<b>Management Improvements:</b>			<b>Administration:</b>		
<b>ANNUAL</b>	Community Policing Program provided by Decatur City Police (soft cost)		50,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		48,000.00
<b>STATE-MENT</b>	Training (soft cost)		5,000.00	Miscellaneous Expense – Travel (including mileage) advertising, printing, resident CGP Involvement activities, etc for administrative services		500.00
	Preventive Maintenance / Inspection Program (soft cost)		15,750.00	<b>Subtotal</b>		<b>48,500.00</b>
	Operational Improvements & system upgrades – phone system, mail / office equipment, etc (hard costs)		2,500.00			
	<b>Subtotal</b>		<b>73,250.00</b>			
	<b>Collateralization:</b>			<b>Fees &amp; Costs:</b>		
	Collateralization		168,221	A&E Contract Assistance & Inspection		2,500.00
	<b>Subtotal</b>		<b>168,221</b>	Sundry Expenses		.00
				<b>Subtotal</b>		<b>2,500.00</b>
				<b>TOTAL CFP Estimated Cost</b>		<b>485,000.00</b>



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

#### Part II: Supporting Pages—Work Activities

Activities for Year 1 <b>2005</b>	Activities for Year : <b>3</b> FFY Grant: <b>GA06P01150107</b> PHA FY: <b>2007</b>			Activities for Year: <b>3</b> FFY Grant: <b>GA06P01150107</b> PHA FY: <b>2007</b>		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
<b>SEE</b>	<b>Management Improvements:</b>			<b>Administration:</b>		
<b>ANNUAL</b>	Community Policing Program provided by Decatur City Police (soft cost)		50,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		48,000.00
<b>STATE-MENT</b>	Training (soft cost)		5,000.00	Miscellaneous Expense – Travel (including mileage) advertising, printing, resident CGP Involvement activities, etc for administrative services		500.00
				<b>Subtotal</b>		<b>48,500.00</b>
	Preventive Maintenance / Inspection Program (soft cost)		15,900.00			
	Operational Improvements & system upgrades – phone system, mail / office equipment, etc (hard costs)		2,500.00			
	<b>Subtotal</b>		<b>73,400.00</b>			
				<b>Fees &amp; Costs:</b>		
	<b>Collateralization:</b>			A & E Contract Assistance & Inspection		2,500.00
	Collateralization		168,221	Sundry Expenses		.00
	<b>Subtotal</b>		<b>168,221</b>	<b>Subtotal</b>		<b>2,500.00</b>
				<b>TOTAL CFP Estimated Cost</b>		<b>485,000.00</b>

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

#### Part II: Supporting Pages—Work Activities

Activities for Year 1 <b>2005</b>	Activities for Year : <b>4</b> FFY Grant: <b>GA06P01150108</b> PHA FY: <b>2008</b>			Activities for Year: <b>4</b> FFY Grant: <b>GA06P01150108</b> PHA FY: <b>2008</b>		
	Work Categories	Quantity	Estimated Cost	Work Categories	Quantity	Estimated Cost
<b>SEE</b>	<b>GA011-1 ALLEN WILSON TERRACE</b>			<b>GA011-2 SWANTON HEIGHTS</b>		
	1475			1470		
	1465			1465		
	1460			1460		
<b>ANNUAL</b>	Window Replacement	1 Bldg	15,000	Replace Metal Stairs	As needed	10,000
	Replace Screen Door & hardware in units	10 each	5,000	Replace Roofs	3 Bldgs	30,000
<b>STATE-MENT</b>	Paint Entrance Doors	20 each	3,000	Window Replacement	35 each	27,779
	Cycle Interior Painting / staining cabinets	40 units	20,000	Replace Screen Door & Hardware	9 each	5,000
	Install new Kitchen counter tops and/or cabinets	6 units	5,000	Paint Entrance Door	10 each	3,000
	Jet Wash sewer lines throughout site	As needed	3,000	Re-tile Entire Unit	2 units	8,000
				Sub Floor Repairs	8 units	3,000
	1450			Shower Replacement	As needed	10,000
	General Site Work	As needed	4,000	Replace Tub Liners & Surround	6 units	7,200
	Concrete Repairs (paths / curbs)	As needed	3,000			
	Erosion Control – grading & installation	As needed	1,000	1450		
	Paint Playground Equipment	As needed	1,000	General Site Work	As needed	3,000
	Storm Drains (clean / raise)	As needed	2,000	Mulch @ Playground	As needed	3,000
	Mulch @ playground	As needed	3,000	Landscaping – Tree Pruning	As needed	3,500
	Asphalt replacement in alleys	As needed	10,000	Erosion Control – grading & sod installation	As needed	2,000
	Re-stripe parking area	As needed	500	Concrete Repair – sidewalks, curbs & paths	As needed	2,000
	Dumpster Replacement	2 each	1,500	Dumpster Replacement	2 each	1,500
		<b>Subtotal</b>	<b>77,000</b>		<b>Subtotal</b>	<b>118,979</b>
				<b>Physical Needs Subtotal</b>		<b>195,979</b>

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

Activities for Year 1 <b>2005</b>	Activities for Year : <b>4</b> FFY Grant: <b>GA06P01150108</b> PHA FY: <b>2008</b>			Activities for Year: <b>4</b> FFY Grant: <b>GA06P01150108</b> PHA FY: <b>2008</b>		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
<b>SEE</b>	<b>Management Improvements:</b>			<b>Administration:</b>		
<b>ANNUAL</b>	Community Policing Program provided by Decatur City Police (soft cost)		50,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		40,000.00
<b>STATE-MENT</b>	Training (soft cost)		5,000.00	Miscellaneous Expense – Travel (including mileage) advertising, printing, resident CGP Involvement activities, etc for administrative services		500.00
	Preventive Maintenance / Inspection Program (soft cost)		12,800.00	<b>Subtotal</b>		<b>40,500.00</b>
	Operational Improvements & system upgrades – phone system, mail equipment, office equipment, etc (hard costs)		2,000.00			
	<b>Subtotal</b>		<b>69,800.00</b>			
				<b>Fees &amp; Costs:</b>		
	<b>Collateralization:</b>			A & E Contract Assistance & Inspection		2,500.00
	Collateralization		168,221	Sundry Expenses		.00
	<b>Subtotal</b>		<b>168,221</b>	<b>Subtotal</b>		<b>2,500.00</b>
				<b>TOTAL CFP Estimated Cost</b>		<b>485,000.00</b>



