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)

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.

Housing Authority of the City of Decatur, GA

Streamlined 5-Year Plan for Fiscal Years 2006 - 2010

Streamlined Annual Plan for Fiscal Year 2006

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: 1/1/2006

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 = 97)
- ☒ 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 12/31/06
- Review safety needs & activities Ongoing
- Promote self-sufficiency / independence 12/31/07
- Review Authority Policies Ongoing
- Quality of Life Policy 6/30/07
- Review current environmental issues as defined by regulatory agencies Ongoing
- Review & implement upgrade of housing stock through replacement 12/31/13

☒ 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)

- Develop updated quality of life rules designed to better mirror requirements in market rate housing

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
- Increase employability skills through use of computer learning center (job readiness) and wellness center.

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:

- Review the variety of future housing needs — Ongoing
- Explore development of additional affordable housing resources — 12/31/07

PHAGoal: 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)

PHAGoal: 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 — 6/30/07
- Develop procedural manuals — 12/31/06
- Develop performance standards for staff — Ongoing
- Improve communications (staff, residents, phone) — 12/31/06
- Review and develop disaster recovery plan — 12/31/06
- Review budget development and monitoring system — 12/31/06
- Expand Authority's programs and efforts to create a positive relationship with residents and applicants — 12/31/06

Streamlined Annual PHA Plan
PHA Fiscal Year 2006
[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.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,848		
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	2,079	73%	
Elderly families	205	7.2%	
Families with Disabilities	1,637	57.5%	
Race/ethnicity (Black)	2,572	90%	
Race/ethnicity (White)	87	3.06%	
Race/ethnicity (Amer. Indian/Native Haw)	14	.50%	
Race/ethnicity (Asian)	23	.81%	
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)? ☐ No ☒ Yes
If yes:
How long has it been closed (# of months)? 30 months
Does the PHA expect to reopen the list in the PHA Plan year? ☒ No ☐ Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
☐ No ☒ Yes – Project based if available, & displaced by government action

Waiting list type: (select one)
☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2, 219		
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	178	8%	
Elderly families	75	3.4%	
Families with Disabilities	414	18.7%	
Race/ethnicity	55	2.5%	
Race/ethnicity	1,797	81%	
Race/ethnicity	5	.23%	
Race/ethnicity	41	1.8%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	918	41.1%	
2 BR	697	31.4%	
3 BR	488	22.0%	
4 BR	113	5.90%	
5 BR	3	0.013%	

Is the waiting list closed (select one)? ☒ No ☐ Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?
☐ No ☐ Yes

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
  - Redevelop public housing that increases density in a positive way and incorporates a mixed income component

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)
- Develop senior oriented housing

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)
- In new developments incorporate accessible features

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.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2005 grants)**		
a) Public Housing Operating Fund FY2006	570,954 (estimated amount)	Operating Budget
b) Public Housing Capital Fund FY2006	522,134 (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	4,771,304 (estimated amount)	Operating Budget
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
i) Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) list below:		
Capital fund FY2004 - 6/30/05 P&E	370,050	Mngt/Admin/Phys Needs -Dev
Capital fund FY2005 - awarded	552,280	Mngt/Admin/Phys Needs -Dev

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
3. Public Housing Dwelling Rental Income	570,499 (estimated amount)	Operating Budget
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	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: (1-25)
☐ 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
- Registered Sex Offender

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, Inaccessibility)

☒ 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
☒ 3 Those enrolled currently in educational, training, or upward mobility programs
☒ 4 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
- Quarterly management forums are held with residents; a review of a lase section and other policies is conducted at those

☒ Other source (list)
- Quality of life Rules (PHA House Rules)

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)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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 below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

☒ Annually
☐ Other (list below)

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

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

- 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 – planning on-going and will be applying to HUD to replace units

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.)

Demolition/Disposition Activity Description
1a. Development name: ALLEN WILSON TERRACE APARTMENTS 1b. Development (project) number: GA011-01
2. Activity type: Demolition ☒ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (11/1/05)
5. Number of units affected: 40-75 6. Coverage of action (select one) ☒ Part of the development ☐ 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? 20

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 2005 – 2009).*

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 45% 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 then those due to HUD policy changes or to those needed to respond to emergency or critical situations
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 recommendations or regulatory flexibility.
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 bathroom 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 then for 4 & 5 bedrooms/.
3) The Advisory Board advised on the continuation of current programs and encouraged new ones, such as a wellness program.

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): 10/1/04 - 9/30/05

☐ 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 is considering a Section 8 project based voucher program.

DRAFT 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 20 families searching for affordable housing per month.

B. SCOPE OF SERVICES

DHA seeks qualified owners 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.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
✓	PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.	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. ☐ 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. ☐ 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. ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. ☐ Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
✓	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
✓	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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
		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 ☐ 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 ☒ Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures. ☒ 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 _20.9_of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs ☐ 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). ☒ Check here if included in the public housing A & O Policy.	Pet Policy
✓	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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Related Plan Component**
	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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur, GA	Capital Fund Program Grant No: GA06P01150106 Replacement Housing Factor Grant No:	2006

☒ 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	74,000.00			
4	1410 Administration	52,200.00			
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	44,300.00			
10	1460 Dwelling Structures	158,663.00			
11	1465.1 Dwelling Equipment—Non-expendable	7,500.00			
12	1470 Non-dwelling Structures	12,500.00			
13	1475 Non-dwelling Equipment	2,250.00			
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	**Amount of Annual Grant: (sum of lines 1-19)**	**$ 522,134.00**			

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 1: Summary

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur, GA	Capital Fund Program Grant No: GA06P01150106 Replacement Housing Factor Grant No:	2006

☒ 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	.00			
24	Amount of line 21 Related to Security - Soft Costs	53,000.00			
25	Amount of line 21 Related to Security - Hard Costs	15,000.00			
26	Amount of line 21 Related to Energy Conservation Measures	6,400.00			

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: **Housing Authority of the City of Decatur, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P01150106** Replacement Housing Factor Grant No:	**Federal FY of Grant: 2006**

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				
	Erosion control / sod replacement		1450	As needed	1,000				
Allen	Storm drains – clean/raise		1450	As needed	2,000				
	Tree removal / replacement		1450	As needed	4,000				
Wilson	Concrete repair – walks, curbs, steps, etc		1450	As needed	3,000				
	Mailbox replacement		1450	As needed	2,500				
Terrace	Jet wash sewer lines		1450	Site	3,000				
	Replacement of units		1460	1	50,000				
Apts.	Pressure Wash all buildings		1460	All bldgs	3,913				
	Tub liners/surround replacement		1460	3 units	3,600				
	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	1 unit	1,000				
	Roof repair/replacement and decking		1460	1 bldg	7,000				
	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				
	Cycle painting		1460	18 units	9,650				
	HVAC replacement		1460	2 units	4,000				
	Appliance replacements – refrig. & ranges		1465.1	7 each	2,500				
	Rental Office upgrade		1470	As needed	2,500				
	Dumpster		1475	1	750				
Physical Needs				**AWT total**	**$ 122,413**				

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: **Housing Authority of the City of Decatur, GA**	**Grant Type and Number** Capital Fund Program Grant No: **GA06P01150106** Replacement Housing Factor Grant No:	**Federal FY of Grant: 2006**

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	Playground Site Improvements		1450	As needed	3,000				
	General Site work/improvements		1450	As needed	8,000				
Swanton	Concrete repair – walks, curbs, steps, etc		1450	As needed	5,000				
Heights	Erosion control / Sod installation		1450	As needed	2,800				
	Tree pruning & landscaping		1450	As needed	3,000				
Apts.	Jet wash sewer lines		1450	Site	2,000				
	Window replacements		1460	5 units	10,000				
	Door replacements (screen)		1460	6 units	2,000				
	Caulk window / doors		1460	As needed	6,400				
	Bathroom Vanities		1460	20 units	6,000				
	Tub liner or surround replacement		1460	1 each	1,500				
	Re-tile entire apartment unit/repair subfloor		1460	6 units	12,000				
	Cycle Painting & Doors		1460	5 units	3,000				
	Re-roofing/repair		1460	1 bldg	7,000				
	Replace Carpet–elderly units		1460	3 units	2,100				
	Replace metal Stairs		1460	1 bldg	10,000				
	Bldg identifications		1460	13 each	2,500				
	Appliance replacement		1465.1	8 units	5,000				
	Community Center Upgrades		1470	1 unit	10,000				
	Dumpster replacement		1475	2 each	1,500				
Physical Needs				**SH total**	**$102,800**				
	Subtotal				**$ 225,213**				
					Original	**Revised**	**Obligated**	**Expended**	

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: **Housing Authority of the City of Decatur, GA**		**Grant Type and Number** Capital Fund Program Grant No: **GA06P01150106** Replacement Housing Factor Grant No:					**Federal FY of Grant: 2006**		
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
PHA – WIDE	Community Policing Program provided by Decatur City Police (soft cost)		1408		53,000				
Management	Preventive Maintenance / Inspection Program (soft cost)		1408	293 Units	16,000				
Improvements	Training		1408		5,000				
	Subtotal				**$ 74,000**				
PHA – WIDE **Administration**	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		1410	6 people	51,600				
	Miscellaneous Expense – Travel (including mileage) advertising, printing, resident CGP Involvement activities, etc for administrative services		1410		600				
	Subtotal				**$ 52,200**				
Fees & Costs	A & E Contract Assistance & Inspection		1430		2,500				
	Subtotal				**$ 2,500**				
Collateralization	Collateralization		1501		**168,221**				
	GRAND TOTAL				**$ 522,134**				

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: **Housing Authority of the City of Decatur, GA**	**Grant Type and Number** Capital Fund Program No: **GA06P01150106** Replacement Housing Factor No:	**Federal FY of Grant: 2006**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
Est. Start date 5/31/05	**Original**	**Revised**	**Actual**	**Original**	**Revised**	**Actual**	
GA011-1							
Allen Wilson Terrace	05/31/08			5/31/10			In accordance with Notice 2001-26
GA-011-2							
Swanton Heights	05/31/08			5/31/10			In accordance with Notice 2001-26
Management Improvements	05/31/08			5/31/10			In accordance with Notice 2001-26
Community Policing Program	05/31/08			5/31/10			In accordance with Notice 2001-26
Preventive Maintenance Program	05/31/08			5/31/10			In accordance with Notice 2001-26
Operational Improvement Training	05/31/08			5/31/10			In accordance with Notice 2001-26
Professional Training in Maintenance Skills and Services	05/31/08			5/31/10			In accordance with Notice 2001-26
Resident Responsibility Training	05/31/08			5/31/10			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 **Housing Authority of the City of Decatur, GA**		**GA06P01150106**		☒**Original 5-Year Plan** **FY 2006** **Revision No:**	
Development Number/Name/HA-Wide	Year 1 FFY Grant: PHA FY: **2006**	Work Statement for Year 2 FFY Grant: PHA FY: **2007**	Work Statement for Year 3 FFY Grant: PHA FY: **2008**	Work Statement for Year 4 FFY Grant: PHA FY: **2009**	Work Statement for Year 5 FFY Grant: PHA FY: **2010**
GA 011-1 ALLEN WILSON GA 011-2 SWANTON HEIGHTS	See Annual Statement				
Physical Improvements Subtotal		223,379.00	221,479.00	219,079.00	226,029.00
Management Improvements Subtotal		73,400.00	77,800.00	80,200.00	73,250.00
Administration Subtotal		52,000.00	52,000.00	52,000.00	52,000.00
Fees & Costs Subtotal		5,000.00	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.)	**522,134.00**	**522,000.00**	**522,000.00**	**522,000.00**	**522,000.00**
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 2 **2007**	Activities for Year : **2** FFY Grant: **GA06P01150107** PHA FY: **2007**			Activities for Year: **2** FFY Grant: **GA06P01150107** PHA FY: **2007**		
	Work Categories	Quantity	Estimated Cost	Work Categories	Quantity	Estimated Cost
SEE	**GA011-1 ALLEN WILSON TERRACE**			**GA011-2 SWANTON HEIGHTS**		
	1470			1470		
	1465					
				1465		
	1460					
				1460		
ANNUAL	Replace Roof	1 Bldg	10,000	Replace Roof	2 Bldgs	20,000
	Window Replacement	1 Bldg	5,000	Window Replacement	40 each	26,000
STATE-	Replace Screen Door & hardware in units	8 each	5,000	Replace Screen Door & hardware	4 each	2,000
MENT	Paint Entrance Doors	10 each	3,000	Replace HVAC in units	2 each	6,779
	Re-tile Entire unit	2 units	4,000	Re-tile entire Unit	4 units	8,000
	Install new Kitchen counter tops and/or cabinets	5 units	5,000	Sub-Floor repairs	3 units	3,000
	Replace Tub liners & surround	5 units	6,000	Carpet replacement – elderly units	3 units	2,100
	Replacement Units	1 unit	51,000	Jet Wash sewer lines throughout site	As needed	5,000
				Bathroom Vanities	20 units	6,000
	1450					
	General Sire Work	As needed	4,000	1450		
	Concrete Repairs (paths and curbs)	As needed	3,000	General Sire Work	As needed	3,000
	Erosion Control – grading & sod installation	As needed	1,000	Mulch @ playground	As needed	3,000
				Landscaping – Tree pruning	As needed	3,500
				Erosion control – grading & sod installation	As needed	2,000
				Concrete Repair – sidewalks, curbs & paths	As needed	2,000
				Sealcoat asphalt	As needed	30,000
		Subtotal	**$ 97,000**		**Subtotal**	**$ 122,379**
				Physical Needs Subtotal		**$219,379**

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan **Housing Authority of the City of Decatur, GA**
Part II: Supporting Pages—Work Activities

Activities for Year 2 **2007**	Activities for Year : **2** FFY Grant: **GA06P01150107** PHA FY: **2007**			Activities for Year: **2** FFY Grant: **GA06P01150107** PHA FY: **2007**		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
SEE	**Management Improvements:**			**Administration:**		
ANNUAL	Community Policing Program provided by Decatur City Police (soft cost)		54,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		51,500.00
STATE-MENT	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)		15,900.00	**Subtotal**		**52,000.00**
	Operational Improvements & system upgrades – phone system, mail / office equipment, etc (hard costs)		2,500.00			
	Subtotal		**77,400.00**			
	Collateralization:			**Fees & Costs:**		
	Collateralization		168,221	A&E Contract Assistance & Inspection		5,000.00
	Subtotal		**168,221**	Sundry Expenses		.00
				Subtotal		**5,000.00**
				TOTAL CFP Estimated Cost		**522,000.00**

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 3 **2008**	Activities for Year : **3** FFY Grant: **GA06P01150108** PHA FY: **2008**			Activities for Year: **3** FFY Grant: **GA06P01150108** PHA FY: **2008**		
	Work Categories	Quantity	Estimated Cost	Work Categories	Quantity	Estimated Cost
SEE	**GA011-1 ALLEN WILSON TERRACE**			**GA011-2 SWANTON HEIGHTS**		
	1475			1470		
	1465			1465		
	Appliances	14 Units	8,000			
	1460			1460		
ANNUAL	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
STATE-	Paint Entrance Doors	20 each	3,000	Window Replacement	35 each	27,779
MENT	Cycle Interior Painting / staining cabinets	40 units	20,000	Replace Screen Door & Hardware	15,000	12,000
	Install new Kitchen counter tops and/or cabinets	6 units	5,000	Paint Entrance Door	20	6,000
	Unit Replacement		1,000	Re-tile Entire Unit	4 units	16,000
				Sub Floor Repairs	8 units	8,000
	1450			Shower Replacement	As needed	10,000
	General Site Work	As needed	4,000	Replace Tub Liners & Surround	8 units	10,200
	Concrete Repairs (paths / curbs)	As needed	3,000	Bathroom Vanities	20 units	7,000
	Erosion Control – grading & installation	As needed	1,000			
	Dumpster Replacement	2 each	1,500	1450		
				General Site Work	As needed	3,000
				Mulch @ Playground	As needed	3,000
				Landscaping – Tree Pruning	As needed	6,500
				Erosion Control – grading & sod installation	As needed	2,000
				Concrete Repair – sidewalks, curbs & paths	As needed	2,000
				Dumpster Replacement	2 each	1,500
		Subtotal	**$ 66,500**		**Subtotal**	**$ 154,979**
				Physical Needs Subtotal		**$ 221,479**

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 3 **2008**	Activities for Year : **3** FFY Grant: **GA06P01150108** PHA FY: **2008**			Activities for Year**: 3** FFY Grant: **GA06P01150108** PHA FY: **2008**		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
SEE	**Management Improvements:**			**Administration:**		
ANNUAL	Community Policing Program provided by Decatur City Police (soft cost)		55,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		51,500.00
STATE-MENT	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)		15,800.00	**Subtotal**		**52,000.00**
	Operational Improvements & system upgrades – phone system, mail / office equipment, etc (hard costs)		2,000.00			
	Subtotal		**77,800.00**			
				Fees & Costs:		
	Collateralization:			A & E Contract Assistance & Inspection		2,500.00
	Collateralization		168,221	Sundry Expenses		.00
	Subtotal		**168,221**	**Subtotal**		**2,500.00**
				TOTAL CFP Estimated Cost		**522,000.00**

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 4 **2009**	Activities for Year : **4** FFY Grant: **GA06P01150109** PHA FY: **2009**			Activities for Year: **4** FFY Grant: **GA06P01150109** PHA FY: **2009**		
	Work Categories	Quantity	Estimated Cost	Work Categories	Quantity	Estimated Cost
SEE	**GA011-1 ALLEN WILSON TERRACE**			**GA011-2 SWANTON HEIGHTS**		
	1470			1470		
	1465			Replace/Repair Roof @ Community Center	1 Bldg	10,000
	Appliances	14 units	8,000	1465		
	1460			Appliances	14 units	8,000
	Replace Roofs	1 Bldg	10,000	1460		
ANNUAL	Replace Screen Door & Hardware	6 each	3,000	Structural Repairs	As needed	17,700
	Re-tile Entire Unit	2 units	4,000	Window Replacement	30 each	15,000
STATE-	Reconstruct unit	1 unit	16,000	Replace Roof	3 Bldgs	30,000
MENT				Replace Screen Door & Hardware	6 each	5,000
				Re-tile Entire Unit	4 units	8,000
	1450			Cycle Interior Painting / staining cabinets	30 units	13,779
	Paint/Replace metal parking poles	As needed	1,000	Paint Entrance Doors	10 each	3,000
	Sprinkler system in flower beds	As needed	4,000	Carpet Replacement – elderly units	3 units	2,100
	Tree Removal	As needed	3,000	Replace Tub Liners & Surround	6 units	12,000
	Seasonal improvement/pruning/over seed	As needed	5,000	Replace Kitchen cabinets & countertops	As needed	12,000
	Concrete Repairs (paths & curbs)	As needed	3,000	Jet Wash sewer lines throughout site	As needed	5,000
				Bathroom Vanities	10	4,000
				1450		
				General Site Work	As needed	3,000
				Mulch @ Playground	As needed	3,000
				Landscaping – Tree Pruning	As needed	3,500
				Erosion Control – grading & sod installation	As needed	2,000
				Concrete Repair – sidewalks, curbs, & paths	As needed	5,000
		Subtotal	**$ 57,000**		**Subtotal**	**$ 162,079**
				Physical Needs Subtotal		**$ 219,079**

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 4 **2009**	Activities for Year : **4** FFY Grant: **GA06P01150109** PHA FY: **2009**			Activities for Year**: 4** FFY Grant: **GA06P01150109** PHA FY: **2009**		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
SEE	**Management Improvements:**			**Administration:**		
ANNUAL	Community Policing Program provided by Decatur City Police (soft cost)		56,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		51,500.00
STATE-MENT	Training (soft cost)		4,000.00	Miscellaneous Expense – Travel (including mileage) advertising, printing, resident CGP Involvement activities, etc for administrative services		500.00
	Preventive Maintenance / Inspection Program (soft cost)		18,200.00	**Subtotal**		**52,000.00**
	Operational Improvements & system upgrades – phone system, mail equipment, office equipment, etc (hard costs)		2,000.00			
	Subtotal		**80,200.00**			
				Fees & Costs:		
	Collateralization:			A & E Contract Assistance & Inspection		2,500.00
	Collateralization		168,221	Sundry Expenses		.00
	Subtotal		**168,221**	**Subtotal**		**2,500.00**
				TOTAL CFP Estimated Cost		**522,000.00**

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 5 **2010**	Activities for Year : **5** FFY Grant: **GA06P01150110** PHA FY: **2010**			Activities for Year: **5** FFY Grant: **GA06P01150110** PHA FY: **2010**		
	Work Categories	Quantity	Estimated Cost	Work Categories	Quantity	Estimated Cost
SEE	**GA011-1 ALLEN WILSON TERRACE**			**GA011-2 SWANTON HEIGHTS**		
	1475			1470		
				Upgrade Replace HMC @ Community Center	1 Bldg	10,000
	1465			1465		
ANNUAL	1460			1460		
				Replace metal stairs	As needed	10,000
STATE-	Paint Entrance Doors	10 each	3,000	Window Replacement	As needed	15,000
MENT	Cycle Interior Painting/staining cabinets	25 units	20,000	Caulk windows & Doors	As needed	2,000
	Install new Kitchen counter tops and/or cabinets	6 units	5,000	Replace building identification numbers	As needed	2,500
	Replace Bath Vanity / cabinet	5 units	4,779	Replace Screen doors / Hardware	As needed	2,000
	Replace Tub liners & Surround	5 units	6,000	Cycle interior Painting / staining cabinets	20 units	13,000
	Jet wash sewer lines throughout sit	As needed	3,000	Paint building interior	As needed	7,000
				Renovate entrances including door styles	As needed	30,000
	1450			Paint Entrance Doors	20 each	6,000
	General Site work	As needed	6,000	Re-tile entire unit	6 units	12,000
	Mulch @ playground	As needed	3,000	Sub-floor Repairs / replacement	2 units	3,000
	Erosion control – grading & sod installation	As needed	5,000			
	Concrete Repairs (paths & curbs)	As needed	5,000	1450		
	Dumpster Replacement	As needed	2,000	General Site Work	As needed	3,000
	Playground Equipment	As needed	20,000	Landscaping – Tree Pruning	As needed	3,500
				Erosion Control – grading & sod installation	As needed	2,000
				Concrete Repair – sidewalks, curbs, & paths	As needed	2,000
				Mulch @ Playground	As needed	3,000
				Upgrade Playground Equipment	As needed	6,000
		Subtotal	**$ 82,779**		**Subtotal**	**$ 132,000**
				Physical Needs Subtotal		**$ 214,779**

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 5 **2010**	Activities for Year : **5** FFY Grant: **GA06P01150110** PHA FY: **2010**			Activities for Year**: 5** FFY Grant: **GA06P01150110** PHA FY: **2010**		
	Work Categories		Estimated Cost	Work Categories		Estimated Cost
SEE	**Management Improvements:**			**Administration:**		
ANNUAL	Community Policing Program provided by Decatur City Police (soft cost)		58,000.00	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Administrative Assistant, Special Programs Supervisor, support staff and related fringe benefits		51,500.00
STATE-MENT	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)		19,000.00	**Subtotal**		**52,000.00**
	Operational Improvements & system upgrades – phone system, mail equipment, office equipment, etc (hard costs)		2,500.00			
	Subtotal		**84,500.00**			
	Collateralization:			**Fees & Costs:**		
	Collateralization		168,221	A & E Contract Assistance & Inspection		2,500.00
	Subtotal		**168,221**	Sundry Expenses		.00
				Subtotal		**2,500.00**
				TOTAL CFP Estimated Cost		**522,000.00**

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

FY 2006

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, when available	Ongoing
• Leverage private or other public funds to create additional housing opportunities	Ongoing
• Expand supply in most needed bedroom sizes	12/31/2006
• Monitor property availability	Ongoing
• Work with city to facilitate inclusion of affordable housing component in developments	12/31/06
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	12/31/2006
• Secure Capital Funds financing	12/31/2006
• Develop more economically missed area	Ongoing
Provide a quality living environment within the Authority owned properties:	
• Identify Annual Capital Improvements needs and implement	12/31/2006
• 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
• Promote healthy behavior and implement programs to create a healthy community.	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 programs that provide appropriate choices	12/31/2005

PHA Goals (cont.) **Status:**

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
- Review public housing security and determine if improvements are needed & can be made — 12/31/2007
- Consider whether to designate developments or buildings for particular resident groups (elderly, persons with disabilities) — 12/31/2006

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 — 12/31/2007

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, website) — 12/31/2006
- Review and continue implementation of records management system — 12/31/2006
- Maintain waiting list in an updated status — Ongoing
- Develop and implement a Disaster Recovery Plan — 6/30/2006

Expand affordable housing choices and ability to choose in Decatur:

- Explore resources available in Decatur — Ongoing
- Continue to recruit landlords in non traditional areas — 12/31/2006
- Review the variety of future housing needs — Ongoing
- Explore development of additional housing resources — 12/31/2007

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 2006

INTRODUCTION

DHA 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 residents are prohibited from keeping pets in their apartments, in their yards, around their apartment or in or around any DHA property.

A. APPLICABILITY:

This policy ("Policy") is applicable for all DHA owned or managed communities that have been approved for common household pets, including those that have units designated as elderly, handicapped or disabled and family communities.

B. 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:

1. Birds of prey with an overly aggressive nature.

2. 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.

3. 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

4. Any vicious and/or intimidating dogs. The terms "vicious" or "intimidating dog shall mean:

5. Any dog with a known or suspected propensity, tendency or disposition to unprovoked attacks that cause injury, or any dog that otherwise endangers the safety of human beings or domestic animals.

6. Any dog which approaches any person in an apparent attitude of attack upon the streets, sidewalk or any community grounds or places.

7. 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;

8. Any dog that 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.

9. 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.

C. APPLICATION FOR PET PERMIT:

1. 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:

   i. A current animal or pet license or tag issued by the appropriate authority;

   ii. Evidence that the pet has been spayed or neutered as applicable: and

   iii. Current shot record from the resident's veterinarian or the DeKalb County Humane Society or other applicable county Humane Society evidencing that the pet has received current rabies and distemper inoculations or boosters, as applicable.

   iv. 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.

   v. 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.

2. 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.

3. Any pet found outside of the dwelling unit unattended by the pet's owner or keeper will be considered stray animals and placed in custody of the DeKalb County Animal Control Center.

4. The Pet Permit shall be completed as prescribed by the form and signed by both the Resident and the Property Manager or designee.

D. PET DEPOSIT:

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

   i. $325.00 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. Past experience has shown that such charges are approximately $300.00+.

   ii. $240.00 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 whish 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. Past experience had shown that such charges are approximately $200.00+.

   iii. $160.00 for all fish in a single aquarium over one (1) 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. Past experience has shown charges are approximately $140.00+.

2. DHA shall refund the unused portion of the pet deposit, 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.

3. 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.

4. 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.

5. 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 pet pursuant to this Policy.

E. RULES AND REGULATIONS:

Number of Pets Allowed:

1. No household shall own or keep in their apartments or on any property owned by DHA more then:

   i. one (1) dog;
   ii. one (1) cat;
   iii. two (2) aquariums;
   iv. one (1) bird cage containing not more than two (2) birds;
   v. a combination in the aggregate of not more than: (i) one (1) dog or one (1) cat, and one (1) aquarium; or (ii) one (1) bird cage containing not more than two (2) birds and one (1) aquarium.

2. 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.

Applicability of Rules and Regulation 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 DeKalb County 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".

Rules and Regulations Related to all Pets:

1. The only permitted pets in and about DHA communities are DHA recognized domesticated dogs, cats, birds that are kept in approved birdcages, and fish that 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 complaint 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.

    b) Threatens or causes a condition which endangers public health.

3. If pets are left unattended for a period of twenty-four (24) hours or more, DHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Georgia state law and pertinent local or county ordinances. DHA accepts no responsibility for the animal under such circumstances. DHA will charge the Resident of the unattended pet a fee for the removal of the pet.

4. Resident shall not alter their apartment, patio or apartment area in order to accommodate 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. Should a resident's pet give birth to a litter or offspring, the resident shall remove all animals except one. Should the resident choose to keep one of the offspring, the resident must show a current license and shot record for the newly retained pet.

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 not owned by a resident shall ***NOT*** be kept on a temporary basis, absent the express written consent of the resident's Property Manager.

10. 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.

11. 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 DDHA to perform such services due to the presence of a pet.

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 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 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.

Rules and Regulations Related to Birds:

A birdcage cannot be larger than 18 inches by 18 inches by 30 inches (18" x 18" x 30"). Birds must fit inside the cage.

Rules and Regulations Related to Fish:

An aquarium cannot be larger than thirty (30) gallons and must be watertight.

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.

Annual Pet Inspections:

At least once each year, each apartment that 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.

F. REVOCATION 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, and represents a threat to the health, safety and/or security of other residents.

G. 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
COMMUNITY SERVICE REQUIREMENT POLICY

FY2006

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 mandates PHAs to require that adults living in public housing comply with community service requirements. On March 29, 2000, the Changes to Admission and Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Program Final Rule was published in the Federal Register.

A. REQUIREMENT

Each adult resident of DHA shall:

- Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or
- Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

DHA shall provide an exemption from the community service requirement for any individual who:

- Is 62 years of age or older;
- Is a blind or disabled individual, as defined under section 216[i][l] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

- Is engaged in a work activity as defined in section 407[d] of the Social Security Act;
- Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
- Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

DHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.
DHA will permit residents to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

DHA will give residents the greatest choice possible in identifying community service opportunities. DHA will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

For each public housing resident subject to the requirement of community service, DHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.
Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.
DHA will verify compliance annually. If qualifying activities are administered by an organization other than DHA, DHA will obtain verification of family compliance from such third parties.
Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If DHA determines that a resident subject to the community service requirement has not complied with the requirement, DHA shall notify the resident of such noncompliance, and that:

- The determination of noncompliance is subject to the administrative grievance procedure under DHA's Grievance Procedures; and
- Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and
- DHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless DHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.
- The head of household and the noncompliant adult must sign the agreement to cure.

Ineligibility for Occupancy for Noncompliance

DHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. DHA RESPONSIBILITY

To the greatest extent possible DHA will ensure that all community service programs are accessible for persons with disabilities and DHA will:

- Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations.
- Provide in-house opportunities for volunteer service of self-sufficiency programs.

THE END

ADMISSIONS
AND
CONTINUED OCCUPANCY POLICIES
FOR
PUBLIC HOUSING
BY THE
HOUSING AUTHORITY
OF THE CITY OF DECATUR, GEORGIA

Adopted by the Housing Authority of the City of Decatur, Georgia Board of Commissioners: October 1, 2004

Effective Date: October 1, 2004

TABLE OF CONTENTS

CHAPTER 1

STATEMENT OF POLICIES AND OBJECTIVES

A. HOUSING AUTHORITY MISSION STATEMENT
B. LOCAL OBJECTIVES
C. PURPOSE OF THE POLICY
D. FAIR HOUSING POLICY
E. SERVICE AND ACCOMMODATIONS POLICY
F. PUBLIC HOUSING MANAGEMENT ASSESSMENT OBJECTIVES
G. FAMILY OUTREACH
H. PRIVACY RIGHTS
I. EQUAL EMPLOYMENT OPPORTUNITY
J. POSTING OF REQUIRED INFORMATION
K. TERMINOLOGY
L. POLICY ADDENDUM STATEMENT

CHAPTER 2

ELIGIBILITY FOR ADMISSION

A. GENERAL POLICY ON SCREENING FOR SUITABILITY
B. QUALIFICATION FOR ADMISSION
C. MANDATORY SOCIAL SECURITY NUMBERS
D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS
E. APPLICATION SELECTION CRITERIA

CHAPTER 3

APPLYING FOR ADMISSION

A. HOW TO APPLY
B. “INITIAL” APPLICATION PROCEDURES
C. NOTIFICATION OF APPLICATION STATUS
D. COMPLETION OF A FULL APPLICATION
E. PROCESSING APPLICATIONS
F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

CHAPTER 4

ESTABLISH PREFERENCES AND MANAGING THE WAITING LIST

A. MANAGEMENT OF THE WAITING LIST
B. WAITING LIST PREFERENCES
C. LOCAL PREFERENCES CATEGORIES
D. INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION
E. ORDER OF SELECTION
F. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS
G. FINAL VERIFICATION OF PREFERENCES
H. PREFERENCE DENIAL
I. REMOVAL FROM WAITING LIST AND PURGING

CHAPTER 5

OCCUPANCY GUIDELINES

A. DETERMINING UNIT SIZE
B. CHANGES IN UNIT SIZE
C. ACCESSIBLE UNITS
D. FAMILY MOVES

CHAPTER 6

DETERMINATION OF TOTAL TENANT PAYMENT

A. MINIMUM RENT
B. INCOME AND ALLOWANCES
C. TRAINING INCOME EXCLUSIONS
D. DEFINITION OF TEMPORARY/PERMANENTLY ABSENT
E. AVERAGING INCOME
F. USING UP-FRONT INCOME VERIFICATION (UIV) TO PROJECT INCOME
G. EARNED INCOME DISALLOWANCE
H. BUSINESS INCOME
I. INCOME FROM ASSETS
J. MINIMUM INCOME
K. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME
L. REGULAR CONTRIBUTIONS AND GIFTS
M. ALIMONY AND CHILD SUPPORT
N. LUMP-SUM RECEIPTS
O. CONTRIBUTIONS TO RETIREMENT FUNDS-ASSETS
P. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE
Q. CHILD CARE EXPENSES
R. MEDICAL EXPENSES

S. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES
T. REDUCTION IN BENEFITS
U. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS
V. EXCESS UTILITY PAYMENTS
W. FLAT RENTS

CHAPTER 7

VERIFICATION PROCEDURES

A. METHODS OF VERIFICATION AND TIME ALLOWED
B. RELEASE OF INFORMATION
C. COMPUTER MATCHING
D. ITEMS TO BE VERIFIED
E. VERIFICATION OF INCOME
F. INCOME FOR ASSETS
G. NET INCOME FROM RENTAL PROPERTY
H. RETIREMENT ACCOUNTS
I. INCOME FROM EXCLUDED SOURCES
J. VERIFICATION OF ASSETS
K. VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME
L. VERIFYING NON-FINANCIAL FACTORS
M. VERIFICATION OF SUITABILITY FOR ADMISSION
N. VERIFICATION OF WAITING LIST PREFERENCES

CHAPTER 8

TENANT SELECTION AND ACTION PLAN

A. METHOD OF SELECTION

CHAPTER 9

LEASING

A. LEASE ORIENTATION
B. EXECUTION OF LEASE
C. ADDITIONS TO THE LEASE
D. LEASING UNITS WITH ACCESSIBLE OR ADAPTABLE FEATURES
E. UTILITY SERVICES
F. SECURITY DEPOSITS
G. RENT PAYMENTS
H. FEES AND NON-PAYMENT PENALTIES
I. SCHEDULES OF SPECIAL CHARGES
J. MODIFICATIONS TO THE LEASE
K. CANCELLATION OF THE LEASE

L. INSPECTIONS OF PUBLIC HOUSING UNITS

CHAPTER 10

TRANSFER POLICY

GENERAL STATEMENT
PRIORITY OF TRANSFERS
SPECIAL CIRCUMSTANCES TRANSFER
MANDATORY TRANSFERS
MOVING COSTS
SECURITY DEPOSITS
PROCESSING TRANSFERS
TRANSFER REQUEST PROCEDURE
RENT ADJUSTMENTS OF TRANSFERRED RESIDENTS
REEXAMINATION DATE

CHAPTER 11

PET POLICY

APPLICABILITY
DEFINITION OF COMMON HOUSEHOLD PET
APPLICATION FOR PET PERMIT
PET DEPOSIT
RULES AND REGULATIONS
REVOCATION OF PET PERMIT
AMENDMENTS TO THE PET POLICY

CHAPTER 12

RECERTIFICATIONS

A. ELIGIBILITY FOR CONTINUED OCCUPANCY
B. ANNUAL RECERTIFICATIONS
C. REPORTING INTERIN CHANGES
D. TIMELY REPORTING OF CHANGES IN INCOME(AND ASSETS)
E. REPORTING OF CHANGES IN FAMILY
F. CONTINUANCE OF ASSISTANCE FOR “MIXED” FAMILIES

CHAPTER 13

LEASE TERMINATIONS

A. TERMINATION BY TENANT
B. TERMINATION BY DHA
C. LEASE TERMINATION DUE TO DEATH OR INCAPACITY OF RESIDENT
D. TERMINATIONS DUE TO INELIGIBLE IMMIGRATION STATUS

CHAPTER 14

COMPLAINTS, GRIEVANCES AND APPEALS

A. COMPLAINTS
B. APPEALS BY APPLICANTS
C. APPEALS BY TENANTS
D. CONFERENCE AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"
E. GRIEVANCE PROCEDURES

CHAPTER 15

FAMILY DEBTS TO THE DHA

A. DEBTS OWED TO DHA
B. PAYMENT AGREEMENT FOR FAMILIES
C. PAYMENT AGREEMENT REQUIREMENTS
D. DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION

CHAPTER 16

COMMUNITY SERVICE

A. REQUIREMENT
B. EXEMPTIONS
C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM
D. ANNUAL DETERMINATIONS
E. NONCOMPLIANCE
F. DHA RESPONSIBILITY

CHAPTER 17

GLOSSARY

G. TERMS USED IN DETERMINING RENT
H. GLOSSARY OF HOUSING TERMS

CHAPTER 18

PROGRAM INTEGRITY ADDENDUM

A. FRAUD
B. INVESTIGATION OF SUSPECTED ABUSE AND FRAUD

C. STEPS TAKEN TO PREVENT PROGRAM ABUSE AND FRAUD
D. STEPS TAKEN TO DETECT PROGRAM ABUSE AND FRAUD
E. DHA'S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD
F. HOW DHA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD
G. PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE DHA
H. CONCLUSION OF THE DHA'S INVESTIGATIVE REVIEW
I. EVALUATION OF FINDINGS
J. ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED

ADDENDUMS

1. DWELLING LEASE
2. FEDERAL REGISTER / Vol. 66, No. 101 / Thursday, May 24, 2001 / Rules and Regulations
3. GRIEVANCE PROCEDURE

CHAPTER 1

STATEMENT OF POLICIES AND OBJECTIVES

INTRODUCTION

The Low Rent Public Housing Program was created by the U.S. Housing Act of 1937 and amended by the Quality Housing and Work Responsibility Act (QHWRA) of 1998.

Administration of the Public Housing Program and the functions and responsibilities of the Public Housing Authority (PHA) staff shall be in compliance with the Housing Authority of the City of Decatur, Georgia, referred to as "DHA", Personnel Policy, and this Admissions and Continued Occupancy Policy. The Administration of DHA's housing program will also meet the requirements of the U.S. Department of Housing and Urban Development. Such requirements include any Public Housing Regulations, Handbooks and applicable Notices. All applicable Federal, State and Local laws, including Fair Housing Laws and regulations shall supersede provisions in conflict with this policy. Federal regulations shall include those found in Volume 24 CFR (Code of Federal Regulations) Parts V, VII and IX.

A. HOUSING AUTHORITY MISSION STATEMENT

To serve the City of Decatur and County of DeKalb, Georgia and their citizens by focusing on affordable housing related economic development, employing creative endeavors and practicing sound financial management.

B. LOCAL OBJECTIVES

This Admissions and Continued Occupancy Policy for the Public Housing Program is designated to demonstrate that DHA is managing its program in a manner that reflects its commitment to improving the quality of housing available to the public and its capacity to manage that housing in a manner that demonstrates its responsibility to the public trust. In addition, this Admissions and Continued Occupancy Policy is designated to achieve the following objectives:

1. To provide improved living conditions for very low-income families while maintaining their rent payments at an affordable level.
2. To operate a socially and financially sound public housing agency that provides decent, safe, and sanitary housing within a drug free, suitable living environment for residents and their families.
3. To avoid concentrations of economically and socially deprived families in any one or all of the Housing Authority's public housing developments.
4. To lawfully deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may or may be expected to adversely

affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create danger to DHA employees.

5. To attempt to house a tenant body in each development that is composed of families with a broad range of incomes and rent-paying abilities that are representative of the range of incomes of low-income families in DHA's jurisdiction.
6. To provide opportunities for upward mobility of families who desire to achieve self-sufficiency.
7. To facilitate the judicious and efficient management of DHA inventory and DHA staff.
8. To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal Laws and regulations so that the admissions and continued occupancy are conducted without regard to race, color, religion, creed, sex, national origin, handicap or familial status.

C. PURPOSE OF THE POLICY

The purpose of this Admissions and Continued Occupancy Policy (ACOP) is to establish guidelines for DHA staff to follow in determining eligibility for admission and continued occupancy. These guidelines are governed by the requirements of the U. S. Department of Housing and Urban Development (HUD) with latitude for local policies and procedures. These policies and procedures for admissions and continued occupancy are binding upon applicants, residents, and DHA.