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

Activities for Year 1 <b>2005</b>	Activities for Year : <b>5</b> FFY Grant: <b>GA06P01150109</b> PHA FY: <b>2009</b>			Activities for Year: <b>5</b> FFY Grant: <b>GA06P01150109</b> PHA FY: <b>2009</b>		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
<b>SEE</b>	<b>Management Improvements:</b>			<b>Administration:</b>		
<b>ANNUAL</b>	Community Policing Program provided by Decatur City Police (soft cost)		50,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		48,000.00
<b>STATE-MENT</b>	Training (soft cost)		5,000.00	Miscellaneous Expense – Travel (including mileage) advertising, printing, resident CGP Involvement activities, etc for administrative services		500.00
	Preventive Maintenance / Inspection Program (soft cost)		13,200.00	<b>Subtotal</b>		<b>48,500.00</b>
	Operational Improvements & system upgrades – phone system, mail equipment, office equipment, etc (hard costs)		2,000.00			
	<b>Subtotal</b>		<b>70,200.00</b>			
	<b>Collateralization:</b>			<b>Fees &amp; Costs:</b>		
	Collateralization		168,221	A & E Contract Assistance & Inspection		2,500.00
	<b>Subtotal</b>		<b>168,221</b>	Sundry Expenses		.00
				<b>Subtotal</b>		<b>2,500.00</b>
				<b>TOTAL CFP Estimated Cost</b>		<b>485,000.00</b>

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part 1: Summary</b>						
PHA Name: Housing Authority of the City of Decatur		Grant Type and Number Capital Fund Program Grant No: <span style="color: blue;">GA06P01150102</span> Replacement Housing Factor Grant No:			Federal FY of Grant: <span style="color: blue;">2002</span>	
<input type="checkbox"/> Original Annual Statement Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report <span style="color: blue;">6/30/04</span>						
Line No:	Summary By Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds	0.00	0.00	0.00	0.00	
2	1406 Operations	0.00	0.00	0.00	0.00	
3	1408 Management Improvements Soft Costs	69,761.41	49,013.19	49,013.19	49,013.19	
	Management Improvements Hard Costs	8,500.00	0.00	0.00	0.00	
4	1410 Administration	50,440.00	50,440.00	50,440.00	50,440.00	
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	5,554.50	5,554.50	5,554.50	5,554.50	
8	1440 Site Acquisition	0.00	0.00	0.00	0.00	
9	1450 Site Improvement	75,646.00	38,311.50	38,311.50	38,311.50	
10	1460 Dwelling Structures	236,484.09	339,173.23	339,173.23	339,173.23	
11	1465.1 Swelling Equipment - Non-expendable	30,400.00	18,870.00	18,870.00	18,870.00	
12	1470 Non-dwelling Structures	12,614.00	1,375.00	1,375.00	1,375.00	
13	1475 Non-dwelling Equipment	15,000.00	1,662.58	1,662.58	1,662.58	
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	1502 Contingency	0.00	0.00	0.00	0.00	
	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	504,400.00	504,400.00	504,400.00	504,400.00	
	<b>All changes are in Blue</b>					

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

PHA Name: <b>Housing Authority of the City of Decatur</b>	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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Original Annual Statement Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report **06/30/04**

Line No:	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Amount of Line XX Related to LBP Activites	0.00	0.00	0.00	0.00
	Amount of line XX Related to Section 504 Compliances	10,000.00	0.00	0.00	0.00
	Amount of line XX Related to Security - Soft Costs	<b>49,540.31</b>	<b>15,323.07</b>	<b>15,323.07</b>	<b>15,323.07</b>
	Amount of line XX Related to Security - Hard Costs	3,500.00	0.00	0.00	0.00
	Amount of Line XX Related to Energy Conservation Measures	<b>99,487.00</b>	<b>227,328.23</b>	<b>227,328.23</b>	<b>227,328.23</b>
	Collateralization Expenses or Debt Service	0.00	0.00	0.00	0.00

**All changes are in Blue**

404-270-2107

**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 Decatur	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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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	
GA 011-1								
	Site work / Exterior Wall construction	1450	as needed	9,000.00	0.00	0.00	0.00	no need now
	Sidewalk, curbs and driveway repair	1450	as needed	30,000.00	11,211.50	11,211.50	11,211.50	completed
<b>Allen</b>	Site work / Playground Improvements	1450	as needed	15,000.00	4,068.00	4,068.00	4,068.00	completed
	Landscape Upgrades & Tree Planting	1450	as needed	10,000.00	6,120.00	6,120.00	6,120.00	completed
<b>Wilson</b>	Storm Drainage	1450	as needed	0.00	7,350.00	7,350.00	7,350.00	completed
	Erosion control	1450	as needed	0.00	1,720.00	1,720.00	1,720.00	completed
<b>Terrace</b>	Repair / replace Bathroom floor	1460	as needed	2,000.00	0.00	0.00	0.00	no need now
	Install Bath Vanity and fixture	1460	0 each	3,276.00	0.00	0.00	0.00	deferred
<b>Apts.</b>	Tub liners & surround replacement	1460	0 each	6,000.00	0.00	0.00	0.00	deferred
	Install new kitchen countertops	1460	0 units	4,500.00	0.00	0.00	0.00	deferred
	Interior Painting & cabinet staining	1460	11 units	0.00	6,245.00	6,245.00	6,245.00	completed
	Baseboard replacement	1460	15 units	5,950.00	5,950.00	5,950.00	5,950.00	completed
	Roof repair / replacement and decking	1460	4 bldgs	37,400.00	43,546.00	43,546.00	43,546.00	completed
	Window Replacement	1460	0 each	14,000.00	0.00	0.00	0.00	deferred
	Repair and/or paint Screen Doors	1460	as needed	2,684.09	0.00	0.00	0.00	deferred
	Painting and /or Mold removal	1460	as needed	15,874.00	14,129.00	14,129.00	14,129.00	completed
	Clean / Paint Foyers in Stairways	1460	as needed	27,500.00	27,500.00	27,500.00	27,500.00	completed
	Appliance Replacement	1465	0 units	12,000.00	0.00	0.00	0.00	done in other grnt
	Convert Daycare Unit to total electric	1470	0 unit	3,487.00	0.00	0.00	0.00	completed previously
	Convert Management office to total electric including furnaces	1470	0 bldg	7,000.00	0.00	0.00	0.00	completed previously
	including hot water heaters (conservation)	1475	0 bldg	8,000.00	0.00	0.00	0.00	completed previously
	- including appliances (conservation)	1475	0 unit	4,000.00	0.00	0.00	0.00	completed previously
	Sewer Machine	1475	1 each	0.00	1,662.58	1,662.58	1,662.58	completed
<b>Physical Needs</b>	<b>AWT total</b>			<b>\$ 217,671.09</b>	<b>\$ 129,502.08</b>	<b>\$ 129,502.08</b>	<b>\$ 129,502.08</b>	



404 270 2107

**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 Decatur		Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150102</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2002</b>		
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		
<b>PHA-WIDE</b>									
<b>Management Improvements</b>									
	Community Policing by Dec City Police	1408	AWT & SH	49,540.31	41,818.16	41,818.16	41,818.16	Completed	
	Training (soft cost)	1408	central office	6,000.00	0.00	0.00	0.00	deferred	
	Preventive Maintenace / Inspection	1408	293 Units	10,000.00	7,195.03	7,195.03	7,195.03	Completed	
	Operational Improvements & System upgrades - phone system, mail equipment, office equipment, etc (hard costs)	1408	central office	8,500.00	0.00	0.00	0.00	not chrgd to CFP	
	Resident Service / Training Specialist related fringe benefits	1408	1 person	4,221.10	0.00	0.00	0.00	deferred	
	<b>subtotal</b>			<b>\$ 78,261.41</b>	<b>\$ 49,013.19</b>	<b>\$ 49,013.19</b>	<b>\$ 49,013.19</b>		
<b>Administration</b>									
	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Admin. Assistant, Special Programs Supervisor, support staff and related fringe benefits	1410	6 people	49,940.00	50,440.00	50,440.00	50,440.00	Completed	
	Miscellaneous Expense - Travel (incl. mileage), advertising, printing, resident CGP involvement activites, etc for administrative services	1410		500.00	0.00	0.00	0.00	deferred	
	<b>Subtotal</b>			<b>\$ 50,440.00</b>	<b>\$ 50,440.00</b>	<b>\$ 50,440.00</b>	<b>\$ 50,440.00</b>		
<b>Fees &amp; Costs</b>									
	A & E Contract Assistance & Inspection	1430	4 bldgs	5,554.50	5,554.50	5,554.50	5,554.50	Completed	
	<b>Subtotal</b>			<b>\$ 5,554.50</b>	<b>\$ 5,554.50</b>	<b>\$ 5,554.50</b>	<b>\$ 5,554.50</b>		
<b>PHA</b>	<b>Subtotal</b>			<b>\$134,255.91</b>	<b>\$105,007.69</b>	<b>\$105,007.69</b>	<b>\$105,007.69</b>		
	<b>Grand Total</b>			<b>\$504,400.00</b>	<b>\$504,400.00</b>	<b>\$504,400.00</b>	<b>\$504,400.00</b>		

404-270-2107

**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 Decatur, GA	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>Start date 5/31/02</b>							
GA011-1							
Allen Wilson Terrace	11/30/2003			5/31/2005			In accordance with Notice 2001-26
GA-011-2							
Swanton Heights	11/30/2003			5/31/2005			In accordance with Notice 2001-26
Management Improvements	11/30/2003			5/31/2005			In accordance with Notice 2001-26
Community Policing Program	11/30/2003			5/31/2005			In accordance with Notice 2001-26
Preventive Maintenance Program	11/30/2003			5/31/2005			In accordance with Notice 2001-26
Operational Improvement Training	11/30/2003			5/31/2005			In accordance with Notice 2001-26
Professional Training in Maintenance Skills and Services	11/30/2003			5/31/2005			In accordance with Notice 2001-26
Resident Responsibility Training	11/30/2003			5/31/2005			In accordance with Notice 2001-26



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part 1: Summary</b>					
PHA Name: Housing Authority of the City of Decatur		Grant Type and Number Capital Fund Program Grant No: <span style="color: blue;">GA06P01150103</span> Replacement Housing Factor Grant No:			Federal FY of Grant: <span style="color: blue;">2003</span>
Original Annual Statement Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <span style="color: blue;">06/30/04</span> 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	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	68,515.00	68,515.00	48,030.98	47,480.98
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	41,500.00	41,500.00	35,558.84	31,458.84
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	2,700.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	39,600.00	39,600.00	650.00	0.00
10	1460 Dwelling Structures	254,700.00	253,812.00	135,369.14	86,427.14
11	1465.1 Dwelling Equipment - Non-expendable	8,000.00	11,588.00	3,312.00	3,312.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling 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 Activites	0.00	0.00	0.00	0.00
19	1502 Contingency	0.00	0.00	0.00	0.00
	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>415,015.00</b>	<b>415,015.00</b>	<b>222,920.96</b>	<b>168,678.96</b>

**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 Decatur	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report **06/30/04**

Line No:	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Amount of Line XX Related to LBP Activites	0.00	0.00	0.00	0.00
	Amount of line XX Related to Section 504 Compliances	2,100.00	2,100.00	0.00	0.00
	Amount of line XX Related to Security - Soft Costs	48,515.00	53,337.51	53,837.51	53,837.51
	Amount of line XX Related to Security - Hard Costs	28,600.00	28,600.00	0.00	0.00
	Amount of Line XX Related to Energy Conservation Measures	75,000.00	39,117.00	37,854.14	37,854.14
	Collateralization Expenses or Debt Service	0.00	0.00	0.00	0.00

404-270-2107

**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 Decatur	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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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	
GA 011-1								
	General Site work / Improvements	1450	as needed	5,000.00	5,000.00	400.00	0.00	planning work
	Erosion control / Sod replacement	1450	as needed	6,000.00	6,000.00	0.00	0.00	planning work
<b>Allen</b>	Shrub Replacement & Landscaping	1450	as needed	2,500.00	2,500.00	0.00	0.00	planning work
	Tree Pruning & Landscaping	1450	as needed	3,500.00	3,500.00	0.00	0.00	planning work
<b>Wilson</b>	Dumpster Replacement	1450	as needed	800.00	800.00	0.00	0.00	planning work
		1450	as needed	0.00	0.00	0.00	0.00	planning work
<b>Terrace</b>	Exterior building Upgrades & repairs	1460	as needed	5,000.00	5,000.00	1,170.00	0.00	Purchase Orders
	Tub liners & surround replacement	1460	10 units	3,000.00	3,000.00	0.00	0.00	reviewing
<b>Apts.</b>	Install Bathroom Cabinet/Vanity	1460	10 units	5,000.00	5,000.00	0.00	0.00	delayed
	Retile ceramic bathroom floors	1460	as needed	6,000.00	6,000.00	1,200.00	0.00	reviewing
	Retile entire unit	1460	4 units	9,000.00	9,000.00	0.00	0.00	reviewing
	Interior Paintin/staining - Occupied Units	1460	20 units	10,000.00	10,000.00	26,325.00	19,777.50	under Contract
	Paint exterior metal on buildings	1460	as needed	2,500.00	2,500.00	0.00	0.00	in other grant
	Reconstruct Apartment Units	1460	as needed	50,000.00	50,000.00	0.00	0.00	deferred future grant
	Roof repair / Replacement and Decking	1460	3 bldgs	12,000.00	12,000.00	0.00	0.00	reviewing
	Window replacement (Security)	1460	10 each	10,000.00	10,000.00	0.00	0.00	reviewing
	Repair/replace Apt Screen Doors/hardware (Security)	1460	10 each	5,000.00	5,000.00	0.00	0.00	deferred
	Replace Screen Door - commons area (Security)	1460	4 bldgs	1,600.00	1,600.00	0.00	0.00	reviewing
	Replace Interior Door/hardware	1460	as needed	5,000.00	5,000.00	0.00	0.00	deferred
	Appliance Replacement	1465	10 units	4,500.00	0.00	0.00	0.00	in future
		1470	0 unit	0.00	0.00	0.00	0.00	not incl
		1475	0 bldg	0.00	0.00	0.00	0.00	not incl
<b>Physical Needs</b>	<b>AWT total</b>			<b>\$ 146,400.00</b>	<b>\$ 141,900.00</b>	<b>\$ 29,095.00</b>	<b>\$ 19,777.50</b>	