The DHA Board of Commissioners must approve the original policy and any changes. Required portions of this policy will be provided to HUD.

D. FAIR HOUSING POLICY

It is the policy of the Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with rules and regulations governing Fair Housing and Equal Opportunity in housing and employment. DHA will comply with all laws relating to Civil Rights, including:

Title VI of the Civil Rights Act of 1964
Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)
Executive Order 11063
Section 504 of the Rehabilitation Act of 1973
The Age Discrimination Act of 1975
Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern)
Other federally imposed laws or regulations.
Any applicable State laws or local ordinances and any legislation protecting the individual rights of tenants, applicants, or staff that may subsequently be enacted.

DHA shall not discriminate because of race, color, sex, religion, familial status, disability, national origin, marital status, or sexual orientation in the leasing, rental, or other disposition of housing or related facilities, including land that is part of any project or projects under DHA's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof. Posters and housing information are displayed in locations throughout the DHA's office in such a manner as to be easily readable from a wheelchair.

To further its commitment to full compliance with applicable Civil Rights laws, DHA will provide Federal/State/local information to public housing residents regarding "discrimination" and any recourse available to them if they believe they are victims of discrimination. Such information will be made available to them during the resident orientation session.

DHA's office at 750 Commerce Drive, Decatur, GA 30030 is accessible to persons with disabilities.

DHA shall not, on account of race, color, sex, religion, familial status, disability, national origin, marital status, or sexual orientation:

1. Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;
2. Provide housing that is different from that provided to others;
3. Subject a person to segregation or disparate treatment;
4. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
5. Treat a person differently in determining eligibility or other requirements for admission; or
6. Deny a person access to the same level of services.

DHA shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents).

E. SERVICE AND ACCOMMODATIONS POLICY

This policy is applicable to all situations described in this Admissions and Continued Occupancy Policy when a family initiates contact with DHA, when DHA initiates contact with a family including when a family applies, and when the DHA schedules or reschedules appointments of any kind.

It is the policy of DHA to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to the families within our jurisdiction.

DHA's policies and practices will be designed to provide assurances that all persons with disabilities will be provided reasonable accommodation so that they may fully access and utilize the housing program and related services. The availability of specific

accommodations will be made known by including notices on DHA forms and letters to all families, and all requests will be verified so that DHA can properly accommodate the need presented by the disability.

Federal Americans with Disabilities Act of 1990

With respect to an individual, the term "disability", as defined by the 1990 Act means:

A physically or mental impairment that substantially limits one or more of the major life activities of an individual;
A record of such impairment; or
Being regarded as having such impairment.

Undue Hardship

Requests for reasonable accommodation for persons with disabilities will be granted upon verification that they meet the need presented by the disability, and they do not create an "undue financial and administrative burden" for DHA, meaning an action requiring "significant difficulty or expense."

In determining whether accommodation would create an undue hardship, the following guidelines will apply:

The nature and cost of the accommodation needed;

The overall financial resources of the facility or facilities involved in the provisions of the reasonable accommodation; and

The number of persons employed at such facility, the number of families likely to need such accommodation, the effect on expenses and resources, or the likely impact on the operation of the facility as a result of the accommodation.

Verification of a Request for Accommodation

All requests for accommodation or modification of a unit will be verified with a reliable and knowledgeable professional.

Requests for reasonable accommodation from persons with disabilities will be granted upon verification that they meet the need presented by the disability and are within the reasonable financial ability of DHA and are both feasible and practical within the scope of the program.

DHA will require verification from a knowledgeable professional (case manager, physician, etc.) when a request for a home visit is submitted.

Reasonable Accommodation

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All DHA mailings will be made available in an accessible format upon request, as a reasonable accommodation.

Recertification by Mail

DHA will permit the accommodated family to submit an annual and interim recertification form through the mail, when DHA has determined that the request is necessary as a reasonable accommodation.

The mail-in packet will include notice to the accommodated family of DHA's deadline for returning the completed forms to DHA.

If there is more than one adult member in the household, but only one is disabled, recertifications will be processed through the mail. In such cases, the able adult family members will be required to take the necessary forms home to the member with a disability for completion and signature.

Home Visits

When requested and where the need for reasonable accommodation has been established, the DHA will conduct home visits to accommodate residents to conduct annual and interim recertifications.

Requests for home visit recertifications must be received in writing by the DHA at least 5 working days before the scheduled appointment date in order for the request to be considered.

DHA, at its discretion may consider home visit recertifications for missed scheduled appointment.

Other Accommodations

The Housing Authority (HA) will utilize organizations which provide assistance for hearing-and-sight-impaired persons when needed.

The HA will refer families who have persons with disabilities to agencies in the community that offer services to persons with disabilities.

F. PUBLIC HOUSING MANAGEMENT ASSESSMENT OBJECTIVES

DHA operates its public housing program with efficiency and can demonstrate to HUD or independent auditors that DHA is using its resources in a manner that reflects its commitment to quality and service. DHA policies and practices are consistent with the new Public Housing Assessment System (PHAS) outlined in the 24 CFR Parts 901 and 902 financial published regulations.

DHA is continuously assessing its program and consistently strives to make improvements. DHA acknowledges that its performance ratings are important to sustaining its capacity to maintain flexibility and authority. DHA intends to diligently manage its current program operations and continuously make efforts to be in full compliance with PHAS are demonstrated and can be objectively reviewed by an auditor whose purpose is to evaluate performance.

G. FAMILY OUTREACH

DHA will publicize and disseminate information to make known the availability of housing units and housing-related services for low and very low-income families on a periodic basis. When DHA's waiting list is opened, DHA will publicize the availability and nature of housing assistance for low and very low-income families in a newspaper of general circulation and other suitable means.

DHA will communicate the status of housing availability to other service providers in the community. DHA will advise them of housing eligibility factors and guidelines in order that they can make proper referrals for those who seek housing.

H. PRIVACY RIGHTS

Applicants and participants, including all adults in their households, are required to sign the form HUD-9886, "Authorization for Release of Information and Privacy Act Notice." This document incorporates the Federal Privacy Act Statement and describes the conditions under which DHA will release family information.

DHA's policy regarding release of information is in accordance with State and local laws, which may restrict the release of family information.

Any and all information, which would lead one to determine the nature and/or severity of a person's disability, must be kept in a separate folder or marked "confidential." The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. All requests for access and granting of accommodations based on this information must be approved by the Deputy Executive Director.

DHA's practices and procedures are designed to safe guard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location, which is only accessible by authorized staff.

The staff person who retrieves a tenant or applicant file is responsible for its security.

DHA staff will not discuss family information contained in files unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

I. EQUAL EMPLOYMENT OPPORTUNITY

Position vacancies are advertised. All DHA job postings will display the affirmative action/equal employment opportunity slogan prominently.

DHA takes seriously any complaints of discrimination with regard to race, religion, ethnicity, sex, disability or familial status.

J. POSTING OF REQUIRED INFORMATION

DHA will maintain a bulletin board in the lobby of the Central office and site offices, which will contain:

1. Statement of policies and procedures governing Admission and Continued Occupancy Policy (ACOP).
2. Open Occupancy Notice (Status of application taking).
3. Directory of DHA's housing sites including names, address of offices, number of units by bedroom size, accessible or adaptable units, and office hours at each facility.
4. Income limits for Admission.
5. Current schedule of routine maintenance charges.
6. A copy of the lease.
7. DHA's grievance procedures.
8. A Fair Housing Poster.
9. An Equal Employment Opportunity in Employment poster.
10. Current Resident Notices.
11. Security Deposit Charges.

K. TERMINOLOGY

The Housing Authority of the City of Decatur is referred to as "DHA" or "Housing Authority (HA)" throughout this document.

"Family" is used interchangeably with "Applicant," "Resident" or "Participant", and can refer to a single-person family.

"Tenant" is used to refer to participants in terms of their relation as a lease to the DHA as the landlord.

"Landlord" refers to the DHA.

"Disability" is used where "handicap" was formerly used.

"Non-citizens Rule" refers to the regulation effective June 19, 1995, restricting assistance to U.S. citizens and eligible immigrants.

See Glossary for other terminology.

K. ADDENDUM STATEMENT

The Dwelling Lease, Federal Register / Vol. 66, No. 101/Thursday, May 24, 2001 / Rules and Regulations, and Grievance Procedures attached hereto as exhibits A, B, and C, respectively, are incorporated in this ACOP, including all subsequent amendments, revisions, and modifications thereto, it being the intention and purpose of this ACOP to reference and incorporate the current terms and provisions of those documents as they may change from time to time.

CHAPTER 2
ELIGIBILITY FOR ADMISSION

INTRODUCTION

This Chapter defines both HUD's and DHA's criteria for admission and denial of admission to its programs. The policy of this DHA is to strive for objectivity and consistency in applying these criteria to evaluate the qualifications of families who apply. DHA staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by DHA pertaining to their eligibility.

A. GENERAL POLICY ON SCREENING FOR SUITABILITY

In developing its admission policies, the aim of DHA is to attain a tenant body composed of families with a broad range of incomes and to avoid concentrations of the most economically deprived families and families with serious social problems. Therefore, it is the policy of DHA to deny admission to applicants whose habits and practices may reasonably be expected to have a detrimental effect on the operations of the development or neighborhood or on the quality of life for its residents and the health, safety or welfare of other residents.

As a part of the final eligibility determination, DHA will screen each applicant household to assess their suitability as residents.

Some of the factors to be considered in the screening are housekeeping habits, rent paying habits, credit records, prior history as a tenant, criminal records and all other aspects of applicant's ability to maintain the required responsibilities of tenancy.

In determining qualifications for tenancy, DHA will consider the following items:

1. Whether the conduct of the applicant in present or prior housing has been such that admission to the program would adversely affect the health, safety or welfare of other residents, the physical environment, or the financial stability of the project.

   DHA shall rely upon sources of information which may include, but not be limited to: Housing Authority records, personal interviews with the applicant or tenant, home visits, interviews with previous landlords, employers, family social workers, credit history agencies, parole officers, criminal and court records, clinics, physicians or the police department.

This will be done in order to determine whether the individual attributes, prior conduct, and behavior of a particular applicant or tenant is likely to interfere with other tenants in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety and welfare.

2. An authorized representative of DHA shall document any pertinent information relative to the following:

   a. Criminal Activity: – Includes the activities listed in the definition of criminal activity in this Chapter.
   b. Pattern of Violent Behavior: – Includes evidence of repeated acts of violence on the part of an individual, or a pattern of conduct constituting a danger to peaceful occupancy of neighbors.
   c. Pattern of Drug Use: – Includes a determination by DHA that the applicant has exhibited a pattern of illegal use of a controlled substance which might interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
   d. Drug Related Criminal Activity: – Includes a determination by DHA that the applicant has been involved in the illegal manufacture, sale, distribution, use or possession of a controlled substance.
   e. Pattern of Alcohol Abuse: – Includes a determination by DHA that the applicant's pattern of alcohol abuse might interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.
   f. Initiating Threats: – Includes behaving in a manner indicating an intent to assault or otherwise threaten employees or other residents of DHA.
   g. Abandonment of a Public Housing Unit: – Vacating a unit without advising DHA officials so that staff may secure the unit and protect its property from theft and vandalism.
   h. Non-Payment of Rightful Obligations: – Including rent and/or utilities and other charges owed to DHA or any other PHA.
   i. Intentionally Falsifying an Application for Occupancy: – Including uttering or otherwise providing false information about family income and size, using an alias on the application for housing, or making any other material false statement or omission with the intent to mislead.
   j. Record of Serious Disturbances of Neighbors, Destruction of Property or Other Disruptive or Dangerous Behavior: – Consists of patterns of behavior which endanger life, safety, or welfare of other persons by physical violence, gross negligence or irresponsibility; which damage the equipment or premises in which the applicant resides, or which are seriously disturbing to neighbors or disrupt sound family and community life, indicating the applicant's inability to adapt to living in a multi-family setting. Includes judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, or frequent loud music and/or parties and gatherings, which have resulted in serious disturbances of neighbors.
   k. Grossly Unsanitary or Hazardous Housekeeping: – Includes the creation of a fire hazard through acts such as hoarding rags, papers, or other materials; severe

damages to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage on porches, patios, balconies, or stoops; or serious neglect of the premises; or accumulation of items that affect the health of the resident, other residents or the property. This category does not include families whose housekeeping is found to be superficially unclean or due to lack of orderliness, where such conditions do not create a problem for neighbors.

l. Destruction of Property: – From current and/or previous residences.

m. Whether Applicant or Tenant is Capable of Maintaining the Responsibilities of Tenancy: – In the case of applicants for admission, the person's present living arrangements and a statement obtained from applicant's physician or social worker will be among factors considered in making this determination. The availability of a live-in attendant will be considered in making this determination.

n. Credit History: - Includes, but is not limited to, information received by DHA from the three (3) major credit reporting agencies.

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

4. DHA may waive the policies prohibiting admission, in circumstances of previous drug or alcohol related criminal activity, if the person demonstrates to DHA's satisfaction that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and has successfully completed a supervised drug or alcohol rehabilitation program.

B. QUALIFICATIONS FOR ADMISSION

It is DHA's policy to admit qualified applicants only. An applicant is qualified if he or she meets the following criteria:

1. A family as defined in this chapter;

2. Heads a household where at least one member of the household is a citizen or an eligible non-citizen;

3. Has an Annual Income at the time for admission that does not exceed the low or very low income limits for occupancy established by HUD;

4. Provides a Social Security Card for all family members, or will provide written certification that they do not have Social Security numbers but are attempting to secure the same for those family members;

5. Meets or exceeds the Tenant Selection and Suitability Criteria as set forth in this policy, (including attending pre-occupancy class or lease-up orientation).

6. Is not currently adequately housed in a DHA dwelling unit. Applicants who are listed on a current DHA dwelling lease (or are a part of the household as verified by DHA records) and reside in a unit meeting the occupancy standards for the family size are not qualified for admission, and will not be placed on the waiting list for new applicants.

    - DHA may make exception to this policy due to emergency conditions including but not limited to severe harassment, family violence, hate crimes, and witness protection, as authorized by DHA's Executive Director or designee.

Timing for the Verification of Qualifying Factors

The qualifying factors of eligibility will not be verified until the family is in a position on the waiting list to be offered a housing unit, at which time they will be scheduled for a mandatory certification of eligibility interview.

The qualifying factors of eligibility must be met at the time the family is in a position on the waiting list to be offered a housing unit.

The applicant must qualify as a Family. A Family may be a single person or group of persons. Discrimination on the basis of familial status is prohibited, and a group of persons may not be denied solely on the basis that they are not related by blood, marriage or operation of law.

Definition of Family

Two or more persons who are related by blood, marriage, adoption, guardianship or operation of law, but are regularly living together, can verify shared income or resources, and will live together in DHA housing.

The term "Family" also includes, but is not limited to:

- A family with or without children;
- An elderly family (62 and older);
- A near elderly family (50-61 years of age);
- A disabled family;
- A displaced family;
- The remaining members of a tenant family;
- A single person who is not elderly, displaced, or a person with disabilities, or the remaining member of a tenant family;
- Two or more elderly or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family;
- Two or more near elderly persons living together, or one or more near elderly persons living with one or more live in aides;

The temporary absence of a child from the home due to placement in foster care shall not be considered in determining the family composition and family size.

Head of Household

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. The Head of Household must be at least eighteen (18) years old.

The age of eighteen (18), which is the age recognized under Georgia law as the age when a minor becomes an adult, which is also the age a person becomes legally capable of entering into a legal binding contract, such as a dwelling lease.

A family may designate an elderly or disabled family member as head of household solely to qualify the family as an Elderly Household, provided that the person is at least partially responsible for paying rent.

Spouse of Head

Spouse means the husband or wife of the head.

For proper application of the Non-citizens Rule, the definition of spouse is the marriage partner whom, in order to dissolve the relationship, would have to be divorced. Effective January 1, 1997, Georgia Law no longer recognizes common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

Co-Head

An individual in the household who is equally responsible for the lease with the Head of Household. A household may have either a spouse or co-head, but not both. A co-head never qualifies as a dependent.

Live-In Aides

A family may include a live-in aide provided that such live-in aide:

Is determined by DHA to be essential to the care and well being of an elderly person, a near-elderly person, or a person with disabilities,

Is not obligated for the support of the person(s), and

Live-In Aides (cont.)
Would not be living in the unit except to provide care for the person(s).
A live-in aide is not considered to be an assisted family member and has no rights or benefits under the program:

1. Income of the live-in aide will not be counted for purposes determining eligibility or level of benefits.
2. Live-in aides are not subject to Non-Citizen Rule requirements.
3. Live-in aides may not be considered as a remaining member of the tenant family.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

Family members of a live in attendant may also reside in the unit, providing doing so does not increase the unit size and that the presence of the family member(s) does not overcrowd the unit.

A live-in aide may only reside in the unit with the approval of DHA. Written verification will be required from a reliable, knowledgeable professional, such as a physician, social worker, or caseworker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near elderly or disabled. Verification must include the hours the care will be necessary and provided.

DHA has the right to disapprove a request for a live-in aide based on the criteria spelled out in this Chapter, Section F4.

If the live-in aide violates provisions of the lease, DHA may take action against the live-in aide separate from action against the assisted family.

C. MANDATORY SOCIAL SECURITY NUMBERS

Families are required to provide verification of Social Security Numbers for all family members prior to admission, if they have been issued a number by the Social Security Administration or will provide written certification that they do not have Social Security numbers but are attempting to secure the same for those family members; This requirement also applies to persons joining the family after admission to the program.

Failure to furnish verification of social security numbers is grounds for denial of admission or termination of tenancy.

D. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS

In order to receive assistance, a family member must be a U.S. citizen or an eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the six immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is denied.

Mixed Families - A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed". Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

No eligible members – Applicant families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students – Defined by HUD in the non-citizen regulations are not eligible for assistance.

E. APPLICANT SELECTION CRITERIA

All applicants will be processed in accordance with HUD's regulations and sound management practices. Applicants will be required to demonstrate the ability to comply with essential provisions of the lease as summarized below.

1. Ability to Comply With Essential Lease Provisions

All applicants must demonstrate through an assessment of current and past behavior the ability to comply with essential lease provisions:

a. to pay rent and other charges in a timely manner as required by the lease;

b. to care for, avoid neglect and not to damage the unit and common areas;

c. to use facilities, appliances and equipment in a reasonable way;

d. to create no health or safety hazards, and to report maintenance needs in a timely manner;

e. not to interfere with the rights and peaceful enjoyment of others and to avoid damaging the property of others;

f. not to engage in drug or alcohol abuse and criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff; and not to engage in drug-related criminal activity on or near DHA premises;

g. to comply with necessary and reasonable rules and program requirements of HUD and DHA: and

h. to comply with federal, state and local health and safety codes.

i. not to contain a household member subject to lifetime sex offender registration requirement under a state sex offender registration program.

2. Denial of Admission for Previous Debts

Previous outstanding debts to this HA or any HA resulting from a previous tenancy in the Public Housing, Section 8, or federally subsidized housing programs, must be paid in full prior to admission. No repayment agreement will be accepted unless approved by the Deputy Executive Director or Designee.

At the time of initial application, the application must execute an agreement to pay any previous debt prior to being placed on the waiting list and must be in full compliance with the payment agreement prior to admission.

3. Denial of Admission for Drug-Related and/or Other Criminal Activity

To be determined eligible, the family must not engage in drug-related or other criminal activity including violent criminal activity by any family member. No member of the applicant's family may have engaged in drug-related or violent criminal activity within the past five (5) years and ten (10) years if it was felony activity.

Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

DHA will not be obligated to seek out information concerning a family's criminal activities as part of the processing of an application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to DHA regarding this matter. The inquiries will be standardized and directed to all applicants by inclusion in the application form.

If as a result of the standardized inquiry, or the receipt of a verifiable referral, there is indication that the family or any family member is engaged in drug-related criminal activity, DHA will conduct closer inquiry to determine whether the family should be denied admission.

If the screening indicates that any family member has been arrested or convicted within the prior 5 years for drug-related or violent criminal activity, DHA shall obtain verification through police/court records.

DHA will check criminal history for all adults in the household to determine whether any member of the family has engaged in violent or drug-related criminal activity.

Verification of any past activity will be done prior to final eligibility and will include a check of appropriate records.

a. Drug-Related Criminal Activity

Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.

Drug-related criminal activity means on or off the premises, not just on or near the premises.