404-270-2107

**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 Decatur	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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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	
GA 011-2								
	General Site work / Improvements	1450	as needed	5,000.00	5,000.00	250.00	0.00	planning work
	Erosion control / Sod replacement	1450	as needed	5,000.00	5,000.00	0.00	0.00	planning work
Swanton	Improve /replace Playground Equipment / Area	1450	as needed	7,500.00	7,500.00	0.00	0.00	planning work
	Tree Pruning & Landscaping	1450	as needed	3,500.00	3,500.00	0.00	0.00	planning work
Heights	Dumpster Replacement	1450	as needed	800.00	800.00	0.00	0.00	planning work
	Electric Conversion of Units to Total Electric includes A/C, watr heaters, appliances	1460	10 units	75,000.00	39,117.00	37,854.14	37,854.14	Complete
	Tub liners & surround replacement	1460	10 units	4,000.00	4,000.00	0.00	0.00	reviewing scope of work
	Replace Bathroom fixtures	1460	as needed	3,500.00	3,500.00	0.00	0.00	reviewing scope of work
	Replace/repair ceramic bathroom floors	1460	as needed	9,000.00	9,000.00	0.00	0.00	reviewing scope of work
	Sub-floor repair/replacement	1460	8 units	10,000.00	10,000.00	0.00	0.00	reviewing scope of work
	Retile entire Apartment unit	1460	2 units	5,000.00	5,000.00	0.00	0.00	reviewing scope of work
	Interior Painting - Occupied units	1460	20 units	9,000.00	9,000.00	33,825.00	0.00	Contract
	Paint exterior metal on bldgs & common areas	1460	6 bldgs	1,000.00	1,000.00	0.00	0.00	transferred
	Replace carpet - elderly units (504 compliance)	1460	3 units	2,100.00	2,100.00	0.00	0.00	deferred
	Window replacement (security)	1460	as needed	5,000.00	5,000.00	0.00	0.00	evaluating
	Repair/Replace Screen Door/hardware (security)	1460	10 units	4,500.00	4,500.00	0.00	0.00	deferred
	Repair bldg/porch light fixtures (security)	1460	10 units	2,500.00	2,500.00	0.00	0.00	planning work
	Steel Railings	1460	5 bldgs	0.00	34,995.00	34,995.00	28,795.50	Under Contract
	Appliance Replacement	1465	15 each	3,500.00	11,588.00	3,312.00	3,312.00	Complete
		1470	0 unit	0.00	0.00	0.00	0.00	not included
		1475	0 bldg	0.00	0.00	0.00	0.00	not included
	<b>SH total</b>			<b>\$ 155,900.00</b>	<b>\$ 163,100.00</b>	<b>\$ 110,236.14</b>	<b>\$ 69,961.64</b>	
<b>Physical Needs</b>	<b>AWT &amp; SH Subtotal</b>			<b>\$ 302,300.00</b>	<b>\$ 305,000.00</b>	<b>\$ 139,331.14</b>	<b>\$ 89,739.14</b>	

404-270-2107

**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 Decatur		Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150103</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2003</b>		
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		
<b>PHA-WIDE</b>									
<b>Management Improvements</b>									
	Community Policing by Dec City Police	1408	AWT & SH	48,515.00	53,837.51	44,814.04	44,814.04	completed	
	Training (soft cost)	1408	central office	5,000.00	0.00	0.00	0.00	evaluating	
	Preventive Maintenance / Inspection	1408	293 Units	15,000.00	14,677.49	3,216.94	2,666.94	on going	
	<b>subtotal</b>			<b>\$ 68,515.00</b>	<b>\$ 68,515.00</b>	<b>\$ 48,030.98</b>	<b>\$ 47,480.98</b>		
<b>Administration</b>									
	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Admin. Assistant, Special Programs Supervisor, support staff and related fringe benefits	1410	6 people	41,100.00	41,100.00	35,275.16	31,175.16	on going	
	Miscellaneous Expense - Travel (incl. mileage), advertising, printing, resident CGP involvement activities, etc for administrative services	1410		400.00	400.00	283.68	283.68	on going	
	<b>Subtotal</b>			<b>\$ 41,500.00</b>	<b>\$ 41,500.00</b>	<b>\$ 35,558.84</b>	<b>\$ 31,458.84</b>		
<b>Fees &amp; Costs</b>									
	A & E Contract Assistance & Inspection	1430	4 bldgs	2,700.00	0.00	0.00	0.00		
	<b>Subtotal</b>			<b>\$ 2,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>PHA</b>	<b>Subtotal</b>			<b>\$112,715.00</b>	<b>\$110,015.00</b>	<b>\$83,589.82</b>	<b>\$78,939.82</b>		
	<b>Grand Total</b>			<b>\$415,015.00</b>	<b>\$415,015.00</b>	<b>\$222,920.96</b>	<b>\$168,678.96</b>		

404-270-2107

**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 Decatur, GA	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>Start date 5/31/02</b>							
GA011-1							
Allen Wilson Terrace	9/16/2005			9/16/2007			In accordance with Notice 2001-26
GA-011-2							
Swanton Heights	9/16/2005			9/16/2007			In accordance with Notice 2001-26
Management Improvements	9/16/2005			9/16/2007			In accordance with Notice 2001-26
Community Policing Program	9/16/2005			9/16/2007			In accordance with Notice 2001-26
Preventive Maintenance Program	9/16/2005			9/16/2007			In accordance with Notice 2001-26
Operational Improvement Training	9/16/2005			9/16/2007			In accordance with Notice 2001-26
Professional Training in Maintenance Skills and Services	9/16/2005			9/16/2007			In accordance with Notice 2001-26
Resident Responsibility Training	9/16/2005			9/16/2007			In accordance with Notice 2001-26

404-270-2107

**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 Decatur	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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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
<b>NOTES:</b>						
1	As of 6/30/04 Disbursed by e-LOCCS =		151,170.35			
	7/6/04 May Sal/FB	1408	472.02	eLOCCS #092177043		
	07/7/04 Dwelling Equip	1465	3,052.00	eLOCCS #092177148		
	07/16/04 June Sal/FB	1408	510.60	eLOCCS #092178950		
		1410	982.09	eLOCCS #092178950		
	08/12/04 Balance June Sal/FB	1408	188.51	To be drawn in Sept. 04		
		1410	224.94	To be drawn in Sept. 04		
	Expenditure moved to CFP 2002	1408	(26,495.09)	To be corrected in Sept. 04		
	Expenditure moved to Operating	1410	(5,393.17)	To be corrected in Sept. 04		
	Expenditure moved from CFP 2002	1460	32,071.09	To be corrected in Sept. 04		
	Expenditure moved to CFP 2002	1465	(5,576.00)	To be corrected in Sept. 04		
	Additional Expenditures QE 6/30/04	1408	17,471.62	To be corrected in Sept. 04		
	<b>Expended per P&amp;E @ 6/30/04</b>		168,678.96			
Salaries and Fringe are not paid directly off the CFP grant. All Salaries & Fringe for all programs are processed through a "main" payroll account then calculated and charged out while processing that months general ledger to the respective programs. As a result, salaries and fringe cannot be drawn down in the current month but rather the following month.						
2	Obligated as reported on the O&E for 6/30/04 versus Obligated as reported on the P&E for 6/30/04 differs by \$4,611.46					
	The P&E reflects the correct obligated amount					
	Additional Payroll - GA Unemployment QE 6/30/04		133.81	Correction reflected in 08/31/04 O&E		
	Additional Protective Services QE 6/30/03		17,471.62	Correction reflected in 09/30/04 O&E		
	Less Contract incorrectly Obl @ 6/30/04		(7,600.00)	Correction reflected in 07/31/04 O&E		
	Less Sal/FB from Aug/Sep 03 s/b Operating		(5,393.97)	Correction reflected in 09/30/04 O&E		
			4,611.46			



## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part 1: Summary</b>					
PHA Name: <b>Housing Authority of the City of Decatur</b>		Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150203</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>
<input type="checkbox"/> Original Annual Statement   Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report <b>6/30/04</b>					
Line No:	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	0.00	0.00	0.00
3	1408 Management Improvements Soft Costs	0.00	0.00	0.00	0.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	8,271.00	8,271.00	8,271.00	8,271.00
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	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	72,100.00	74,440.00	74,440.00	74,440.00
11	1465.1 Swelling Equipment - Non-expendable	2,340.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling 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 Activites	0.00	0.00	0.00	0.00
19	1502 Contingency	0.00	0.00	0.00	0.00
	<b>Amount of Annual Grant: (sum of lines 1-19)</b>	<b>82,711.00</b>	<b>82,711.00</b>	<b>82,711.00</b>	<b>82,711.00</b>

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

PHA Name: <b>Housing Authority of the City of Decatur</b>	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150203</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report **06/30/04**

Line No:	Summary By Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Amount of Line XX Related to LBP Activites	0.00	0.00	0.00	0.00
	Amount of line XX Related to Section 504 Compliances	0.00	0.00	0.00	0.00
	Amount of line XX Related to Security - Soft Costs	0.00	0.00	0.00	0.00
	Amount of line XX Related to Security - Hard Costs	0.00	0.00	0.00	0.00
	Amount of Line XX Related to Energy Conservation Measures	65,100.00	74,440.00	74,440.00	74,440.00
	Collateralization Expenses or Debt Service	0.00	0.00	0.00	0.00



404 270 2107

**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 Decatur		Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150203</b> Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2003</b>		
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	
<b>PHA-WIDE</b>									
<b>Management Improvements</b>									
	<b>subtotal</b>				\$ -	\$ -	\$ -	\$ -	
<b>Administration</b>									
	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Admin. Assistant, Special Programs Supervisor, support staff and related fringe benefits		1410	4 people	8,271.00	8,271.00	8,271.00	8,271.00	Completed
	<b>Subtotal</b>				\$ 8,271.00	\$ 8,271.00	\$ 8,271.00	\$ 8,271.00	
<b>Fees &amp; Costs</b>									
			1430						
	<b>Subtotal</b>				\$ -	\$ -	\$ -	\$ -	
<b>PHA</b>	<b>Subtotal</b>				\$8,271.00	\$8,271.00	\$8,271.00	\$8,271.00	
	<b>Grand Total</b>				\$82,711.00	\$82,711.00	\$82,711.00	\$82,711.00	

404-270-2107

**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 Decatur, GA	Grant Type and Number Capital Fund Program Grant No: <b>GA06P01150203</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>Start date 5/31/02</b>							
GA011-1							
Allen Wilson Terrace	2/28/2005			2/28/2007			In accordance with Notice 2001-26
GA-011-2							
Swanton Heights	2/28/2005			2/28/2007			In accordance with Notice 2001-26
Management Improvements	2/28/2005			2/28/2007			In accordance with Notice 2001-26
Community Policing Program	2/28/2005			2/28/2007			In accordance with Notice 2001-26
Preventive Maintenance Program	2/28/2005			2/28/2007			In accordance with Notice 2001-26
Operational Improvement Training	2/28/2005			2/28/2007			In accordance with Notice 2001-26
Professional Training in Maintenance Skills and Services	2/28/2005			2/28/2007			In accordance with Notice 2001-26
Resident Responsibility Training	2/28/2005			2/28/2007			In accordance with Notice 2001-26



**DECATUR HOUSING AUTHORITY 5-YEAR PLAN**  
**MISSION & GOALS PROGRESS REPORT**

**FY 2005**

**A. Mission Statement**

The PHA's mission is to support the strength and diversity of the Decatur community by providing a wide range of housing opportunities with a focus on affordable housing, promoting community and economic development, and administering its programs in a creative, cooperative, responsive, and effective manner.

**B. PHA Goals**

**Status:**

To expand the supply of assisted housing:

- Apply for additional rental vouchers Ongoing
- Leverage private or other public funds to create additional housing opportunities Ongoing
- Expand supply in most needed bedroom sizes 12/31/2005

To improve the quality of assisted housing:

- Improve property management Ongoing
- Improve voucher management Ongoing
- Increase customer satisfaction Ongoing
- Renovate or modernize public housing units In progress
- Explore & initiate the replacement of obsolete units 12/31/2005

Provide a quality living environment within the Authority owned properties:

- Identify Annual Capital Improvements needs and implement 12/31/2005
- Review safety needs, activities Ongoing
- Promote self-sufficiency/independence 12/31/2006
- Review Authority Policies Ongoing
- Continue to stress responsibility of both the Authority & residents to maintain a good quality of life Ongoing

Increase assisted housing choices:

- Provide voucher mobility counseling Ongoing
- Conduct outreach efforts to potential voucher landlords Ongoing
- Implement voucher homeownership program Ongoing
- Implement public housing or other program that provide appropriate choices 12/31/2005

Provide an improved living environment:

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments Ongoing

**PHA Goals (cont.)**

**Status:**

- Review public housing security and determine if improvements are needed & can be made 12/31/2005
  - Consider whether to designate developments or buildings for particular resident groups (elderly, persons with disabilities) 12/31/2005
- Promote self-sufficiency and asset development of assisted households:
- Provide or attract supportive services to improve recipients' employability Ongoing
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities Ongoing
  - Explore programs to assist families to become more self-sufficient 12/31/2005
- Ensure equal opportunity and affirmatively further fair housing:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability Ongoing
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of the unit size required Ongoing
- Manage the Authority's programs in an effective and efficient manner (to meet high performer status):
- Develop Staff Training plan for ongoing improvements Ongoing
  - Improve/enhance computer systems Ongoing
  - Develop procedural manuals Ongoing
  - Develop performance standards for staff Ongoing
  - Improve communications (staff, residents, phone) 12/31/2005
  - Review and continue implementation of records management system 6/30/2005
  - Maintain waiting list in an updated status Ongoing
  - Review Budget Development and monitoring System 12/31/2005
- Expand affordable housing choices and ability to choose in Decatur:
- Explore resources available in Decatur 12/31/2005
  - Continue to recruit landlords in non traditional areas 12/31/2005
  - Review the variety of future housing needs Ongoing
  - Explore development of additional housing resources 12/31/2005
- Develop marketing strategies for the Authority's affordable housing programs:
- Identify target populations Ongoing
  - Develop marketing tools/method Progress continues
  - Train staff in "market" skills Ongoing

**DECATUR HOUSING AUTHORITY**  
**PET POLICY AND PROCEDURES**

**FY 2005**

DHA Public Housing residents, who desire to keep a pet (as later defined in this Pet Policy) in his or her apartment, may only do so in strict accordance with the procedures set forth in this Pet Policy. All other Public Housing residents are prohibited from keeping pets in their apartments, in their yards, around their apartment or in or around any DHA property.