Persons evicted from public housing, Indian Housing, Section 23, or any Section 8 program because of serious criminal activities including any arrest and/or conviction of a felony nature are ineligible for admission to Public Housing. For felony arrests/convictions the ineligible period will be ten (10) years and all other arrests/convictions will be five (5) years. The PHA may waive this requirement if the person demonstrates to the PHA's satisfaction successful completion of a rehabilitation program approved by the PHA, or a circumstance leading to the Eviction no longer exists.

DHA will waive this requirement if:

The person demonstrates successful completion of a certified rehabilitation program, or

The circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated.

b. Illegal Drug Use and Alcohol Abuse

DHA will prohibit admitting any person to public housing in cases where DHA determines that there is a reasonable cause to believe that the person is illegally using a controlled substance, or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. This includes cases where DHA determines that there is a pattern of illegal use of a controlled substance or pattern of alcohol abuse.

DHA will not waive this policy

c. Violent Criminal Activity

> *Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.*

d. Permanent Denial of Admission

DHA will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. DHA will not waive this requirement.

e. Prohibition on Persons Subject to Lifetime Sex Offender Registration Requirement

DHA will deny admission to public housing to any family in which a family member is subject to a lifetime sex offender registration requirement. This provision will not be waived. DHA shall perform necessary criminal background checks in the State where the housing is located and in any other States where household members are known to have resided.

f. Other Criminal Activity

Other criminal activity means a history of criminal activity involving crimes of actual or threatened violence to persons or property, or a history of other criminal acts, conduct or behavior, which would adversely affect the health, safety, or welfare of other residents.

No family member may have engaged in or threatened abusive or violent behavior toward DHA personnel at any time.

No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last five (5) years and in the past (10) ten years if it ***was a*** felony. The law requires HAs to prohibit admission to federal housing programs for any household that includes an individual "subject to a lifetime registration requirement under a State sex offender registration program."
The HA will conduct criminal background checks on applicants that include a check to determine whether the applicant is subject to the lifetime registration.

g. Confidentiality of Criminal Records

DHA will ensure that any criminal record received is maintained confidentially and not misused or improperly disseminated.

h. Disclosure of Criminal Records to Family

When DHA denies admittance based on a criminal conviction record, the applicant will be provided an opportunity to dispute the record at an informal hearing.

4. Ability to Meet DHA's Admission Criteria

Suitability screening resources can include, but are not limited to:

- Previous DHA records
- Personal interviews with applicant and family members

- Interviews with current or previous landlords, employers, credit bureaus, family, social workers, parole officers
- Police records
- Home visits
- Credit reports

DHA's examination of relevant information pertaining to past and current habits or practices will include, but is not limited to, an assessment of:

The applicant's past performance in meeting financial obligations, especially rent and utilities.

The Applicant Family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, sexual deviation, or any other history which may be reasonably expected to adversely affect:

a. The health, safety, or welfare of other residents;
b. The peaceful enjoyment of the neighborhood by other residents; and
c. The physical environment and fiscal stability of the neighborhood.

Any history of criminal activity on the part of any applicant family member involving crimes of physical violence to persons or property, sexual deviation, and other criminal acts, including drug-related criminal activity will be cause for denial of admission.

A record of eviction from housing or involuntary termination from residential programs, taking into account date and circumstances.

An applicant's ability and willingness to comply with the terms of DHA's lease.

The ability and willingness of an applicant to comply with the essential lease requirements will be verified and documented by DHA. The information to be considered in the screening process shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application in present and prior housing.

a. The history of applicant conduct and behavior must be demonstrated that the applicant family can reasonably be expected not to:

(1) Interfere with other residents in such manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare.
(2) Adversely affect the physical environment or financial stability of the project.
(3) Violate the terms and conditions of the lease.
(4) Require services from DHA staff that would alter the fundamental nature of DHA's program.

b. DHA will conduct a detailed interview of all applicants. The interview form will contain questions designed to evaluate the qualifications of applicants to meet the

essential requirements of tenancy. Answers will be subject to a third party verification.

c. DHA will complete a credit check and possibly a rental history check on all applicants.
d. DHA will complete a criminal background check on all adult members of the applicant's household, or any member for which criminal records are available.
e. DHA may complete a home visit at the current residence of any applicant who has DHA landlord verifications returned to the DHA with unfavorable comments concerning their housekeeping habits.
   Applicants shall have at least three (3) day's advance written notice of home visits.
f. All applicants are required to attend and successfully complete DHA's pre-occupancy classes or lease-up orientation.
g. An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowances, family composition or rent will result in denial of admission.
h. The Applicant Family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case-by case basis shall not be used to exclude a particular group by age, disability, etc…In determining the Applicant Family's capacity to discharge all lease obligations DHA must consider the family's ability to secure outside assistance in meeting those obligations.
i. DHA's minimum age for admission as head of household is 18.

Prohibited Criteria for Denial of Admission: Applicants will **NOT** be rejected because they:

Have no income;
Are not employed;
Do not participate in a job-training program;
Will not apply for various welfare or benefit programs;
Have children;
Have children born out of wedlock;
Are on welfare; or
Are students.

5. Rent Paying Habits

DHA will examine any Housing Authority records from a prior tenancy, and may request written references from the applicant's current landlord and may request written references from former landlords for up to the past 3 years.

Based upon these verifications, DHA will determine if the applicant was chronically late with rent payments, was evicted at any time during the past 3 years for nonpayment of rent, or had other legal action initiated against him/her for debts owed. Any one of these circumstances could be grounds for an ineligible determination, depending on the control the applicant had over the situation.

Applicants will not be considered to have a poor credit history when they were occasionally late paying bills or rent in the past, fewer than 3 times per year; were delinquent in rent because they were withholding rent due to substandard housing conditions in a manner consistent with local ordinance; or had a poor rent paying history clearly related to a rent excessive relative to their income (using more than 50% of their gross income as a guide,) and responsible efforts were made to resolve the nonpayment problem.

The lack of a credit history will not disqualify a family, but a poor credit history will, with the exceptions noted above.

6. Applicants Who Claim Mitigating Circumstances

Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which when verified would indicate both: (1) the reason for the unsuitable rental history and/or behavior; and (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, and the applicant's prospect for lease compliance is an acceptable one, justifying admission.

a. If unfavorable information is received about an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct. In order to be factored into DHA's screening assessment of the applicant, mitigating circumstances must be verifiable.
b. If the mitigating circumstances claimed by the applicant relate to a change in disability, medical condition or course of treatment, DHA shall have the right to refer such information to persons who are qualified and knowledgeable to evaluate the evidence ant to verify the mitigating circumstance. DHA shall also have the right to request further information reasonably needed to verify the mitigating circumstances, even if such information is of a medically confidential nature. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation.

c. Examples of mitigating circumstances might include but are not limited to:

(1) Evidence of successful rehabilitation;
(2) Evidence of the applicant family's participation in social service or other appropriate counseling service; or
(3) Evidence of successful and sustained modification of previous disqualifying behavior.

d. Consideration of mitigating circumstances does not guarantee that the applicant will qualify for admission. DHA will consider such circumstances in light of:

(1) The applicant's ability to substantiate through verification the claim of mitigating circumstances and his/her prospects for improved future behavior; and

(2) The applicant's overall performance with respect to all the screening requirements; and
(3) The nature and seriousness of any criminal activity, especially drug-related or violent criminal activity, that appears in the applicant's record.

7. <u>Qualified and Unqualified Applicants</u>

a. Information which has been verified by DHA will be analyzed and a determination will be made with respect to:

(1) The eligibility of the applicant as a family;
(2) The eligibility of the applicant with respect to income limits for admission;
(3) The eligibility of the applicant with respect to citizenship or eligible immigration status; and
(4) Preference category (if any) to which the family is entitled.

b. Assistance to a family may not be delayed, denied or terminated on the basis of the family's ineligible immigration status unless and until the family completes all the verification and appeals process to which they are entitled under both INS and DHA procedures, except for a pending DHA hearing.
c. DHA will make every effort to accurately estimate an appropriate date of occupancy. However, the date given by DHA does not mean that applicants should expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by DHA, such as turnover rates, and market demands as they affect bedroom sizes and project location.
d. Applicants who are determined to be unqualified for admission will be promptly notified with a Notice of Denial of Admission stating the reason for denial. DHA shall provide an opportunity for an informal hearing, if requested.
e. Applicants known have to have a disability and who have been determined eligible, but fail to meet the Applicant Selection Criteria, will be offered an opportunity for a second meeting to have their cases examined to determine whether mitigating circumstances are reasonable accommodations will make it possible for them to be housed in accordance with the screening procedures.

CHAPTER 3

APPLYING FOR ADMISSION

INTRODUCTION

It is the policy of DHA is to ensure that all families, who express an interest in housing assistance, are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but DHA will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Policy.

A. How To Apply

Families who wish to apply for any DHA's programs must complete a pre-application form when application taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

Individuals who have a physical impairment that would prevent them from making application in person may call DHA to make special arrangements to complete their pre-application.

Pre-application will be mailed to interested families upon request.

The application process will involve two phases.

1. The first is the "initial" application process for admission (referred to as a pre-application). This first phase is to determine the family's eligibility for, and placement on, the waiting list.

   The pre-application will be dated, time-stamped, and referred to DHA's office where tenant selection and assignment is processed.

2. The second phase is the "final determination of eligibility for admission" (referred to as the full application). The full application takes place when the family reaches the top or nears the top of the waiting list. At this time DHA ensures that verification of all HUD and DHA eligibility factors are current in order to determine the family's eligibility for an offer of a suitable unit.

B. "Initial" Application Procedures

DHA will utilize a preliminary-application form (pre-application) when the wait for a unit opening appears to be at least 12 months. If the wait is anticipated to be less, DHA will complete a full application. The information to be filled out by the applicant whenever possible. To provide specific accommodation to persons with disabilities, the information may be completed by a staff person over the telephone.

The purpose of the pre-application is to permit DHA to preliminary access family eligibility or ineligibility and to determine placement on the waiting list. The pre-application will contain questions designed to obtain the following information:

Names of adult members and age of all other members
Sex and relationship of all members
Street address and phone numbers
Mailing address
Amount(s) and source(s) of income received by household members
Information regarding disabilities relating to program requirements (i.e., deductions)
Information related to qualifying for preferences, if any
Social Security Numbers
Race/ethnicity
Arrests/Convictions for, but not limited to**,** Drug Related or Violent Criminal Activity
Request for Specific Accommodation needed to fully utilize program and services
Previous addresses
Names and addresses of current and previous landlords
Emergency contact person and address
Questions regarding previous participation in HUD programs

Duplicate applications, including applications from a segment of an applicant household, will not be accepted.

Pre-applications will not require interviews. Information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

Applicants are required to inform DHA in writing within ten (10) days of changes in family composition, income, and address as well as any changes in their Preference status. Applicants are also required to respond to requests from DHA to update information on their application, or to determine their continued assistance. Failure to comply with this requirement will result in the denial of admission.

Failure to provide information or to respond to mailings will result in the application being removed from the waiting list without further notification from DHA. See Chapter on Complaints and Appeals.

C. NOTIFICATION OF APPLICANT STATUS

If, after a review of the pre-application, the family is determined to be preliminary eligible, they will be notified in writing (in an accessible format upon request, as a reasonable accommodation). The notice will contain the approximate date that their name will be reached; to be offered a unit. DHA will further explain that the estimated date is subject to factors such as turnover and preference determination, which are beyond DHA's control.

This written notification of preliminary eligibility will be mailed to the applicant by first class mail or distributed to the applicant in the manner requested as a specific accommodation.

If the family is determined to be ineligible based on the information provided in the pre-application, DHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal conference. Persons with disabilities may request to have an advocate attend the informal conference as an accommodation. See Chapter on "Complaints and Appeals".

D. COMPLETION OF A FULL APPLICATION

All Preferences claimed on the pre-application or while the family is on the waiting list will be verified:

After the family is selected from the waiting list, and prior to completing the full application. The qualification for preference must exist at the time the preference is verified regardless of the length of time an applicant has been on the waiting list, because the preference is based on current status.

After the preference is verified, when DHA is ready to select applicants, applicants will be required to:

- Participate in a full application interview with a DHA representative during which the applicant will be required to furnish complete and accurate information written and/or verbally as requested by the interviewer. DHA interviewer will complete or verify the completed full application form with answers supplied by the applicant. The applicant will sign and certify that all information is complete and accurate.

- The full application will be communicated as requested as an accommodation to person with a disability or mailed to the applicant in advance to complete.

Requirement to Attend Interview

DHA utilizes the full application interview to discuss the family's circumstances in greater detail, to clarify information, which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other DHA services or programs which may be available.

All adult family members including spouse must attend the interview and sign the housing application.

Exceptions may be made for students attending school out of state/for members for whom attendance would be hardship.

It is the applicant's responsibility to reschedule the interview if he/she misses the appointment. If the applicant does not reschedule or misses the scheduled interview, DHA will reject the application.

Applicants who fail to appear and want to reschedule a missed appointment must make the request to reschedule no later than (3) business days from the original appointment date. (The request must be made in writing to the staff person who scheduled the appointment interview).

If an applicant fails to appear for a pre-scheduled appointment, DHA will not automatically schedule a second appointment. If an applicant misses the scheduled appointment, the application is denied.

Reasonable accommodation will be made for persons with a disability who requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

If an applicant is denied due to failure to attend the full application interview, the applicant will be notified in writing and offered an opportunity to request an informal conference. (See Chapter on "Complaints and Appeals").

All adult members must sign Form HUD-9886, "Authorization for the Release of Information," the application form and all supplemental forms required by DHA, the declarations and consents related to citizenship/immigration status and any other documents required by DHA. Applicants will be required to sign specific verification forms for information, which is not covered, by the form HUD-9886. Failure to do so will cause denial of the application, for failure to provide necessary certifications and releases, as required by DHA.

Information provided by the applicant will be verified, including information related to family composition, income, allowances and deductions, assets, eligible immigration status, full time student status and other factors related to preferences, eligibility and rent calculation.

If DHA determines at or after the interview that additional information or document(s) are needed, DHA will request the document(s) or information in writing. The family will be given five (5) working days**,** from the date of the written notice, to supply the information.

If the information is not supplied in this time period, DHA will provide the family a notification of denial of assistance. (See Chapter on "Complaints and Appeals".)

E. PROCESSING APPLICATIONS

As families approach the top of the waiting list, the following items will be verified to determine qualification for admission to DHA's housing:

1. Local preference claimed, if any
2. Family composition and type (elderly/non-elderly)
3. Annual Income
4. Assets and Asset Income
5. Allowance information
6. All preference claims
7. Social Security Numbers of all family members
8. Information used in applicant screening
9. Citizenship or eligible immigration status.
10. Criminal history report

F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

After the verification process is completed, DHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verifications completed by DHA, and tenant suitability. (See Chapter on Applicant Screening and Final Eligibility Determination.)

Because HUD can make changes in rules and regulations and family circumstances may have changed during the review process that affect an applicant's eligibility, it is necessary to make this final eligibility determination.

The household is not actually eligible for a unit offer until this final determination has been made, even though they may have been preliminarily determined eligible and may have been listed on the waiting list.

CHAPTER 4

ESTABLISHING PREFERENCES AND MANAGING THE WAITING LIST

INTRODUCTION

It is DHA's objective to ensure that the families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily, or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

This chapter defines the eligibility criteria for local preferences and explains DHA's system for applying them.

By maintaining an accurate waiting list, DHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill vacancies in a timely manner.

The order of all applicants in the pool will be based upon their preferences and then based on date and time of application.

The term application is used herein to refer to both the pre-application and the full application.

MANAGEMENT OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

The application(s) will be a permanent file.
All applicants in the pool will be maintained in order of preference.
Applications equal in preference will be maintained by date and time sequence.
All applicants must meet applicable income eligibility requirements as established by HUD.

1. Opening and Closing the Waiting Lists

DHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. DHA may open or close the list by local preference category.

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a local preference, and the ability of DHA to house an applicant in an appropriate unit within a reasonable period of time.

When DHA opens the waiting list, DHA will advertise through public notice in the local paper of record.

The notice will contain:

The dates, times, and the locations where families may apply.
The programs for which applications will be taken.
A brief description of the program.
A statement that Section 8 participants must submit a separate application if they want to apply for Public Housing.
Limitations, if any, on whom may apply.

The notices will be made in an accessible format if requested. DHA will provide potential applicants with information that includes DHA address and telephone number, how to submit an application, information on eligibility requirements and the availability of local preferences.

Upon request from a person with disability, additional time will be given as an accommodation for submission of an application after the closing deadline. The accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

2. When Application Taking is Suspended

DHA may suspend the acceptance of applications if there are enough preference holders to fill anticipated openings for the next 24 months.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, DHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

Suspension of application taking is announced in the same way as opening in the waiting list.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover the next 24 months. DHA will give at least three (3) business days notice prior to closing the list. When the period for accepting applications is over, DHA will add the new applications to the list by:

Separating the new applicants into groups based on local preferences and unit size and ranking applicants within each group by date and time of application.

DHA will update the waiting list at least approximately every two (2) years by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail. At the time of initial intake, DHA will advise families of their responsibility to notify DHA when their mailing address changes.

3. Reopening the List

If the waiting list is closed and DHA decides to open the waiting list, DHA will publicly announce the opening in the local paper of record.

Any reopening of the list will be done in accordance with this policy and HUD requirements.

4. Limits on Whom May Apply

When the waiting list is open, any family asking to be placed on the waiting list for Public Housing will be given the opportunity to complete a pre-application during days and times and in the method that pre-applications and applications are being accepted.

Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the DHA may only accept applications from:

Any family claiming local preferences.

If there are sufficient applications from elderly families, disabled families, near elderly families and displaced singles, applications will not be accepted from other singles.

When the application is received by DHA:

It establishes the family's date and time of application for placement order on the waiting list, unless DHA is utilizing a lottery method to establish the order of date and time received.
Applicants found to be owing monies to DHA, other Housing Authorities, private landlords or utility companies will not be placed on DHA waiting list. They will be sent a letter advising them of the reason of rejection of their application. When the applicant provides a valid receipt showing payment of any outstanding balance, they will be placed on the appropriate waiting list using the date they provided verification that the debt was paid.

5. Time of Selection

When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.

Based on DHA's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on waiting list sequence.

6. Changes Prior to Unit Offer

Changes that occur during the period between placement on the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be responsible for notifying DHA, in writing, of any changes in their household that may effect their eligibility or Total Tenant Payment.

a. Split Households – When a family on the waiting list splits into two otherwise eligible families due to a divorce or legal separation, and the new families both claims the same placement on the waiting list, and there is no determination. DHA will make the decision taking into consideration the following factors:

   Which family member applied as head of the household;
   Which family unit retains the children or any disabled or elderly members;
   Restrictions that were in place at the time the family applied;
   Role of domestic violence in the split;
   Recommendations of social service agencies or qualified professionals, such as children's protective services.

Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by DHA.

In cases where domestic violence played a role, the standard used for verification will be the same as that required for the "displaced due to domestic violence" preference.

b. Multiple Families in Same Household – When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

c. Joint Custody of Children – Children who are subject to a joint custody agreement but live with one parent at least fifty-one percent (51%) of the time will be considered members of the household. Fifty-one percent of the time is defined as 183 days of the year, which do not have to run consecutively.

When both parents are on the waiting list and both try to claim the child(ren) the parent whose address
is listed in school records will be allowed to claim the school-age child(ren) as a dependent.

WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet DHA's Selection Criteria as defined in this policy.

An applicant will not be granted any preference if any member of the family has been evicted from any Federally assisted housing during the past five (5) years because of any drug use or drug related criminal activity.

DHA will grant an exception to such a family if:

The responsible member has successfully completed a rehabilitation program and remained drug
free at least one year after completion of the rehabilitation program.

The evicted person was not involved in any drug-related activity that occasioned the eviction.

The evicted person is no longer involved in any drug related criminal activity.

If an applicant makes a false statement in order to qualify for a Local preference, DHA will deny the preference and the application.

Types of Applicants With Preference Over "Other Singles"

Applicants who are elderly, disabled, near elderly or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants regardless of preference status.

"Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, nor displaced by government action. Such applicants will be placed on the waiting list in accordance with their preferences, but can not be selected for assistance before any one or two person elderly, disabled or displaced family regardless of local preferences.

LOCAL PREFERENCE CATEGORIES

Local preferences will be used to select among applicants on the waiting list.

DHA uses the following Local Preferences:

Involuntarily displaced by Government Action and persons in the Witness Protection Program.

Involuntarily displaced due to physical violence.

Families with at least one adult who is employed. This preference is extended equally to elderly or

Disabled families or families whose head or spouse is receiving income based on their inability to
work.

Families who are participants in educational and training programs designed to prepare the individual
for the job market.

Resident of Dekalb County.

All applicants will be filed first by unit size required and within unit size by the preferences and set forth below:

Preference Code **Preference Category**

1A. Involuntary Displacement by Government Action-Resident of DeKalb County.
This category applies to an activity carried on by an agency of the United States or by any State or local government in connection with a public improvement or development program in Dekalb County; or to a disaster declared by an agency of the United States or local code enforcement activity in connection with the condemnation of a unit within DeKalb County due to substandard housing conditions. This preference will also include any person in the Witness Protection Program.

1B. Involuntary Displacement due to Physical Violence-Resident of DeKalb County.
Applicants claiming this preference must be a victim of either actual or threatened physical violence against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family claiming this preference. (The actual or physical threatened physical violence must be documented in writing by a qualified governmental agency with responsibilities in this area). The actual or threatened violence must have occurred within the past thirty (30) days or be of continuing nature. To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The unit that the family is being displaced from must be within DeKalb County, Georgia. The applicant must certify that the abuser will not reside with the applicant unless DHA gives prior written approval. If the family is admitted, DHA may deny or terminate assistance to the family for breach of this certification.

2A. Working Family and Elderly/Disabled-Resident of DeKalb County.
An applicant family where the head of household or spouse is considered working in a full-time or long-term part-time capacity or an approved job training program and resides within DeKalb County, Georgia. An applicant is considered elderly or disabled if the

head or spouse, or sole member is sixty-two (62) years of age or older or are considered disabled as defined in 24 CFR 945.105 these policies.

2B. Working Family and Elderly/Disabled-Non-Resident of DeKalb County.
An applicant family where the head of household or spouse is considered working in a full-time or long-term part-time capacity or an approved job training program and does not reside within DeKalb County, Georgia. An applicant is considered elderly or disabled if the head or spouse, or sole member is sixty-two (62) years of age or older or are considered disabled as defined in 24 CFR 945.105.

4A. Non-Working Family - Resident of DeKalb County.
An applicant family where the head of household or spouse is not considered working in a full-time or long-term part-time capacity or an approved job training program and resides within DeKalb County, Georgia.

4B. Non-Working Family - Not a Resident of DeKalb County.
An applicant family where the head of household or spouse is not considered working in a full-time or long-term part-time capacity or an approved job training program and does not reside within DeKalb County, Georgia.

7A. Near Elderly Family-Resident of DeKalb County.
Families that reside within DeKalb County, Georgia whose heads or spouses or whose sole members are between the ages of fifty (50) and sixty-one (61) years of age.

7B. Near Elderly Family-Not a Resident of DeKalb County.
Families that do not reside within DeKalb County, Georgia whose heads or spouses or whose sole members are between the ages of fifty (50) and sixty-one (61) years of age.

5A. Working Single (non-elderly)-Resident of DeKalb County.
A person who lives alone or intends to live alone, who does not qualify as an elderly family or displaced person or a remaining member of a resident family who is considered working in a full-time, long term part-time capacity or an approved job training program and resides within DeKalb County, Georgia.

5C. Working Single (non-elderly)-Not a Resident of DeKalb County.
A person who lives alone or intends to live alone, who does not qualify as an elderly family or displaced person or a remaining member of a resident family who is considered working in a full-time, long term part-time capacity or an approved job training program and does not reside within DeKalb County, Georgia.

7C. Non-Working Single (non-elderly)-Resident of DeKalb County.
A person who lives alone or intends to live alone, who does not qualify as an elderly family or displaced person or a remaining member of a resident family who is not considered working in a full-time, long term part-time capacity or an approved job training program and resides within DeKalb County, Georgia.

7D. Non-Working Single (non-elderly)-Not a Resident of DeKalb County.
A person who lives alone or intends to live alone, who does not qualify as an elderly family or displaced person or a remaining member of a resident family who is considered working in a full-time, long term part-time capacity or an approved job training program and does not reside within DeKalb County, Georgia.

The Housing Authority's goal is to maintain an occupancy of forty (40) percent of the residents below thirty (30) percent of the area median income and sixty (60) percent of the residents between thirty (30) percent and eighty (80) percent of area median income. In order to meet this goal the Authority may pass over otherwise qualified applicants below thirty (30) percent of income in order to move its goal of a wide distribution of incomes of families in occupancy.

INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION

At the time of application, an applicant's entitlement to a local preference may be made on the basis that:

An applicant's certification that they qualify for a preference will be accepted without verification. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference.

If at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the waiting list.

1. Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify DHA within ten (10) days of the change, in writing when their circumstances change. When an applicant claims an additional preference, she will be placed on the waiting list in the proper order of their newly claimed preference.

2. Retention of Preference for Public Housing Residents

If an applicant for Section 8 resides in DHA's low rent public housing and was on the Section 8 waiting list when admitted to public housing, the applicant's entitlement to a preference is based on the preference status applicable after being assisted in public housing.

ORDER OF SELECTION

The order of selection is based on DHA's system for weighing preferences and HUD requirement that one or two person elderly, disabled, or displaced families will always be selected before other singles.

DHA will use local preferences to prioritize applicants on the waiting list.

Among applicants with equal preference status, the waiting list will be organized by date and time.

Under the singles rule, elderly and disabled families and displaced singles will always be selected before other singles without regard to preference status.

FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Before applying the preference system, DHA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, or units in housing designated for the elderly or disabled. DHA will limit the admission of families to those characteristics that match the characteristics and features of the vacant unit(s) available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application. For example, the next unit available is an accessible unit and the only applicant family needing such features is in the non-preference pool.

The factors for selection of applicants are described below:

When selecting a family for a unit with accessible features, DHA will give a preference to families that include persons with disabilities who can benefit from the unit's features.

If no family can be found for a unit with accessible feature, DHA will house a family not needing the unit features subject to the procedures described in the **Tenant Selection and Assignment Plan**. Under this policy a non-disabled family in an accessible unit can be required to move so that a family needing the unit features can take advantage of the unit.

When selecting a family for a unit in housing designated for elderly families or housing designated for disabled families, DHA will give a preference to elderly or disabled families as described later in this Chapter.

When selecting a family for a unit in a mixed population housing (property houses both elderly and disabled families), DHA will give a preference to elderly families and disabled families as described later in this Chapter.

When selecting a single person for a unit in a mixed population-housing site, elderly or disabled single persons have a preference over singles that are neither elderly nor disabled.

DHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations. When such matching is required or permitted by current law, DHA will give preference to the families described below.

Units designated for the elderly
In accordance with the 1992 Housing Act, elderly families with a head, spouse or sole member at least 62 years of age will receive a preference for admission to such units or buildings covered by a HUD-approved Allocation Plan.

(1) When there are insufficient elderly families on the waiting list, near elderly families (head or spouse ages 50-61) may receive a preference for this type of unit.

(2) When there are insufficient elderly or near-elderly families, and units are ready for leasing more than 60 days, DHA may consider other family types eligible for such units.

(3) Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

Units designated for the disabled
In accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities as defined in 24 CFR 945.105 will receive a preference for admission to units that are covered by a HUD-approved Allocation Plan.

Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

Mixed Population Units. In accordance with the 1992 Housing Act, disable families with a head, spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference for admission to such units. No limit will be established on the number of elderly or disabled families that may occupy a mixed population property.

FINAL VERIFICATION OF PREFERENCES

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, DHA will:

Obtain necessary verifications of preference at the interview and by third party verification.

PREFERENCE DENIAL

If DHA denies a preference, DHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. If the preference denial is upheld, as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

REMOVAL FROM THE WAITING LIST AND PURGING

If an applicant fails to respond to a mailing from DHA within the time prescribed they will be removed from the waiting list. An extension will be considered an accommodation if requested by a person with a disability. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

The waiting list will be purged approximately every two (2) years by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

The same guidelines will be used for failure to respond to this mailing. Notices will be made available in accessible format upon the request of a person with a disability.

CHAPTER 5

OCCUPANCY GUIDELINES

INTRODUCTION

The Occupancy Guidelines are established by DHA to ensure that units are occupied by families of the appropriate size. This policy maintains the maximum usefulness of the units, while preserving them from excessive wear and tear or under utilization.

This chapter explains the Occupancy Guidelines used to determine minimum and maximum unit sizes for various sized families when they are selected from the waiting list, or when a family's size changes, or when a family requests an exception to the occupancy guidelines.

DETERMINING UNIT SIZE

DHA does not determine who shares a bedroom/sleeping room, but there must be at lease one (1) person per bedroom. DHA's Occupancy Guideline standards for determining unit size shall be applied in a manner consistent with Fair Housing guidelines.

For occupancy guidelines, an adult is a person eighteen (18) years or older.

All guidelines in this section relate to the number of bedrooms in the unit. Dwelling units will be so assigned that:

1. One bedroom is assigned to two people within the following guidelines:

   The Head of Household and his/her spouse (unless medical reasons dictate) are assigned to one (1) bedroom.

   Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults should not be required to share a bedroom.

   Separate bedrooms shall be allocated for persons of the opposite sex (other than adults who have a spousal relationship and children under six).

   Foster children will be included in determining unit size only if they will be in the unit for more than six months.

   Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's family.

   Space may be provided for a child who is away at school but who lives with the family during school recesses.

Single person families shall be allocated one (1) bedroom.

The living room will not be used as a bedroom except at the written request of the family.

GUIDELINES FOR DETERMINING UNIT SIZE

UNIT SIZE	PERSONS IN HOUSEHOLD (Minimum #)	PERSONS IN HOUSEHOLD (Maximum #)
1 Bedroom	1	2
2 Bedrooms	2	4
3 Bedrooms	3	6
4 Bedrooms	4	8
5 Bedrooms	5	10

These standards regarding the minimum and maximum number of persons who will occupy a unit will be applied within the restraints of financial solvency and program stability. DHA will also assign units based on the type of unit needed by the individual applicant or applicant family. This refers primarily to the family's ability to use stairs or their status as an Elderly family, including accessibility needs. DHA will give preference in assigning a unit that has special accessibility features to families that include persons with disabilities who can benefit from those features of the unit. When it is found that the size of the unit is no longer suitable for the family in accordance with these standards, the family will be required to transfer as soon as a unit of appropriate size becomes available. These families will be transferred in accordance with the Transfer Policy of DHA.

DHA in its sole discretion may grant exceptions from the standards if it is determined that an exception is justified by the relationship, age, sex, health, disability of family members or other extreme circumstances. A family desiring an exception must request same in writing and provide DHA with any and all certifications, affidavits, statements, etc., that DHA deems necessary in order to make a determination on the request.

CHANGES IN UNIT SIZE

DHA will grant exceptions from the guidelines in cases where the family requests a change and DHA determines the exceptions are justified by the relationship, age, sex, health or disability of Family members or other individual circumstances and there is a vacant unit available. If an applicant requests a change in unit size, the following guidelines will apply:

1. The family may request to be placed on a larger bedroom size waiting list than indicated by DHA's occupancy guidelines. The request must explain the need or justification for a larger bedroom size, and must be verified by DHA before the family is placed on the larger bedroom size list. Examples are:
   Elderly persons or persons with disabilities who may require a live-in attendant
   Persons who would ordinarily occupy one bedroom, but cannot because of a verified medical or health reason, addition of a live-in aide, or need for medical equipment.

A request based on health related reasons must be verified by a doctor and confirmed by DHA.

The members of the family residing in the unit must be approved by DHA. The family must obtain approval of any additional family member before the person occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform DHA within 10 days.

DHA will not assign a larger bedroom size due to additions to family members other than by birth, adoption, marriage, or court-awarded custody.

In final determination of applicable unit size, DHA will consider the size of the unit and the size of the bedrooms, as well as the number of bedrooms.

ACCESSIBLE UNITS

DHA has units designed for persons with mobility, sight and hearing impairments. These units were designed, constructed or rehabilitated specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.

Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Accessible units will be offered and accepted by non-mobility impaired applicants only with the understanding that such applicants must accept a transfer to a non-accessible unit at a later date if a person with a mobility impairment requiring the unit applies for housing and is determined eligible.

FAMILY MOVES

When a change in the circumstances in a tenant family requires another unit size, the family's move depends upon the availability of a suitable size and type of unit. If the unit is not available at the time it is requested, the family will be placed on the Transfer List.

The unit considerations in this chapter should be used as a guide to determine whether and when the bedroom size should be changed. If an unusual situation occurs, which is not currently covered in DHA's Transfer Policy, the case should be taken to the Executive Director or his designee, who will review the situation and make a decision depending on the individual circumstances and the verification provided.

CHAPTER 6

DETERMINATION OF TOTAL TENANT PAYMENT

INTRODUCTION

The accurate calculation of Annual Income and Annual Adjusted Income will ensure that families are not paying more or less money for rent than obligated under the federal regulations established by the U. S. Department of Housing and Urban Development and the listed in DHA's Admission and Continued Occupancy Policy (ACOP).

This chapter defines the allowable deductions from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with federal regulations and further instructions set forth in HUD Notices, Memoranda and Addenda. The formula for the calculation of TTP is specified and not subject to interpretation. DHA's policies in this Chapter address those areas, which allow DHA discretion to define terms and to development standards in order to assure consistent application of the various factors that relate to the determination of TTP.

A. MINIMUM RENT

The minimum rent for DHA is fifty dollars $50.00.

The Total Tenant Payment is the greater of:
- 30% of the adjusted monthly income
- 10% of the monthly income
- The Minimum rent of $50

The Total Tenant Payment does not include charges for excess utility consumption or other charges.

B. INCOME AND ALLOWANCES

Income: The types of income which are to be used for purposes of calculating the TTP are defined by HUD in federal regulations. In accordance with this definition, income from all sources of each member of the household is documented. (See Income Inclusions and Income Exclusions in the Glossary of Terms of this policy.)

Annual Income: Defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income, which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits.

Adjusted Income: Defined as the Annual income minus any HUD allowable deductions. HUD has five allowable deductions from Annual Income:

1. Dependent Allowance: $480 each for family members (other than the head or spouse), who are minors, and for family members who are 18 and older who are full-time students or who are disabled.

2. Elderly Allowance: $400 per household for families whose head or spouse is 62 or over, disabled or handicapped.

3. Medical Expenses: Those necessary medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. Medical expenses in excess of three percent (3%) of Annual Income are deductible from Annual Income of Elderly and Disabled families only.

4. Childcare Expenses: Amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare and in the case of childcare necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. DHA will not normally determine childcare expenses as necessary when the household contains an additional unemployed adult who is capable of caring for children.

5. Expenses for Attendant Care: Auxiliary apparatus for persons with disabilities if needed to enable the individual or an adult family member to work.

C. TRAINING INCOME EXCLUSIONS

DHA believes that training income exclusions are an important factor in helping public housing participants move from welfare and dependence to greater self-sufficiency.

DHA will share information regarding new policies governing training income derived from qualifying employment-training programs with applicants, participants and local social service providers. DHA's objective is to encourage families to move toward self-sufficiency by excluding from their annual income certain amounts earned through participation in various qualifying training programs. These training programs are aimed at offering the resident gainful employment skills. The exclusion of training income, in the calculation of annual income, is meant to be an incentive. It is DHA's hope that welfare agencies will adopt or modify their programs so that welfare recipients living in Public Housing will receive the maximum benefits from these income exclusions.

In order to be eligible for the exclusion the resident must actually receive training under the provisions of the program. For purposes of this exclusion, it is not enough for the resident to merely be enrolled.

There are two types of training programs that are eligible for one or more type of income exclusion.

1. <u>Training Income Exclusions in Accordance with</u>

The first type of training program is in accordance with 24 CFR 5.609 (c) (8) (v) and has features that allow the training income of assisted housing residents to be excluded only while the resident is actively enrolled in the training program.

A training program qualifying under 24 CFR 5.609 (c) (8) (v) is defined as one with goals and objectives designed to lead to a higher level of proficiency, and one which enhances the individual's ability to obtain employment. The training program may have performance standards to measure proficiency. Training may include, but is not limited to:

Classroom training in a specified occupational skill;
On the job training with wages subsidized by the program, or
Basic education

For this purpose Annual Income does not include the following:

Incremental earnings and benefits resulting to any family member from Participating in qualifying State or local employment training programs.

2. <u>Training Income Exclusions in Accordance with</u>

This training program is specified to public housing residents only and the regulation requires it to include specific features. This training program offers public housing residents the exclusion of incremental income while in the training program and for 18 months following the start of their first job.

DHA will determine that this training program has all five components required by HUD. It must:

- be a program providing employment training and supportive services;
- be authorized by Federal, State or local law;
- be funded by Federal, State or local government;
- be operated or administered by a public agency; and
- have as its objective to assist participants in acquiring employment skills.

A qualifying job-training program may be one that is established by the government but implemented by a private company for and on behalf of the government.

In addition, to qualifying as a 5.609 (c) (13) program, the employment training program must offer the resident at least one of the following supportive services:

- childcare;
- transportation;
- personal welfare counseling (family/parental development counseling, parenting
  skills training for adult and teenage parents, substance/alcohol abuse treatment
  and counseling, self-development counseling);
- health care services (including outreach and referrals);
- youth leadership skills, youth mentoring.

For purposes of the 5.609 (c) (13) exclusion and public housing particularly, Annual Income does not include the following:

Incremental earnings and benefits resulting to any family member resulting from participation in a program providing employment training and supportive services in accordance with the Family Support Act or any comparable Federal, State, or local law during the exclusion period.

Exclusion Period

The exclusion period is defined as the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program, provided the training program is not funded by public housing assistance under the 1937 Housing Act.

Where applicable, the 18- month exclusion period runs continuously from the date the first job begins. If the resident switches to a second job during the 18-month period the exclusion continues.

If the resident has a break in employment during the 18-month exclusion, any other income the person has during the break will be counted.

A person admitted into public housing after the completion of a qualifying employment training program, and who began employment while still an applicant and before coming into public housing, is entitled to the 18-month exclusion beginning with the date he/she became employed until the remainder of the 18 months.

If the family member is terminated from employment with good cause, the exclusion period shall end.

Training Programs Funded by HUD

All training income from a HUD sponsored or funded training program, whether incremental or not, is excluded from the resident's annual income while the resident is in training. Income from a Resident Services training program, which is funded by HUD, is excluded.

Upon employment with DHA, the full amount of employment income received by the person is counted. There is no18-month exclusion of income for wages funded under the 1937 Housing Act Programs, which includes public housing and Section 8.

Components Applicable to All Training Programs

In either program, and at all times, the income to be excluded is the incremental income only.

Incremental income is defined by HUD as the increase between the total amount of welfare and earnings of a family member prior to enrollment in the training program.

All other amounts, (such as child support and alimony), are treated in the usual manner in determining annual income. Child support, or other income that is not earnings or benefits, is not a factor and will not be considered in regard to training income exclusions, regardless of whether they have increased or decreased.

Who is Eligible for the Exclusion

Any member of the resident's family is eligible for the exclusion, provided the individual is enrolled in the qualifying employment training program.

If a family has members who enroll in training programs at different times, the exclusion may be taken at different periods. The rules will be applied individually to each member based on which type of program they are enrolled in.

Verification

Upon verification, residents who are actively enrolled in a qualifying training program will have the incremental income from the training program exclude from their annual income.

Employment Before Completion of Training Program

Substantial completion of a training program will be completion of seventy-five (75) percent of the program.

If a resident has completed that portion of the training program necessary to get a job and continues simultaneously with the training program, the 18-month exclusion period will begin on the date the resident started the new job, not the date they completed the training program.

The resident is not required to get a job that is directly related to the training program to be eligible for the exclusion.

Other Factors to be Considered

The eighteen (18) month exclusion also applies to residents with an FSS escrow account. A decrease in attributable income may mean that the FSS escrow account would be decreased or eliminated for a period of time.

For self-employment residents, DHA will exclude only the net income of a resident when factoring the earnings.

If a resident has no income the day they are enter a training program, but has a history of employment in the past, DHA will review the resident's wages for the past twelve (12) months and average the income. That averaged income will become the resident's base amount for determining incremental earnings.

If more than three (3) months goes by before the resident starts their first job, the earnings from that job will be counted in full.

If the resident has no income and enrolls in a welfare program which requires participants to be enrolled in a job training program, the base pay for that resident will be zero.

The resident is required to notify DHA within ten (10) days of enrolling in a qualifying training program.

Residents, who have a decrease in income as a result of enrolling in a training program may request an interim examination. DHA will determine the decrease in incremental income as a result of the training program and adjust the resident's rent accordingly.

Residents who do not qualify DHA within ten (10) days of starting a training program, and have a decrease in income, will not have their rent adjusted retroactively.