**I. APPLICABILITY:**

This policy (“Policy”) is applicable for all DHA Public housing communities that have been approved for common household pets, including those which have units designated as elderly, disabled and family communities. The provisions set forth in this policy, as it relates to restrictions to the number of pets, is not applicable to existing residents that are in compliance with the previous Pet Policy.

**II. DEFINITION OF COMMON HOUSEHOLD PET:**

**“Common household pet” or “pet”** means a DHA recognized domesticated animal which, for the purpose of this Policy, shall be confined to a dog, cat, bird or fish that is kept in the home for pleasure. The pet can not be used for any commercial purposes, and each pet must otherwise meet the requirement of this Policy.

***Notwithstanding the foregoing, the term “Common household pets” or “pets” exclude:***

- A. Birds of prey with an overly aggressive nature.
- B. Any cat with an overly aggressive nature or any cat with a known or suspected propensity, tendency or disposition to unprovoked attacks, or any cat, which actually attacks, or threatens to attack, a resident, visitor, guests or DHA staff member.
- C. Any dog owned or harbored primarily or in part for the purpose of dog fighting, or any dog trained or training for dog fighting; or
- D. Any vicious and/or intimidating dogs. The terms “vicious” or “intimidating dog shall mean:
  1. Any dog with a known or suspected propensity, tendency or disposition to unprovoked attacks that cause injury or any dog that otherwise endanger the safety of human beings or domestic animals.
  2. Any dog which approaches any person in an apparent attitude of attack upon the streets, sidewalk or any community grounds or places.
  3. Any dog which, when unprovoked, in a vicious or terrorizing manner approaches any person in an apparent attitude of attack upon the streets, sidewalks or any public grounds or places;

4. Any dog which bites, inflicts injury, assaults or otherwise attacks a human being or domestic animal with or without provocation on public or private property, including but not limited to, a bite which occurs inside of the resident’s apartment.
5. Any dog which actually or may reasonably endanger or threaten to endanger the safety of any resident, staff member, visitor or guest of or to a DHA community.

**III. APPLICATION FOR PET PERMIT:**

- A. Prior to housing any pet in a DHA apartment, in a resident’s yard, or on or about any DHA community, the resident shall apply to the management office of the community where the resident lives for a Pet Permit. The application must be accompanied by:
  1. A current animal or pet license or tag issued by the appropriate authority.
  2. Evidence that the pet has been spayed or neutered as applicable.
  3. Current shot record from the resident’s veterinarian or the DeKalb County Humane Society or other applicable Humane Society evidencing that the pet has received current rabies and distemper inoculations or boosters, as applicable.
  4. Such other evidence or documents as DHA may require to ensure that the keeping of the proposed pet is in accordance with applicable state and local public health, animal control, and animal anti-cruelty laws and regulations.
  5. Such other evidence or documents as DHA may require to ensure that the keeping of the proposed pet is in accordance with DHA’s Pet Policy and Procedures for DHA residents.
  6. Each pet application shall be submitted with a non-refundable pet application fee of twenty-five dollars (\$25.00). The fee will be used to offset processing the pet application, a photo, or otherwise distinct identification of the pet and the additional administrative requirements undertaken by DHA to administer this pet policy. Upon receipt of the twenty-five (\$25.00) application fee, a member of the management staff will take a photo of the pet along with the pet’s owner and place the photo or otherwise distinct identification in the resident’s file.
- B. The Resident shall indicate the tag with an identifying number by the Humane Society in DeKalb County or other applicable county Humane Society, or by a licensed veterinarian. Such tag is generally provided after a pet has received the appropriate inoculations. The pet’s tag number along with the shot inoculation record shall be recorded at the management office and, if all other requests and conditions have been responsible for securing the identifying tag to the pet in such a way that the pet wears the tag at all times.
- C. Any pet found outside of the dwelling unit unattended by the pet’s owner or keeper will be considered a stray animal and the City of Decatur or Dekalb County Animal Control will be contacted to remove the pet from the property.

- D. The Pet Permit shall be completed as prescribed by the form and signed by both the Resident and the Property Manager.

**IV. PET DEPOSIT:**

**A. Pet Deposit Requirements:**

1. Any resident making application to register a pet with DHA must either pay the required pet deposit in full fifteen (15) days prior to bringing the pet onto DHA property or fifty percent (50%) of the required deposit fifteen days (15) days prior to bringing the pet onto DHA property and the balance to be paid over a period not to exceed six (6) months.

**B. A pet deposit shall be required in the amount indicated below:**

1. \$300.00 for each cat or dog;  
This fee is collected in the event it is necessary to clean/replace carpets and/or floors, fumigating apartment and common areas, replace tile, paint, repair window treatments, walls or doors, or other such repairs or replacements which are attributable to the pet being in the unit. The amounts for each of these charges are contained on DHA Authority Wide Maintenance/Resident Charges Listing.
  2. \$150.00 for all birds in the same cage;  
This fee is collected in the event it is necessary to clean/replace carpet, fumigating apartment, paint, repair window treatments, walls and doors, or other such repairs or replacements which are attributable to the pet being in the unit. The amounts for each of these charges are contained on DHA Authority Wide Maintenance/Resident Charges Listing.
  3. \$150.00 for all fish in a single aquarium over thirty (30) gallon capacity;  
This fee is collected in the event it is necessary to clean/replace carpet, paint, repair water damage if the aquarium should fall or break, or other such repairs or replacements which are attributable to the pet being in the unit. The amounts of these charges are contained on the DHA Authority wide Maintenance/Resident Charges Listing.
- C. DHA shall refund the unused portion of the pet deposit plus any accrued interest, if required, after subtracting any damages to the apartment, to the resident within a reasonable time after the resident moves from the community or a reasonable time after the resident no longer owns or keeps a pet in the apartment.
- D. Current pet owners who: (i) already reside in DHA property; (ii) have a current Pet Permit; and (iii) are in lease compliance must submit the appropriate pet deposit and fee within twelve (12) months from the date of notification by the property management office. Resident must submit twenty-five percent (25%) of the appropriate pet deposit within sixty (60) days of the date the resident received notification of the pet deposit with the balance due in equal payments over the next ten (10) months.