DHA will review the total income of the resident's family when notified of the income changes. If DHA determines that an adjustment is necessary due to incremental income, the family will have to have their rent adjusted accordingly.

D. DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT

DHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, DHA must count the income of the spouse or the head of the household if that person is temporarily absent.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. DHA will evaluate absences from the unit in accordance with this policy.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, DHA will terminate tenancy in accordance with the appropriate lease termination procedures contained in this Policy.

Families required to notify DHA before they move out of a unit in accordance with the lease and to give DHA information about any family absence from the unit.

Families must notify DHA if they are going to be absent from the unit for more than fifteen (15) consecutive days.

If the entire family is absent from the assisted unit for more than thirty (30) consecutive days, the unit will be considered to be vacated and the assistance will be terminated.

"Absence of Entire Family" means that no family member is residing in the unit.

In order to determine if the family is absent from the unit, DHA may:

Conduct home visits
Write letters to the family at the unit
Telephone the family at the unit
Interview neighbors
Verify if utilities are in service

A person with a disability may request an extension of time as an accommodation.

If the absence, which resulted in termination of assistance, was due to a person's disability, and DHA can verify that the person was unable to notify DHA in accordance with the lease provisions, regarding absences, and if a suitable unit is available, DHA may reinstate the family as an accommodation if requested by the family.

Absence of any Member

Any member of the household will be considered permanently absent if he/she is away from the unit for forty-five (45) consecutive days or a total of 45 days within any 12-month period. The HA may waive this provision at its discretion.

Absence due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, DHA will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than ninety (90) consecutive days, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with DHA's "Absence of Entire Family" policy.

Absence due to Incarceration

If the sole member is incarcerated for more than forty-five (45) consecutive days, he/she will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if he/she is incarcerated for three (3) consecutive months or ninety (90) days.

DHA will determine if the reason for incarceration is for drug related or violent criminal activity.

Foster Care and Absences of Children

If the family includes a child or children temporarily absent from the home due to placement in foster care, DHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than forty-five (45) days from the date of removal of the child (ren), the unit size will be reduced to accommodate the new family composition in accordance with DHA's occupancy guidelines. If all children are removed from the home permanently, the unit size will be reduced in accordance with DHA's occupancy guidelines.

Absence of Adult

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, DHA will treat the adult as a visitor for the first fourteen (14) days.

If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, and the caretaker qualifies under Tenant Suitability criteria, the lease will be transferred to the caretaker.
If the appropriate agency cannot confirm the guardianship status of the caretaker, DHA will review the statue at thirty (30) day intervals.

If custody or legal guardianship has not been awarded by the court, but the action is in process, DHA will secure verification from social services staff or the attorney as to the status.

The caretaker will be allowed to remain in the unit, as a visitor, until determination of custody is made.

DHA will transfer the lease to the caretaker, in the absence of a court order, if the caretaker qualifies under the Tenant Suitability criteria and has been in the unit for more than forty-five (45) days and it is reasonable to expect that custody will be granted.

When DHA approves a person to reside in the unit as caretaker for the child (ren), the income should be counted pending a final disposition. DHA will work with the appropriate service agencies to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than one (1) month, the person will be considered permanently absent.

The family will be required to notify DHA in writing within ten (10) days when an adult family member leaves the household for any reason. The notice must contain a certification by the family as to whether the adult is temporarily or permanently absent.

The family member will be determined permanently absent if verification is provided.

Time extension will be granted as an accommodation, upon request by a person, with a disability.

If an adult child goes into the military and leaves the household, they will be considered permanently absent.

Full time students who attend school away from the home will be treated in the following manner:

> A student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, income of the member will not be included in total household income, the member will not be included on the lease, and the member will not be included for determination of unit size.

Full time students who attend school away from the home and live with the family during school recess will be considered temporarily absent from the household.

Visitors

Any adult, not included on the HUD 50058, who has not been in the unit more than fourteen (14) consecutive days, or a total of thirty (30) days in a twelve month period, will be considered to be living in the unit as an unauthorized household member.

Absence of evidence on any other address will be considered verification that the visitor is a family member.

Statements from neighbors and/or DHA staff will be considered in making the determination.

DHA may utilize any and all available resources in making determination.

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and DHA will evict the family since prior approval was not requested for the addition.

Minors and college students who were part of the family, but who now live away from home during the school year and are not considered members of the household may visit for up to forty-five (45) days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than forty-five (45) days per year, the minor will be considered to be an eligible visitor and not a family member.

Reporting Additions to DHA

Reporting changes in household composition to DHA must be made in compliance with the lease provision requirements regarding adding household members. It is the resident's responsibility to report, in writing to DHA, any proposed additions or deletions from the household, due to any reason whatsoever, for approval or denial by DHA.

If the family does not obtain prior written approval from DHA, any person the family has permitted to move in will be considered an unauthorized household member.

In the event that a visitor continues to reside in the unit after the maximum allowable time, the family must report it to DHA in writing within ten (10) days of the maximum allowable time.

Families are required to report any proposed additions to the household in writing to DHA, which is subject to approval or denial by DHA.

An interim reexamination will be conducted for any additions to the household.

Reporting Absences to DHA

If a family member leaves the household, the family must report this change to DHA, in writing, within ten (10) days of the change and certify as to whether the member is temporarily absent or permanently absent.

DHA will conduct an interim evaluation for changes, which affect the TTP in accordance with the interim policy.

E. AVERAGING INCOME

When annual income cannot be anticipated for a full twelve months, DHA may:

Average known sources of income that vary to compute an annual income.
Annualize current income and conduct an interim reexamination if income changes.

If there are bonuses or overtime, which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year, will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third party or check-stub verification is not available.

If, by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

F. USING UP-FRONT INCOME VERIFICATION (UIV) TO PROJECT INCOME

DHA procedures for anticipating annual income will include the use of UIV methods in conjunction with family provided documents and written third party verification.

No Substantial Difference: If the UIV figure is less than the family's figure, DHA will use the family's information.

If the UIV figure is more that the family's figure, DHA will use the UIV data unless the family provides documentation of a change in circumstance to explain the discrepancy.

Substantial Difference: DHA will request written third –party verification form the discrepant income source in accordance with HUD guidelines.

DHA will analyze all UIV, third-party, and family provided data and attempt to resolve the income discrepancy.

DHA will use the most current verified income data and, if appropriate, historical income data to calculate anticipated annual income.

G. EARNED INCOME DISALLOWANCE

The earned income disallowance (EID) encourages people to enter the work force by not including the full value of increases in earned income for a period of time.

Eligibility

This disallowance applies only to individuals in families already participating in the public housing program (not an initial examination). To qualify, the family must experience an increase in annual income that is the result of one of the following events:

1. Employment of a family member who was previously unemployed for one or more years prior to employment.

2. Increased earnings by a family member whose earnings increase during participation in an economic self-sufficiency or job-training program.

3. New employment or increased earnings by a family member who has received benefits or services under Temporary Assistance for Needy Families (TANF) or any other state program funded under Part A of Title IV of the Social Security Act within the past six months.

Calculation of the Disallowance

Calculation of the earned income disallowance for an eligible member of a qualified family begins with a comparison of the member's current income with his or her "prior income".

The family member's prior, or prequalifying, income remains constant throughout the period that he or she is receiving the EID.

During the initial 12 month exclusion period, the full amount (100%) of any increase in income attributable to new employment or increased earnings is excluded. The 12 months are cumulative and need not be consecutive.

During the second 12 month exclusion period, the exclusion is reduced to half (50%) of any increase in income attributable to employment or increased earnings. The 12 months are cumulative and need not be consecutive.

The EID has a four year (48 month) lifetime maximum. The four year eligibility period begins at the same time that the initial exclusion period begins and ends 48 months later.

During the 48 month eligibility period, DHA will schedule and conduct an interim reexamination each time there is a change in the family's member's annual income that affects or is affected by the EID.

H. BUSINESS INCOME

Annual income includes "the net income from the operation of a business or profession. Any withdrawal of cash or assets from the operation of a business, investment or profession will be included in income, except to the extent the withdrawal is reimbursement of cash assets invested in the operation by the family".

Business Expenses

To determine business expenses that may be deducted from gross income, DHA will use current applicable Internal Revenue Service (IRS) rules for determining allowable business expenses, unless a topic is addressed by HUD regulations or guidance.

Business expense exclusions may include but are not limited to business expansions and amortization of capital indebtedness.

Negative Business Income

If the net income from a business is negative, no business income will be included in annual income; a negative amount will not be used to offset other family income.

Withdrawal of Cash or Assets from a Business

HUD regulations require DHA to include in annual income the withdrawal of cash assets from the operation of a business or profession unless the withdrawal reimburses a family member for cash or assets invested in the business by the family.

Co owned Business

If a business is co-owned with someone outside the family, the family must document the share of the business it owns. If the family's share of the income is lower than its share of ownership, the family must document the reasons for the difference.

I. INCOME FROM ASSETS

There is no asset limitation for participating in the public housing program. However, HUD requires that DHA include in annual income the "interest, dividends, and other net income of any kind from real or personal property. For most types of assets, DHA must determine the value of the asset in order to compute income from the asset.

DHA generally will use current circumstance to determine both the value of an asset and the anticipated income form the asset.

When current circumstance is not used to determine asset income, a clear rationale for the decision will be documented in the file. In such cases the family may present information and documentation to DHA to show why the asset income determination does not represent the family's anticipated asset income.

Valuing Assets

The calculation of asset income sometimes requires DHA to make a distinction between an asset's market value and its cash value.

1. The market value of an asset is its worth.

2. The cash value of an asset is its market value less all reasonable amounts that would be incurred when
   converting the asset to cash. Examples of acceptable costs include penalties for premature withdrawal, broker and legal fees, and settlement costs incurred in real estate transactions.

Imputing Income from Assets

When net family assets are $5,000 or less, DHA will include in annual income the actual income anticipated to be derived from the assets. When the family has net family assets in excess of $5,000, DHA will include in annual income the greater of (1) the actual income derived form the assets or (2) the imputed income. Imputed income form assets is calculated by multiplying the total cash value of all family assets by the current HUD established passbook savings rate.

Determining Actual Anticipated Income from Assets

It may or may not be necessary for DHA to use the value of an asset to compute the actual anticipated income from the asset. When the value is required to compute the anticipated income from an asset, the market value of the asset is used.

Jointly Owned Assets

If an asset is owned by more than one person and any family member has unrestricted access to the asset, DHA will count the full value of the asset.

If an asset is owned by more than one person, including a family member, but the family member does not have unrestricted access to the asset, DHA will prorate the asset according to the percentage of ownership. If no percentage is specified or provided for by state or local law, DHA will prorate the asset evenly among all owners.

Checking and Savings Accounts

For regular checking accounts and savings accounts, *cash value* has the same meaning as *market value*. If a checking account does not bear interest, the anticipated income from the account is zero.

In determining the value of a checking account, DHA will use the average monthly balance for the last six months.

In determining the value of a savings account DHA will use the current balance.

In determining the anticipated income from an interest-bearing checking or savings account, DHA will multiply the value of the account by the current rate of interest paid on the account.

Investment Accounts Such as Stocks, Bonds, Saving Certificates, and Money Market Funds

Interest or dividends earned by investment accounts are counted as actual income from assets even when the earnings are reinvested. The cash value of such an asset is determined by deducting from the market value any broker fees, penalties for early withdrawal, or other costs of converting the asset to cash.

In determining the market value of an investment account, DHA will use the value of the account on the most recent investment report.

How anticipated income from an investment account will be calculated depends on whether the rate of return is known. For assets that are held in an investment account with a known rate of return, asset income will be calculated based on that known rate. When the anticipated rate of return is not known, DHA will calculate asset income based on the earnings for the most recent reporting period.

Equity in Real Property or Other Capital Investments

Equity in a property or other capital asset is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and reasonable costs that would be incurred in selling the asset.
Equity in real property and other capital investments is considered in the calculation of asset income except for the following types of assets:

1. Equity accounts in HUD homeownership programs.
2. Equity in real property when a family member's main occupation is real estate.
3. Interests in Indian Trust lands.
4. Real property and capital assets that are part of an active business or farming operation.

In the case of capital investments owned jointly with others not living in a family's unit, a prorated share of the property's cash value will be counted as an asset unless DHA determines that the family receives no income from the property and is unable to sell or otherwise convert the asset to cash.

Personal Property

Personal property held as an investment, such as gems, jewelry, coin collections, antique cars, etc., is considered an asset.

In determining the value of personal property held as an investment, DHA will use the family's estimate of the value. However, DHA also may obtain an appraisal if appropriate to confirm the value of the asset. The family must cooperate with the appraiser but cannot be charged any costs related to the appraisal. If regular income is generated the amount that is expected to be earned in the coming year is counted as actual income from the asset.

Necessary personal property consists of items such as clothing, furniture, household furnishings, jewelry that is not held as an investment, and vehicles, including those specially equipped for persons with disabilities.

Life Insurance

The cash value of a life insurance policy available to a family member before death, such as a whole life or universal life policy, is included in the calculation of the value of the family's assets. The cash value is the surrender value. If such a policy earns dividends or interest that the family could elect to receive, the anticipated amount of dividends or interest is counted as income from the asset whether or not the family actually receives it.

Periodic Payments

Periodic payments are forms of income received on a regular basis. HUD regulations specify periodic payments that are and are not included in annual income.

Periodic Payments Included in Annual Income

1. Periodic payments from sources such as social security, unemployment and welfare assistance, annuities, insurance policies, retirement funds, and pensions. However, periodic payments from retirement accounts, annuities, and similar forms of investments are counted only after they exceed the amount contributed by the family.
2. Disability or death benefits and lottery receipts paid periodically, rather than in a single lump sum.

Periodic Payments Excluded from Annual Income

1. Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
2. Amounts received under the Low-Income Home Energy Assistance Program.
3. Amounts received under the Child Care and Development Block Grant Act of 1990.
4. Earned Income Tax Credit (EITC) refund payments.
5. Lump sums received as a result of delays in processing Social Security and SSI payments.
6. The PHA will exclude payments for the care of foster children and foster adults only if the care is provided through an official arrangement with a local welfare agency.

Payments in Lieu of Earnings

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay, are counted as income if they are received either in the form of periodic payments or in the form of a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment. If they are received in a one-time lump sum (as a settlement, for instance), they are treated as lump-sum receipts.

Welfare Assistance

Imputed Income

When a welfare agency imposes a sanction that reduces a family's welfare income because the family commits fraud or fails to comply with the agency's economic self-sufficiency program or work activities requirement, DHA must include in annual income "imputed" welfare income. DHA must request that the welfare agency inform DHA when the benefits of a public housing resident are reduced. The imputed income is the amount the family would have received if the family had not been sanctioned.

This requirement does not apply to reductions in welfare benefits: (1) at the expiration of the lifetime or other time limit on the payment of welfare benefits, (2) if a family member is unable to find employment even though the family member has complied with the welfare agency economic self-sufficiency or work activities requirements, or (3) because a family member has not complied with other welfare agency requirements

For special procedures related to grievance hearings based upon DHA's denial of a family's request to lower rent when the family experiences a welfare benefit reduction, see Chapter 14, Complaints, Grievances and Appeals.

Offsets

The amount of the imputed income is offset by the amount of additional income the family begins to receive after the sanction is imposed. When the additional income equals or exceeds the imputed welfare income, the imputed income is reduced to zero.

J. MINIMUM INCOME

There is no minimum income requirement. Families who report zero income are required to complete a written certification every one hundred and twenty (120) days.

Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.

DHA will periodically request credit checks and labor employment reports for all adult members of families that report zero income.

When zero income is reported and where credit reports show credit accounts open payments current or employment wages, DHA will take action to investigate the possibility of fraud or program abuse.

K. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, DHA will recalculate the Total Tenant Payment.

1. Exclude the income of the person permanently confined to the nursing home and give the family no deductions for medical expenses of the confined family member.

L. REGULAR CONTRIBUTIONS AND GIFTS

Regular contributions and gifts received from persons outside the household shall be counted as income for the purpose of calculation of the Total Tenant Payment.

A contribution or gift received periodically with any frequently will be considered a regular contribution or gift, unless the amount is less than $100.00 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See Chapter on "Verification Procedures," for further definition.)

If the family's expenses exceed its known or reported income, the DHA will question the family about contributions and gifts.

M. ALIMONY AND CHILD SUPPORT

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, DHA must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

DHA will accept as verification that the family is receiving an amount less than the award if:

DHA receives verification from the agency responsible for enforcement or collection.

The family furnishes documentation of child support or alimony collection action field through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a certified copy of the divorce decree.

N. LUMP-SUM RECEIPTS

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump-sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

DHA will calculate prospectively if the family reported the payment within ten (10) days and retroactively to date of receipt if the receipt was not reported within that time frame.

If amortizing the payment over one year will cause the family to pay more than thirty (30) percent of the family's adjusted income (before the lump sum was added) for Total Tenant Payment. DHA and family may enter into a Payment Agreement, with the approval of the Property Management Director, for the balance of the amount over the thirty (30) percent calculation. The beginning date for this Payment Agreement will start as soon as the first of the month following a thirty (30) day period.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

Attorney Fees

The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

O. CONTRIBUTIONS TO RETIREMENT FUNDS-ASSETS

Contributions to company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.

2. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

P. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

DHA must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. DHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

DHA's minimum threshold for counting assets disposed of for less than Fair Market value is five thousand ($5,000). If the total value of assets disposed of within the two-year period is less than five thousand ($5,000) they will be considered an asset.

Q. CHILD CARE EXPENSES

Childcare expenses for children under thirteen (13) may be deducted from annual income if they enable an adult to work, attend school full time, or actively seek employment.

In the case of a child attending private school, only after-hours care can be counted as childcare expenses.

Childcare expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the childcare.

Childcare expenses must be reasonable. Reasonable is determined by what the average childcare rates are in DHA's jurisdiction.

Allowability of deductions for childcare expenses is based on the following guidelines:

Childcare to work:
The maximum childcare expense allowed must be less than the amount earned by the person enabled to work.

The person enabled to work will be the adult member of the household who earns the least amount of income from working.

Childcare for School:
The number of hours claimed for childcare may not exceed the number of hours the family member is attending school (including one hour travel time to and from school).

Amount of Expense:
DHA will survey the local care providers in the community to determine what is reasonable. DHA will use the collected data as a guideline. If the hourly rate materially exceeds the guideline, DHA may calculate the allowance using the guideline.

R. MEDICAL EXPENSES

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Non-prescription medicines must be doctor-recommended in order to be considered a medical expense. A written recommendation from the recommending physician must be provided to DHA before consideration is given.

Non-prescription recommended medications will be counted toward medical expenses for families who qualify if the family furnishes legible receipts.

Acupressure, acupuncture and related herbal medicines, and chiropractic services will not be considered allowable medical expenses, unless prescribed by a physician.

Medicare assistance provided for the cost of drugs pursuant to prescription drug discount cards, negotiated drug price or transitional assistance subsidies will be considered an allowable expense including an enrollment fee.

Families That Qualify for Both Medical and Disability Assistance Expenses

This policy applies only to families in which the head, spouse, or co-head is 62 or older or is a person with disabilities.

When expenses anticipated by a family could be defined as either medical or disability assistance expenses, DHA will consider them medical expenses unless it is clear that the expenses are incurred exclusively to enable a person with disabilities to work.

S. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES

Applicability

Proration of assistance must be offered to any mixed applicant or participant family. A mixed family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter titled "Recertifications.") Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

Prorated Assistance Calculation

Prorated assistance will be calculated by subtracting the Total Tenant Payment from the applicable Maximum Rent for the unit the family occupies to determine the Family Maximum Subsidy. The family's TTP will be calculated by:

1. Dividing the Family Maximum Subsidy by the number of persons in the family to determine Member Maximum Subsidy.

2. Multiplying the Member Maximum Subsidy by the number of eligible family members to determine Eligibility Subsidy.

3. Subtracting the amount of Eligibility Subsidy from the applicable Maximum Rent for the unit the family occupies to get the family's Revised Total Tenant Payment.

T. REDUCTION IN BENEFITS

If the family's benefits, such as social security, SSI or TANF, are reduced through no fault of the family, DHA will use the net amount of the benefit.

If the family's benefits were reduced due to family error, omission, or misrepresentations, DHA will use the gross amount of the benefit, before the reduction in benefit occurred. If the family's benefits reduced due to failure to comply with TANF requirements then DHA will include an amount equal to the previous TANF benefit to compute income, before the reduction in benefit occurred.

U. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS

If the cost of utilities (excluding telephone) is not included in the Tenant Rent, a utility allowance will be deducted from the total tenant payment The Utility allowance is intended to help defray the cost of utilities not included in the rent. The allowances are based on the monthly cost of reasonable consumption of utilities in an energy conservative household, not on a family's actual consumption.

When the Utility Allowance exceeds the family's Total Tenant Payment, DHA will provide a Utility Reimbursement Payment for the family each month. The check will be made out directly to the resident.

Resident-Paid Utilities

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

When the supplier of utilities offers a budget or level payment plan, it shall be suggested to the resident to pay his/her bills according to this plan. This protects the resident from large seasonal fluctuations in the cost of utilities and ensures adequate heat in the winter. If the family is receiving TANF, DHA will encourage the family to consider vendor payment plan for rent and utilities.

When a resident makes application for utility service in his/her own name, he or she must sign a third party notification agreement so that DHA will be notified if the resident fails to pay the utility bill.

If a resident or applicant is unable to get utilities connected because of a previous balance owed to the utility company, the resident/applicant will not be permitted to move into a unit with resident paid utilities. This may mean that a current resident cannot transfer to a scattered site that an applicant cannot be admitted to a unit with resident-paid utilities.

Paying the utility bill is the resident's obligation under the lease. Failure to pay utilities is grounds for lease termination and possible subsequent eviction.

V. EXCESS UTILITY PAYMENTS

Residents in units where DHA pays the utilities may be charged the excess cost for excess utilities if additional appliances or equipment are used in the unit or if the resident uses more than the utility consumption allowed by DHA. This charge shall be applied as specified in the lease.

W. FLAT RENTS

An amount established by the Authority that reflects reasonable market value of the housing unit, but not less than the sum of the monthly per-unit operating costs and a deposit to a replacement reserve.

Flat rents are the amount of tenant rent based on the market value of an apartment, as determined by DDHA. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued Residents who are attempting to become economically self-sufficient. It is also proposed that DDHA periodically review its flat rents, at least annually, in an attempt to stay consistent with the current market.

Each resident shall have the right to select one of two methods by which DHA will determine their rent.

- Income-based Method:
  The rental amount based on the household income and other information reported to DHA by the Resident.

- Flat Rent Method:
  The rental amount based on the DHA-determined flat rent for the apartment.

The selection is the Resident's option and will be made at the time the Resident initially leases with the DHA or at his/her annual reexamination and corresponding lease renewal. A resident that chooses the Flat rent may change the basis on which the rent is calculated at any reexamination and once during any twelve (12) month period.

These flat rents are current as of January 01, 2002, but are subject to change by action of the HA without the necessity to amend or revise this ACOP. DHA utilizes flat rents as follows:

ALLEN WILSON TERRACE (Decatur HA)

Unit Size:	Square Feet:	DeKalb PSF Avg.	Based On DeKalb Avg.	DeKalb Co. Avg. Rents:	Current Ceiling:	Proposed Rate: PSF. <15%>	Proposed Rate: RENT
1 Bedroom	567 SF	$ 0.86	$ 528.00	$ 652.00	$ 330.00	$ 0.58	$ 329.00
2 Bedroom	729 SF	$ 0.68	$ 508.00	$ 754.00	$ 385.00	$ 0.58	$ 423.00
3 Bedroom	837 SF	$ 0.61	$ 582.00	$ 844.00	$ 445.00	$ 0.52	$ 485.00

SWANTON HEIGHTS (DeKalb HA)

Unit Size:	Square Feet:	DeKalb PSF Avg	Based On DeKalb Avg.	DeKalb Co. Avg. Rents:	Current Ceiling:	Proposed Rent: PSF. <15%>	Proposed Rent: RENT:
0 Efficiency	430.5 SF	$ 1.13	$ 486.00	$ 603.00	$ 265.00	$ 0.58	$ 250.00
1 Bedroom	620.3 SF	$ 0.86	$ 533.00	$ 652.00	$ 330.00	$ 0.58	$ 360.00
2 Bedroom	870 SF	$ 0.68	$ 592.00	$ 754.00	$ 385.00	$ 0.58	$ 505.00
3 Bedroom	1,092 SF	$ 0.61	$ 666.00	$ 844.00	$ 436.00	$ 0.52	$ 569.00
4 Bedroom	1,334 SF	$ 0.52	$ 694.00	Not Avail.	$ 455.00	$ 0.44	$ 587.00
5 Bedroom	1,508 SF	$ 0.49	$ 739.00	Not Avail.	$ 490.00	$ 0.40	$ 603.00

CHAPTER 7

VERIFICATION PROCEDURES

INTRODUCTION

HUD regulations require that the factors of eligibility and Total Tenant Payment be verified by DHA. Applicants and program tenants must furnish proof of their statements whenever required by DHA, and the information they provide must be true and complete. DHA's verification procedures are designed to meet HUD requirements and to maintain program integrity. This Chapter explains DHA's procedures and standards for verification of preferences, income assets, allowable deductions, family status, and when there are changes in family members. DHA will ensure that proper authorization for release of information has been obtained from the family before making verification inquiries.

A. METHODS OF VERIFICATION AND TIME ALLOWED

DHA will verify information through the five methods of verification acceptable to HUD in the following order:

1. Up-front Income Verification (UIV): DHA's first choice is the verification of income through an independent source.

2. Third-Party Written: Third party written verification will be used to substantiate claims made by an applicant or resident and to supplement Up-front Income Verifications.

3. Third-Party Oral: DHA may also use telephone verifications.

4. Review of Documents: DHA will review documents, when relevant, to substantiate the claim of an applicant or resident.

5. Certification/Self Declaration: A notarized certification will be accepted when no other form of verification is available.

For applicants, verification is used to verify information directly with the source. Third-party written verification forms will be sent and returned via first class mail. The family will be required to sign an authorization for the information source to release the specified information.

Verifications received electronically directly from the source are considered third party written verifications.

DHA will accept verifications from the following sources delivered by the family:

Drivers License that displays SSN
Identification Card issued by a Federal, State or Local Agency
Earning statements or payroll stubs
Bank statements
Retirement benefit letter
Social Security Administration
Veterans Administration
Welfare Assistance
Unemployment Compensation Board
City or County Courts
Pharmacies for prescription drugs

Third-Party Oral Verification

Oral third-party verification will be used when written third-party verification is delayed or not possible. When third-party oral verification is used, staff will be required to complete a Certification of Document Viewed or Person Contacted Form, noting with whom they spoke, the date of the conversation, and the facts provided. If oral third-party verification is not available, DHA will compare the information to any documents provided by the family. If provided by telephone, DHA must originate the call or verify the authenticity of the call.

Review of Documents

In the event that the third-party written or oral verification is unavailable or when there is a service charge for verifying an asset or expense, or the information has not been verified by the third-party within eight (8) weeks, the DHA will note the file accordingly and utilize documents provided by the family as the primary source if the documents provide complete information.

DHA will make a minimum of two attempts, one of which may be oral, to obtain third-party verification.

All such documents, excluding government checks, will be photocopied and retained in the applicant file. In cases where documents are viewed which cannot be photocopied, staff viewing the document(s) will complete a Certification of Document Viewed or Person Contacted Form.

DHA will accept the following documents from the family provided that the document is such that tampering would be easily noted:

Printed wage stubs
Computer print-outs from the employer
Signed letters (provided that the information is confirmed by phone)
Other documents noted in this Chapter as acceptable verification

DHA will accept Faxed documents.

DHA will accept photocopies.

If third-party verification is received after documents have been accepted as provisional verification, and there is a discrepancy, DHA will utilize the third party verification.

DHA may require a family to certify that a family member does not receive a particular type of income or benefit. Self-certification means a notarized statement that must be witnessed.

B. RELEASE OF INFORMATION

The family will be required to sign specific authorization forms when information is needed that is not covered by the HUD Form 9886, Authorization for Release of Information.

Each member requested to consent to the release of information will be provided with a copy of the appropriate forms for their review and signature.

It is a family obligation under tenancy to supply any information requested by the DHA or HUD. Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of tenancy.

C. COMPUTER MATCHING

Where allowed by HUD and/or other State or local agencies, computer matching will be done.

D. ITEMS TO BE VERIFIED

All income, not specifically excluded by the regulations, must be verified. Including but not limited to:

Zero-income status of household.

- Zero-income applicants and residents will be required to complete a family expense form at each certification or re-certification interview.

Full-time student status, including High School students, who are 18 years of age or over.

Current assets including assets disposed of for less than fair market value in preceding two years.

Childcare expenses where it allows an adult family member to be employed or to further his/her education, if the childcare expense does not exceed the income earned by that adult family member and there is not an unemployed able bodied adult member remaining in the unit during the employed family member's working hours.

Total medical expenses of all family members in households whose head or spouse is elderly or disabled.

Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus, which allow an adult family member to be employed.

Legal Identity and age.

U.S. citizenship/eligible immigrant status.

Social Security Numbers for all family members 2 years of age or older.

"Preference" status based upon Local preferences.

Familial status when needed for head or spouse definition.

Disability for determination of preferences, allowances or deductions.

E. VERIFICATION OF INCOME

This section defines the typical methods DHA will use to verify various types of income.

Employment Income

Verification forms requesting the employer to specify the:

- Dates of employment
- Amount and frequency of pay
- Date of the last pay increase
- Likelihood of change of employment status and effective date of any known salary increase during the next 12 months.
- Year to date earnings
- Estimated income from overtime, tips, bonus pay expected during the next 12 months

Acceptable methods of verification include, in this order:

1. Employment verification form completed by the employer.

2. Check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings.

3. W-2 forms income tax return forms 1040 E or 1040 EZ.

4. Income tax returns signed by the family may not be used for verifying self-employment income, or income from tips and other gratuities.

In cases where there are questions about the validity of information provided by the family, DHA can/will require the most recent federal income tax statements.

Social Security, Pensions, Supplementary Security Income (SSI), Disability Income

Acceptable methods of verification include, but are not limited to:

1. Verification form completed by the unemployment compensation agency.

2. Computer printouts from unemployment office stating payment date and amounts.

3. Payment stubs.

4. Documents provided by the family if third-party verification is unavailable or delayed.

Welfare Payments or General Assistance

Acceptable methods of verification include, but are not limited to:

1. DHA verification form completed by payment provider.

2. Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months.

Alimony or Child Support Payments

Acceptable methods of verification include, but are not limited to:

1. Copy of a separation or settlement agreement or a divorce decree stating amount, type of support and payment schedules.

2. A notarized letter from the person paying the support, stating the amount, type of support, and payment schedule.

3. Copy of the latest check and/or payment stubs from Court Trustee, DHA must record the date, amount, and number of the check.

4. Family's notarized self-certification of amount received and of the likelihood of support payments being received in the future, or that support payments are not being received.

5. If payments are irregular, the family must provide:

    - A copy of the separation or settlement agreement or a divorce decree starting the amount and type of support and payment schedules.

    - A statement from the agency responsible for enforcing payments to show that the family has filed for enforcement.

    - A notarized affidavit from the family indicating the amount(s) received.

    - A welfare notice of action showing amounts received by the welfare agency for child support.

    - A written statement from an attorney certifying that a collection or enforcement action has been filed.

Net Income from a Business

In order to verify the net income from a business, DHA will view IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months.

Acceptable methods of verification include, but are not limited to:

1. IRS Form 1040, including:
   Schedule C (Small Business)
   Schedule E (Rental Property Income)
   Schedule F (Farm Income)

2. If accelerated depreciation was used on the tax return or financial statement, an accountant's
   calculation of depreciation expense, computed using straight-line depreciation rules.

3. Audited or unaudited financial statement(s) of the business.

4. Family's self-certification as to net income realized from the business during previous years.

Childcare Business

If an applicant/tenant is operating a licensed day care business, income will be verified as with any other business.

If the applicant/tenant is operating a "cash and carry" operation (licensed or not), DHA will require the applicant/tenant to complete a form for each customer giving: name of person(s) whose child(ren) is/are being cared for, phone number, number of hours child is being cared for, method of payment (check/cash), amount paid, frequency of payment and signature of person.

If the family has filed a tax return, the family will be required to provide it.

If childcare services were terminated, a third party verification will be sent to the parent whose child was cared for.

Recurring Gifts

The family must furnish a self-certification, which contains the following information:

The person who provides the gifts
The value of the gifts
The regularity of the gifts
The purpose of the gifts

Zero Income Status

Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, TANF, SSI, etc. are not being received by the household.

DHA will request information from the State Labor Department.

DHA will request all adult family members to execute a HUD Form 9886, Authorization for the release of Information.

DHA may request information from the IRS, the Department of Labor and agencies to verify zero income status of an applicant or resident.

Full-Time Student Status

Only the first $480 of the earned income of fulltime students 18 years of age or older, other than head or spouse, will be counted towards family income.

Financial aid, scholarships and grants received by full time students are not counted towards family income.

Verification of full time student status includes, but is not limited to:

1. Written verification from the registrar's office or other school official.

2. School records indicating enrollment for sufficient number of credits to be considered a full-time student by the educational institution.

F. INCOME FROM ASSETS

Acceptable methods of verification include, but are not limited to:

Savings Account Interest Income and Dividends

Will be verified by:

1. Account statements, passbooks, certificates of deposit, or DHA verification forms completed by the financial institution.

2. Broker's statements showing value of stocks or bonds and the earnings credited the family. Earnings can be obtained from current newspaper quotations or oral broker's verification.

3. IRS Form 1099 from the financial institution provided that the DHA must adjust the information to project earnings expected for the next 12 months.

G. NET INCOME FROM RENTAL PROPERTY

The family must provide:

1. A current executed lease for the property that shows the rental amount or certification from the current tenant.
2. A self-certification from the family members engaged in the rental of property providing an estimate of expenses for the year and the most recent IRS Form 1040 with Schedule E (Rental Income). If schedule E was not prepared, DHA will require the family members involved in the rental of property to provide a self-certification of income and expenses for the previous year and may request documentation to support the statement including: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense.

H. RETIREMENT ACCOUNTS

When third-party verification is not available DHA will accept an original document from the entity holding the account. Document should be recent and dated no earlier than 12 months before.

I. INCOME FROM EXCLUDED SOURCES

DHA will reconcile differences in amounts reported by the third-party and the family only when the excluded amount is used to calculate the family's rent.

DHA will verify by third-party all amounts of an excluded income.

DHA will accept a family's documents or self-certification of an amount or source of excluded income.

J. VERIFICATION OF ASSETS

Family Assets

The DHA will require the necessary information to determine the current cash value, (the net amount the family would receive if the asset were converted to cash) as follows:

1. Verification forms, letters, or documents from a financial institution or broker.

2. Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.

3. Quotes from a stockbroker or real estate agent as to the net amount the family would receive if they liquidated securities or real estate.

4. Real estate tax statements if the approximate current market value can be deducted from assessment.

5. Financial statements for business assets.

6. Copies of closing documents showing the selling price and the distribution of the sales proceeds.

7. Appraisals of personal property held as an investment.

Assets disposed of for less than Fair Market Value (FMV) during two years preceding effective date of certification or re-certification.

1. For all Certifications and Re-certifications, DHA will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or re-certification.

2. If the family certifies that they have disposed of assets for less than fair market value (FMV), verification [or certification] is required that shows: (a) all assets disposed of for less than FMV, (b) the date they were disposed of, (c) the amount the family received, and (d) the market value of the assets at

the time of disposition. Third party verification will be obtained wherever possible.

K. VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME

Childcare Expenses

1. Written notarized verification from the person who receives the payments is required. If the child care provider is an individual, he/she must provide a statement of the amount and frequency of payment they are charging the family for their services.

2. Verifications must specify the child care provider's name, address, telephone number, Social Security Number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods.

3. Family's certification as to whether any of those payments have been or will be paid or reimbursed by outside sources.

Medical and Handicapped Assistance Expenses

Families who claim medical expenses or expenses to assist a person(s) with disability will be required to submit a certification as to whether or not any expense payments have been, or will be, reimbursed by an outside source. All expense claims will be verified by one or more of the methods listed below:

1. Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of (a) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (b) extent to which those expenses will be reimbursed by insurance or a government agency.

2. Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family.

3. Written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months. A computer printout will be accepted.

4. For attendant care:

    a. Reliable and knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes.

b. Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency (or copies of canceled checks the family used to make those payments) or stubs from the agency providing the services.

5. Receipts, canceled checks, or pay stubs that verify medical costs and insurance expenses likely to be incurred in the next 12 months.

6. Copies of payment agreements or most recent invoice that verify payments made on outstanding medical bills that will continue over all or part of the next 12 months.

7. Receipts or other record of medical expenses incurred during the past 12 months can be used to anticipate future medical expenses. DHA may use this approach for "general medical expenses" such as non-prescription drugs and regular visits to doctors or dentists, but not for one-time, nonrecurring expenses from the previous year.

8. DHA will use mileage at the IRS rate, or cab, bus fare, or other public transportation cost for verification of the cost of transportation directly related to medical treatment.

Assistance to Persons with Disabilities

1. In All Cases:

   (a) Written certification from a reliable and knowledgeable professional that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed.
   (b) Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

2. Attendant Care:

   (a) Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided.
   (b) Certification of family and attendant and/or copies of canceled checks family used to make payments.

3. Auxiliary Apparatus:

   (a) Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus.

(b) In the case where the person with disabilities is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.

L. VERIFYING NON-FINANCIAL FACTORS

Verifying of Legal Identity and Age

In order to prevent program abuse. DHA will require applicants to furnish verifications of legal identity for all family members.

The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

- Certificate of Birth, naturalization papers
- Church issued baptismal certificate
- Current Driver's License
- U.S. military discharge (DD 214)
- U.S. passport
- Voter's registration
- Company/agency Identification Card
- Department of Motor Vehicles Identification Card
- Hospital records
- Drivers License including the Social Security Number

Documents considered acceptable for the verification of legal identity for minors may be one or more of the following:

- Certificate of Birth
- Adoption papers
- Custody agreement
- Health and Human Services ID
- School records

Verification of Marital Status

Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer.

Verification of a separation may be a copy of court-ordered maintenance or other records.

Verification of marriage status is a marriage certificate.

Familial Relationships

Certification will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification.

The following verifications will always be required if applicable:

Verification of relationship:
- Official identification showing names
- Birth Certificates
- Baptismal certificates

Verification of guardianship is:
- Court-ordered assignment
- Affidavit of parent
- Verification from social services agency
- School records

Evidence of a stable family relationship:
- Joint bank accounts or other shared financial transactions
- Leases or other evidence of prior cohabitation

Verification of Permanent Absence of Adult Member

If an adult member, who was formerly a member of the household, is reported permanently absent by the family, DHA will consider any of the following as verification:

1. Husband or wife institutes divorce action.

2. Husband or wife institutes legal separation.

3. Order of protection/restraining order obtained by one family member against the other.
4. Proof of another home address, such as social services or a written statement from the landlord or manager that the adult family member is no longer living in that location.

5. Statements from other agencies such as social services or a written statement from the landlord or manager that the adult family member is no longer living at that location.

6. If the adult family member is incarcerated, a document from the Court or prison should be obtained stating how long they will be incarcerated.

Verification of Change in Family Composition

DHA may verify changes in family composition (either reported or unreported).

Verification of Disability

Verification of disability must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) or verified by appropriate diagnostician such as physician, psychiatrist, psychologist, therapist, rehabilitation specialist, or licensed social worker, using the HUD language as the verification format.

Verification of Citizenship/Eligible Immigrant Status

To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by Immigration and Naturalization Service (INS). Each family member must declare their status once. Assistance cannot be delayed, denied, or terminated while verification of status is pending except that assistance to applicants may be delayed while DHA hearing is pending.

(a) Citizens or Nationals of the United States are required to sign a declaration under penalty of perjury.

(b) Eligible Immigrants who were tenants and 62 or over on June 19, 1995, are required to sign a declaration of eligible immigration status and provide proof of age.

(c) Non-citizens with eligible immigration status must sign a declaration of status and verification consent from and provider their original immigration documents, which are copied front and back and returned to the family. DHA verifies the status through the INS SAVE system. If this primary verification fails to verify status. DHA must request within ten (10) days that the INS conduct a manual search.

(d) Family members who do not claim to be citizens or eligible immigrants must be listed on a statement of non-contending family members signed by the head of household or spouse.

(e) Non-citizen students on student visas are ineligible members even though they are in the country lawfully. They must provide their student visa but their status will not be verified and they do not sign a declaration but are listed on the statement of non-contending members.

Failure to Provide. If an applicant or tenant family member fails to sign required declarations and consent forms or provide documents as required, they must be listed as an ineligible member. If the entire family fails to provide and sign as required, the family may be denied or terminated for failure to provide required information.