- E. DHA shall amend the Pet Policy in accordance with HUD regulations periodically. If an increase in the amount of the Pet Deposit is warranted, residents shall be notified, by letter, as to the amount and the effective date of the increase. The increase amount may be paid in full or in two monthly installments, depending upon the amount and as stipulated by the Authority.
- F. DHA shall amend the Pet Policy in accordance with HUD regulations periodically. If an increase in the amount of the Pet Deposit is warranted, residents shall be notified, by letter, as to the amount and the effective date of the increase. The increase amount may be paid in full or in two monthly installments, depending upon the amount and as stipulated by the Authority.
- G. When the pet is no longer in or about DHA property, or upon termination of Resident’s lease, DHA will use the pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the community, including, but not limited to the cost of repairs and replacement to, and fumigation of, the resident’s apartment or DHA common areas or grounds, and the cost of removing or disposing of the pet pursuant to this Policy.

**V. RULES AND REGULATIONS:**

**A. Density of Pets and Pet Limitations:**

The following rules shall govern the number and size of pets in each apartment:

- 1. No resident shall own or keep more than one four-legged, warm-blooded pet, or more than one aquarium, or more than one bird cage in the apartment unit.
- 2. A birdcage can be no larger than 18 inches by 18 inches by 30 inches (18” x 18” x 30”).
- 3. For the purpose of this Policy, fish in a single approved aquarium constitute one (1) pet. Also no more than two (2) birds in a single cage constitute one (1) pet.

**B. Applicability of Rules and Regulations to Service Animals:**

**There shall be no charge for the registration of service animals while used as such by any person, provided: (i) that an affidavit or statement from a duly licensed and recognized physician certifying, in writing, that the service animal is required by the disabled person; (ii) that such service animal shall be vaccinated in compliance with the applicable local Animal Control Ordinance; (iii) that such animal is not “vicious”, “intimidating”, or “threatening” as is set forth under section II of this Policy. All such “service animals”, although, not technically a “pet” shall adhere to all of the Rules and Regulations set forth in this Policy with exception of the rule regarding weight limitations of the “pet”.**

**C. Rules and Regulations Related to all Pets:**

1. The only permitted pets in and about DHA communities are DHA recognized domesticated dogs, cats, birds who are kept in approved bird cages, and fish who are kept in approved aquariums.
2. Residents shall not allow their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The term “disturb, interfere and diminish” shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities. Moreover, residents shall not permit their pets to become a nuisance. Any dog is declared a public nuisance, if such dog:
  - a) Seriously disturbs a person or neighborhood by loud, frequent barking or howling. Generally, no management action will be taken against any person unless the complainant executes an affidavit indicating that he or she will testify in municipal court concerning such disturbance when notified of the date and time the matter is set for trial or if the Police initiate action, including issuing a ticket or carrying them to court under local laws.
  - b) Threatens or causes a condition which endangers public health.
3. If the pet(s) has been left unattended for a period of twenty-four (24) hours or more, DHA shall contact the responsible party or parties listed on the pet application required in paragraph III, A and require that said party or parties remove the pet. If the responsible party or parties are unwilling or unable to remove the pet(s), or the Authority, despite reasonable efforts, DHA shall contact the appropriate State or Local authority (or designated agent of such and authority) and request the removal of the pet(s). DHA may permit entrance to the dwelling unit in order for the pet(s) to be removed by the proper authorities.
4. Resident shall not alter their apartment, patio or apartment area in order to accommodate a pet or to create an enclosure for a pet without the expressed written permission of DHA.
5. Residents are responsible for all damages caused by their pets, including the cost of cleaning or replacement of carpets, floors, doors, cabinets, window coverings and/or the fumigation of units.
6. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of DHA and may subject the resident to lease termination.
7. Residents are not permitted to keep a pet not owned by the resident temporarily or allow a pet visitor.
8. Each resident who has an approved pet must identify an alternate custodian of the pet in the event of resident illness or other significant absence from the dwelling unit. The identification of an alternate custodian must occur prior to DHA’s issuance of a Pet Permit.
9. Pets must not be allowed to go onto the property of others and shall not constitute a nuisance to the pet owner’s neighbors of neighbors to DHA communities.

10. Pets must not hinder, interfere with, threaten or harass DHA staff members, agents, contractors or service providers in the performance of their duties including but not limited to: (i) routine, non-routine and emergency maintenance in and about resident’s unit; (ii) energy upgrade; (iii) building improvements; and (iv) routine and non-routine pest extermination or control activities. In no event may resident refuse to allow DHA to perform such services due to the presence of a pet.

**D. Rules and Regulations Related to Dogs and Cats:**

1. The weight of a dog or cat shall not exceed 30 pounds (adult size). Service animal dogs, which are actually used as a service animal, pursuant to Section VI (B), are exempt from this rule.
2. All dogs and cats must be spayed or neutered, as applicable.
3. Any dog that bites, attacks or endangers the safety of humans without provocation is classified as a potentially dangerous dog. The owner of such a dog is subject to revocation of his/her permit, a fine, and/or legal action. A dog is **not** considered potentially dangerous or dangerous if it bites a human:
  - a) When its owner is being attacked;
  - b) Who is a willful trespasser on the property of the owner or who is committing another tort or crime; or
  - c) Who has tormented or abused the dog and such torment or abuse is documented.
4. Dogs and cats shall remain inside the resident’s unit. No animals shall be permitted to be loose in hallways, lobby areas, Laundromats, community rooms, yards or other common areas of the development.
5. Residents may not allow dogs to go outside unless such dog is securely leashed with a leash no longer than four to six feet in length. It shall be the absolute responsibility of every owner, possessor or person who keeps any dog to prevent it from running at large upon sidewalks, vacant lots, or anywhere in the community. A dog shall be deemed to be running at large when off or away from the premises of the owner or keeper, or under the actual physical control by means of a leash, cord or chain. Dogs may not be leashed to inanimate objects such as trees, posts, buildings, cars, etc.
6. Dogs and cats, and as applicable, birds, must be licensed yearly by a licensed veterinarian or the DeKalb County Humane Society or other county Humane Society. Residents must show proof of annual rabies and distemper booster inoculations.
7. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall neither allow refuse from litter boxes to accumulate nor to become unsightly or unsanitary.
8. Residents are solely responsible for cleaning up pet droppings, if any, inside and outside the apartment and/or on the development grounds. Droppings must be picked up immediately and must be disposed of by being placed in a bag and then placed in a dumpster/container outside the development building. Residents in violation will be subject to a maintenance fee charge of twenty-five (\$25.00) for each offense. Multiple violations may also subject the resident to a revocation of the pet permit and/or lease termination.

9. Residents **may not** dispose of pet waste by any other ways other than those listed in this Policy.

**E. Pet Permit Renewal:**

**The Pet Permit shall be renewed at the annual recertification for each resident that keeps a pet in his or her dwelling unit. Copies of the current pet inoculations shall be required during recertification. DHA Management will bring expired pet permits to the attention of the pet owners by written notice allowing the pet owner a grace of fifteen days to provide the management office with a current certificate of appropriate inoculations. Residents pet owners who do not have a current Pet Permit after being extended a fifteen (15) day grace period are in violation of their dwelling lease and must remove the pet immediately or be subject to lease termination.**

**F. Annual Pet Inspections:**

**At least once each year, each apartment which has a pet will be subject to an inspection by DHA to determine what damage, if any, has occurred in the apartment as a result of the pet or pet’s presence in the apartment. Should DHA determine that damage to the apartment has occurred, DHA shall provide a listing of damages and charge the resident for the repair of damages. The resident shall pay such charges when due, generally the first day of the second month after notification of the charges. Should the resident fail or refuse to pay the charges when due, such failure or refusal shall be grounds for revocation of the pet permit and for lease termination.**

**VI. REVOCAION OF PET PERMIT:**

The privilege of maintaining a pet in a DHA apartment shall be subject to the rules set forth above. This privilege shall be revoked at any time, subject to DHA’s Grievance Procedures, if the animal becomes destructive, creates a nuisance, represents a threat to the health, safety and/or security of other residents or causing damage to the apartment, grounds or any DHA property.

**VII. AMENDMENTS TO THE PET POLICY:**

DHA reserves the right to amend this pet policy as it deems necessary to protect and enhance the DHA communities.

-end-

**DECATUR HOUSING AUTHORITY**  
**FLAT RENTS & INCOME BASED RENTS**

**FY 2005**

The Housing Authority is required to establish Flat Rents for residents in Public Housing Developments under the regulations of the Quality Housing & Work Responsibility Act (QHWRA) of 1998. Flat Rents are the amount of tenant rent based on the market value of the apartment, as determined by the Housing Authority. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued resident by families who are attempting to become economically self-sufficient.

**FLAT RATE RENT SCHEDULE AMOUNTS**

<u>Swanton Heights</u>		<u>Allen Wilson Terrace</u>	
0 Efficiency	\$250.00	1 Bedroom	\$329.00
1 Bedroom	\$360.00	2 Bedroom	\$423.00
2 Bedroom	\$505.00	3 Bedroom	\$485.00
3 Bedroom	\$569.00		
4 Bedroom	\$587.00		
5 Bedroom	\$603.00		

Each Resident will be allowed the option of choosing an affordable rent by selecting one of the two methods (Income-based or Flat Rent) by which the Housing Authority will determine and calculate their rent. The Income-based Rent is the rental amount based on the household income and other information reported to the housing authority by the resident.

The selection is the resident's option and will be made at the time the resident initially leases with the housing authority or at his/her annual re-certification and corresponding lease renewal. A resident that chooses the flat rent may change the basis on which the rent is calculated at any re-examination and once during any twelve month period.

Families who opt for a Flat Rent may request to have a re-examination and return to the formula-based method at any time.

Currently in the process of being revised updated information will be completed January 2005.

**DECATUR HOUSING AUTHORITY**  
**PHA GOVERNING BOARD**

FY 2005

**RESIDENT MEMBER of the PHA GOVERNING BOARD:**

- 1) Frances Mosley  
160 West Brooks Court  
Decatur, GA 30030

Appointed by the Mayor for the term of September 30, 2003 through September 30, 2004.

**DECATUR HOUSING AUTHORITY**  
**RESIDENT ADVISORY BOARD**

FY 2005

**RESIDENT ADVISORY BOARD MEMBERS:**

- 1) Frances Mosley, Public Housing Resident and Board of Commissioners
- 2) Mary Crowley, Public Housing Resident and Resident Association President
- 3) Betty Rockmore, Section 8 Participant

**DECATUR HOUSING AUTHORITY**  
**FLAT RENTS & INCOME BASED RENTS**

**FY 2005**

The Housing Authority is required to establish Flat Rents for residents in Public Housing Developments under the regulations of the Quality Housing & Work Responsibility Act (QHWRA) of 1998. Flat Rents are the amount of tenant rent based on the market value of the apartment, as determined by the Housing Authority. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued resident by families who are attempting to become economically self-sufficient.

**FLAT RATE RENT SCHEDULE AMOUNTS**

<u>Swanton Heights</u>		<u>Allen Wilson Terrace</u>	
0 Efficiency	\$250.00	1 Bedroom	\$329.00
1 Bedroom	\$360.00	2 Bedroom	\$423.00
2 Bedroom	\$505.00	3 Bedroom	\$485.00
3 Bedroom	\$569.00		
4 Bedroom	\$587.00		
5 Bedroom	\$603.00		

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**DECATUR HOUSING AUTHORITY**  
**DECONCENTRATION STATEMENT**

**FY2005**

**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.

The Decatur Housing Authority has high expectations to significantly reduce any persistent levels of racial segregation and poverty concentration to make the communities not segregated by factors of income and race. The Housing Authority will focus on specific income mixing and fair housing obligations. We are committed to meeting the critical housing needs of the residents of the City of Decatur and their families to expand opportunities through housing assistance. To encourage income mixing the housing authority has implemented flat rents. The Housing Authority will work hard to bring higher income residents into any relatively lower income communities/buildings and lower income tenants into relatively higher income sites/communities. The Decatur Housing Authority will study classified buildings and prospective residents according to their income levels and then make lease-up decisions that would gradually improve the income mixing under public housing agency management.

<b>Analysis Based on Average Income</b>								
Covered Developments	Total Annual Income	Average Income Per Dev.	Average Income of Covered Devs.	Income Range	Percentage of Median Income	Exempt		
AWT GA011-01	1,824,236	9,121	10,145					
SH GA011-02	1,148,364	12,348	10,145					
<b>Analysis Based on Bedroom Adjustment Factor Per Occupied Units (Step 1)</b>								
Covered Developments	0 Br	1 BR	2 BR	3 BR	4BR	5 BR	6 BR	Total Occupied Units
AWT	0	76	84	40				200
SH	4	16	18	18	30	7		93
<b>Total</b>	<b>4</b>	<b>92</b>	<b>102</b>	<b>58</b>	<b>30</b>	<b>7</b>	<b>0</b>	<b>293</b>
Computed HUD Adjustment Factor								
<b>Bedroom Adjustment Factor Per Development Based on Occupied Units (Step 2)</b>								
Covered Developments	Total Occupied Units	Development Average Income	% of Average Income	% of Median Income	Exempt			
AWT	200							
SH	93							
<b>Total</b>	<b>293</b>							

## Decatur Housing Authority



FY2002 all PHAs must address the following questions about their Required Initial Assessments to be included as a required attachment to the template (template questions will also be available on the PHA Plan website). In addition, PHAs must modify the “Annual Plan Table of Contents” and “Submission Checklist for the Small PHA Plan Update” to include this required attachment.

### Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **2**

Development Name	Number of Units
<b>1. Allen Wilson Terrace</b>	<b>200</b>
<b>2. Swanton Heights</b>	<b>93</b>
Total	<b>293</b>

- 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)? **0**
- c. How many Assessments were conducted for the PHA’s covered developments? **2**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **0**

Development Name	Number of Units
<b>N/A</b>	

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

\_\_\_/s/ Karen A. Newton for Paula O. Blunt  
Acting General Deputy Assistant Secretary for Public and Indian Housing

## Decatur Housing Authority



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\_\_\_/s/ Karen A. Newton for Paula O. Blunt  
Acting General Deputy Assistant Secretary for Public and Indian Housing