Time of Verification. For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the same time as verification of other factors of eligibility for final eligibility determination. For tenant families, it is done at the first regular re-certification after June 19, 1995. For family members added after other members have been verified, the verification occurs at the first re-certification after the new member moves in. Once verification has been completed for any covered program, it need not be repeated.

Extensions of time to Provide Documents.
DHA will grant an extension of thirty (30) days for families to submit evidence of eligible immigrant status.

Acceptable Documents of Eligible Immigration.
The regulations stipulate that only the following documents are acceptable unless changes are published in the Federal Register.

- Resident Alien Card (I-551)
- Alien Registration Receipt Card (I-151)
- Arrival-Departure Record (I-94)
- Temporary Resident Card (I-688)
- Employment Authorization Card (I-688B)
- Receipt issued by the INS for issuance of replacement of any of the above documents that shows individual's entitlement has been verified

A birth certificate is not acceptable verification of status. All documents in connection with U.S. citizenship/eligible immigrant status must be retained for five years.

DHA will verify the eligibility of a family member at any time such eligibility is in question, without regard to the position of the family on the waiting list.

Verification of Social Security Numbers

Social security numbers must be provided as a condition of eligibility for all family members six and over if they have been issued a number. Verification of Social Security numbers will be done through a Social Security Card issued by the Social Security Administration.

If a family member cannot produce a Social Security Card, only the documents listed below showing his/her Social Security Number may be used for verification. The family is also required to certify in writing that the document(s) submitted in lieu of the Social Security Card information provided is/are complete and accurate:

- A valid driver's license
- Identification card issued by a Federal, State or local agency
- Identification card issued by a medical insurance company or provider (including Medicare and Medicaid)
- An identification card issued by an employer or trade union
- An identification card issued by a medical insurance company
- Earnings statements or payroll stubs
- Bank statements
- IRS Form 1099
- Benefit award letters from government agencies
- Retirement benefit letter
- Life insurance policies
- Court records (real estate, tax notices, marriage, divorce, judgement or bankruptcy records)
- Verification of benefits or SSN from Social Security Administration

New family members ages two and older will be required to produce their Social Security Card or provide the substitute documentation described above together with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported to DHA.

If an applicant or tenant is able to disclose the Social Security Number but cannot meet the documentation requirements, the applicant or tenant must sign a certification to that effect provided by DHA. The applicant/ tenant or family member will have an additional sixty (60) days to provide the Social Security Number. If they fail to provide this documentation, the family's tenancy will be terminated.

In the case of an individual at least 62 years of age, DHA may grant an extension for an additional sixty (60) days to a total of one hundred twenty (120) days. If, at the end of this time, the elderly individual has not provided documentation, the family's tenancy will be terminated.

If the family member states they have not been issued a number, the family member will be required to sign a certification to this effect or show proof of application.

Medical Need for Larger Unit

A written certification that a larger unit is necessary must be obtained from a reliable, knowledgeable medical professional in the field of the origin of the request.

M. VERIFICATION OF SUITABILITY FOR ADMISSION

Applicants who have a history, due to a lack of willingness to meet financial obligations of previous tenancies will be denied admission.

Applicants who show a history of disturbance of neighbors or the inability to abide by house rules will be denied admission.

Applicants who have a history of drug related or criminal activity within the past ten (10) years will be denied admission.

Applicants who have a record of eviction from housing or involuntary termination from residential programs, taking into account date and circumstances, will be denied admission.

Applicants must be able to demonstrate the ability and willingness to comply with the terms of the DHA's lease, either alone or with assistance which they can demonstrate that they have or will have at the time of admission.

Applicants who have a history of damage or destruction of property, or unsanitary housekeeping habits at present or prior residences that may adversely affect the health safety, or welfare of other tenants or neighbors will be denied admission.

Ability to meet financial obligations under the lease

All applicants will be subject to the following procedures to ensure their ability to meet financial obligations under the lease:

> All applicants will be interviewed and asked questions about the basic elements of tenancy.
>
> DHA will conduct a detailed interview of all applicants during which an evaluation will be made between income and expenditures.
>
> DHA may access a Credit Report on head of household prior to selection.
>
> DHA will determine if applicants owe any monies to previous tenancy or from participation in any HUD housing program.

Drug-Related or Violent Criminal Activity

DHA will complete a criminal background check of all adult members in the household.

Housekeeping Habits

DHA will obtain references from prior landlords for the previous three (3) years to determine acceptable housekeeping standards.

DHA may conduct a home visit prior to admission.

Applicants are required to attend pre-occupancy or leasing orientation classes as a condition of admission.

N. VERIFICATION OF WAITING LIST PREFERENCES

Local Preferences:

1. Residency Preference:
   For families who live, work or have been hired to work in the jurisdiction of DHA. Families who are unable to work due to age or disability automatically qualify for this preference.

   In order to verify that an applicant is a resident, DHA will require any combination of the following documents: rent receipts, leases, utility bills, employer or agency records, school records, drivers licenses, voters registration records, credit reports, or statement from household with whom the family is residing.

   For families who have been hired to work in the jurisdiction of DHA, a statement from the employer will be required.

2. Working Preference:
   This preference is available for families with at least one adult member who is employed. DHA will require a statement from the employer.

3. Educational/Training Tenants:
   This preference is available for families who are residents residing in Dekalb County and participating graduates of or tenants in educational or training programs designed to prepare the individual for the job market. DHA will require a statement from the agency or institution providing the education or training.

4. Involuntary Displacement
   a. Family residing in Dekalb County who has been displaced due to either a disaster or government action, including but not limited to condemnation of most recent residence. Written verification by the displacing unit or agency of government, (or a service agency such as the Red Cross) will be required. The action must have occurred within ninety (90) days of the application date

   b. Families who claim they are being or have been displaced due to domestic violence:

Written verification from police, social service agency, court, clergy person, physician, and/or public or private facility giving shelter and/or counseling to victims will be required.

The family must certify that the abuser will not return to the household without the advance written approval of the DHA. Before giving approval, DHA will require verification of the following:

That the family members involved have been through a counseling program and the service provider believes that reconciliation is likely.

Statement from social worker, psychologist, or other professional familiar with the abuser that he/she has received counseling/treatment and is unlikely to continue the abuse.

c. Families who are displaced while under participation of any Federal, State or Local Witness Protection Program.

CHAPTER 8

TENANT SELECTION AND ASSIGNMENT PLAN

INTRODUCTION

It is DHA's policy that each applicant shall be assigned an appropriate place on the waiting list. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, and factors of preference or priority. In filling an actual or expected vacancy, DHA will offer the dwelling unit to an applicant in the appropriate sequence until it is accepted. This chapter describes DHA's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

A. METHOD OF SELECTION

Preference Selections

There will be Local Preference Admissions.

Every fiscal year, each HA must reserve a minimum of 40 percent (40%) of its public housing new admissions for families "whose incomes do not exceed 30 percent (30%) of the area median income.

Plan for Unit Offers

The plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, disability, religion, or national origin is:

Under this plan the first qualified applicant in sequence on the waiting list will be made an offer of a unit of the appropriate size.

If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.

DHA will maintain a record of units offered, including location, date offered, circumstances of each offer and each acceptance or rejection, including the reason for the rejection.

Upon offer of a unit, the Applicant will have three (3) working days from the date of the letter sent to accept or reject the unit. If the Applicant refuses the unit offered, the applicant will be dead filed and the Applicant will have to reapply. Failure to give an answer within the prescribed time period shall be counted as refusal of the offer and treated accordingly.

Acceptance of Unit

Applicants must accept a unit offer within three (3) working days of the date the offer is made. Offers made over the telephone will be documented in the applicant file. If unable to contact an applicant by telephone. DHA will send a letter via regular mail.

If the applicant presents satisfactory evidence that acceptance of any offered unit will result in undue hardship not related to race, color, or national origin, the refusal shall not count as a refusal of the offered unit.

Upon acceptance of the offer, the Applicant will be assigned a deadline to move-in. Before the end of this period, the Applicant must complete all outstanding pre-occupancy requirements, such as a joint unit inspection, establishment of utility service, leasing interview and lease execution. Normally, this deadline will be within three (3) working days of acceptance of the offer, but may be extended a maximum of five (5) additional days at the discretion of DHA when necessary to alleviate hardship. Failure to complete the move in requirements within the assigned period will result in withdrawal of the offer and the application will be dead filed and the applicant will have to re-apply.

A Security Deposit is required from each Applicant upon move-in. The amount and method of payment is set by DHA and revised at DHA's discretion. Security Deposits are handled in accordance with the requirements of State Law, however, if an Applicant pays a Security Deposit on a unit and, later, does not move into the unit, the DHA shall charge the Applicant the thirty (30) day "Notice to Vacate" that is required of Residents.

A Pet Deposit is required from each Resident who has an approved pet, in accordance with the DHA's adopted Pet Policies. All residents are not permitted to have pets. Pet Deposits are handled in accordance with the PHA's Pet Policies.

Applicants Unable to Take Occupancy

- If an applicant is willing to accept the unit offered, but is unable to take occupancy at the end of the offer for "good cause," the applicant will not be removed from the waiting list.

- Examples of "good cause" reasons for refusal to take occupancy of a housing unit include, but are not limited to:

- Applicant's inability to pay security deposit and first month's rent within the time limit for acceptance of unit.

- Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drops out of an educational instruction or a job-training program.

- Mid year school transfer.

- A qualified, knowledgeable, health professional verifies that temporary hospitalization or recovery from illness exists for the principle household members, or if a live-in aide is necessary to care for the principle household member.

- The unit is inappropriate for the applicant's disabilities.

- An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing.

Applicants with a Change in Family Size or Status

Reporting changes in family composition, status, or income between the time of the interview and the offer of a unit are the responsibility of the applicant. DHA shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.

CHAPTER 9

LEASING

INTRODUCTION

It is DHA's policy that all units must be occupied pursuant to a dwelling lease agreement that complies with HUD's regulations[24 CFR Part 966]. This chapter describes pre-leasing activities and the DHA's policies pertaining to lease execution, security deposits, other charges, and additions to the lease.

A. LEASE ORIENTATION

Prior to execution of the lease a DHA representative(s) will provide a lease orientation to the family head and spouse, where applicable. The orientation may be conducted with more than one family.

The family must attend a lease orientation session before taking occupancy of the unit. Where the head of household and all family members 18 and up will listen to the lease on audio tape.

Orientation Agenda

When families attend the lease orientation, they will be provided with:

A copy of DHA's lease and grievance procedure
A copy of DHA's House Rules

Topics to be discussed will include, but are not limited to:

Applicable deposits and other charges;
Provisions of the Lease;
Orientation to the community;
Unit maintenance and work orders procedures and will be given an emergency number for after hour maintenance emergencies and a list of what are considered emergencies;
Housekeeping Standard(s);
Explanation of occupancy forms;
Terms of occupancy;
Resident Services provided services

B. EXECUTION OF LEASE

The lease shall be executed by the head of household and spouse and all other adult members of the household, and by an authorized representative of DHA, prior to admission.

The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

An appointment will be scheduled for the parties to execute the lease. One executed copy of the lease will be given to the resident, and one will be retained by DHA in the resident's file. The lease is incorporated into this policy by reference. The lease document will reflect current DHA policies as well as applicable Federal, State and Local law.

The following provisions govern lease execution and amendments:

1. A lease is executed at the time of admission for all new residents.

2. A new lease or addendum is executed at the time of the transfer of a resident from one unit to another.

3. Lease signers must be persons legally eligible to execute contracts.

4. The names of all household members are listed on the lease at initial occupancy and on the Application for Continued Occupancy each subsequent year. Only those persons listed on the most recent certification shall be permitted to occupy a dwelling unit.

5. Changes to resident rents are made upon the preparation and execution of a "Notice of Rent Adjustment" by DHA, which becomes an attachment to the lease. Documentation will be included in the resident file to support proper notice.

6. Households, which include a Live-In Attendant, are required to execute a lease addendum authorizing the arrangement and describing the status of the attendant.

DHA may modify its form of lease from time to time, giving residents an opportunity to comment on proposed changes and advance notice of the implementation of any changes unless mandated for immediate implementation by HUD. A resident's refusal to accept a permissible and reasonable lease modifications, or those modifications required by HUD is grounds for termination of tenancy.

C. <u>ADDITIONS TO THE LEASE</u>

Requests for the addition of a new member of the household must be approved by DHA, prior to the actual move-in by the proposed new member.

Following receipt of a family's request for approval, DHA will conduct a pre-admission screening of the proposed new member. Only new members approved by DHA will be added to the household.

1. Household additions subject to screening:

Resident plans to marry and wishes to add their prospective spouse. If a resident marries, their newly wedded spouse is not automatically added to the lease, but must go through the same screening process as new applicants;

Resident desires to add a new family member to the lease, employ a live-in aide; or take in a foster child(ren).

A family member previously on the lease who has been absent from the unit for more than ninety (90) days.

2. Factors determining household additions which are not subject to screening:

Children born to a family member or whom a family member legally adopts are exempt from the pre-screening process.

3. Factors determining household additions which may be subject to screening, depending on DHA discretion:

   - Children below the age of eighteen (18), under which Juvenile Justice records are made available, who are added through a kinship care arrangement, are not exempt from the pre-screening process.
   - DHA may request that the public housing resident provide HA with a signed consent form from the parent(s) or legal guardian allowing DHA to check the juvenile records of the child. Sources to be checked may include any of the following:
   - School Records (attendance/behavior)
   - Juvenile Probation/Court Records
   - Police Records
   - Medical Records

4. In cases where the addition of a new member who has not been born, married, or legally adopted into the family, and the addition will affect the bedroom size required by the family, according to DHA occupancy standards, DHA will not approve the addition unless the addition is a reasonable accommodation for an elderly, handicapped, or disabled person.

5. DHA will not approve adding a family consisting of more than one member to the lease. Such applicants will be encouraged to apply to the waiting list.

6. Residents who fail to notify DHA of additions to the household, or who permit persons to join the household without undergoing screening, are in violation of the lease. Such persons are considered to be unauthorized occupants by DHA, and the entire household will be subject to eviction.

7. Family members age 18 years and over who move from the dwelling unit to establish new households shall be removed from the lease. The resident must notify DHA of the move-out within 14 days of its occurrence.

DHA, in re-admitting an individual to the unit, will consider medical hardship or other extenuating circumstances.

8. The family must request DHA approval prior to visitors arriving who will be residing in the unit more than fourteen (14) consecutive days or thirty (30) total days in a twelve (12) month period.

Visitors who remain beyond this point shall constitute a breach of the lease.

9. Boarders and lodgers are not permitted to occupy a dwelling unit, nor are they permitted to move in with any family occupying a dwelling unit.

Residents are not permitted to allow a former resident of DHA who has been evicted, or for which eviction action was initiated, to occupy the unit for any period of time.

Residents must advise DHA when they will be absent from the unit for more than thirty (30) days and provide a means for DHA to contact the resident in the event of an emergency.

D. LEASING UNITS WITH ACCESSIBLE OR ADAPTABLE FEATURES

Before offering a vacant accessible unit to a non-disabled applicant, DHA will offer such units:

1. to a current occupant of another unit of the same development, or other public housing developments under DHA's control, who has a disability that requires the special features of the vacant unit.

2. to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

3. When offering an accessible/adaptable unit to a non-disabled applicant, DHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

E. UTILITY SERVICES

Residents responsible for direct payment of utilities must abide by any and all regulations of the specific utility company, including regulations pertaining to advance payments of deposits.

Failure to maintain uninterrupted utility services during tenancy is a lease violation and grounds for eviction.

Non-payment of excess utility charge payments to DHA is a violation of the lease and is grounds for eviction.

F. SECURITY DEPOSITS

New residents must pay a security deposit to DHA at the time of admission. Residents with pets must pay a pet deposit, as specified in chapter ten (10) of this policy.

The amount of the security and/or pet deposit required is specified on the lease and in this policy.

DHA may permit installment payments of security deposits when a new resident demonstrates a financial hardship to the satisfaction of DHA. However, no less than 50% of the required deposit must be paid before occupancy.

The remainder of the deposit must be paid within 60 days of move-in. A minimum of 25% must be paid each month or thirty-day period.

DHA will hold the security deposit for the entire period the resident occupies the unit.

DHA will refund to the Resident the amount of the security deposit, less any amount needed to pay the cost of:

Unpaid Rent;

Damages listed on the Move-Out Inspection Report that exceed normal wear and tear;

Other charges under the Lease.

DHA will refund the Security Deposit less any amounts owed, within 30 days after move out and resident's notification of new address.

DHA will refund the Security Deposit and/or Pet Deposit to the resident, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

DHA will provide the resident or designee identified above with a written list of any charges against the security or pet deposits. If the resident disagrees with the amount charged to the security or pet deposits, DHA will provide a meeting to discuss the charges.

The resident must leave the dwelling unit in a clean and undamaged (beyond normal wear and tear) condition and must furnish a forwarding address to DHA. All keys to the unit must be returned to the Management upon vacating the unit.

DHA will not use the security deposit for payment of rent or other charges while the resident is living in the unit.

If the resident transfers to another unit, DHA will transfer the security deposit to the new unit. The resident will be billed for any maintenance or other charges for the unit they transferred from.

G. RENT PAYMENTS

The resident's rent is due and payable at DHA-designated locations on the 1st of every month. No later than the 5th business day. Rent left in the drop box after the close of business on the 5th business day will be accepted, but will be considered late and a ten-dollar, $10.00 late fee will be charged to the resident.

If DHA does not receive payment by the agreed upon date, the resident's file will be forwarded to the Eviction Review Board for review,

H. FEES AND NONPAYMENT PENALTIES

Any check which is given for payment and which is returned for insufficient funds shall be returned to the resident and shall be considered delinquent rent and the late fee of ten dollars $10.00 for delinquent rent shall apply. A charge as established periodically by the Authority will be assessed against the resident for checks, which are returned for non-sufficient funds (NSF), or checks written on a closed account. Late fees and returned check fees shall be considered as additional rent due and payable under the lease. Returned checks must be redeemed by cashier's check or money order within three (3) days of Notice of returned check. Management will reserve the right to request all future rental payments to made by cashier's check or money order.

I. SCHEDULES OF SPECIAL CHARGES

Schedules of special charges for services, repairs, and utilities and rules and regulations which are required to be incorporated into the lease by reference shall be publicly posted in a conspicuous manner in the project office, and they will be provided to applicants and residents upon request.

J. MODIFICATIONS TO THE LEASE

Schedules of special charges and rules and regulations are subject to modification or revision. Residents will be provided at least thirty (30) days written notice of the reason(s) for any proposed modifications or revisions, and they will be given an opportunity to present written comments. Comments will be taken into consideration before any proposed modifications or revisions become effective.

A copy of such notice shall be posted in the central office, and:

Hand delivered to the dwelling unit
Posted in conspicuous places throughout the affected property(s).

Any modifications of the lease must be accomplished by a written addendum to the lease.

K. CANCELLATION OF THE LEASE

Cancellation of the resident's lease is to be in accordance with the provisions contained in the lease agreement and as stated in this policy.

L. INSPECTIONS OF PUBLIC HOUSING UNITS

1. Initial Inspections

DHA and the family will inspect the premises prior to occupancy of the unit in order to determine the condition of the unit and equipment in the unit. A copy of the initial inspection, signed by DHA and the resident, will be kept in the resident file.

Only the head of household may sign the inspection form.

2. Vacate Inspections

DHA will perform a move-out inspection when the family vacates the unit, and will encourage the family to participate in the move-out inspection.

The purpose of this inspection is to determine necessary maintenance to the unit and whether there are damages that exceed normal wear and tear. DHA will determine if there are resident caused damages to the unit. Resident caused damages may affect return of part or all of the family's security deposit.

The move-out inspection also assists DHA in determining the time and extent of the preparation and repairs necessary to make the unit ready for the next resident.

The resident is encouraged to participate in the move-out inspection. Failure to participate in the move out inspection process by the resident waives all rights to appeal any damages to the unit listed as resident caused damage on the move-out inspection form.

3. Annual Inspections

DHA will inspect all units annually using HUD's Housing Quality Standards (HQS) as a guideline (or similar standards adopted by HUD).

4. Preventive Maintenance Inspections

Preventive maintenance inspections will be preformed by DHA on a regular basis depending on funding for the inspections being included in the appropriate budget(s).

5. Management Inspections

The Property Manager may conduct periodic inspections to determine the condition of the unit and to identify problems or issues in which DHA can be of service to the family.

6. Housekeeping Inspections

The Property Manager may conduct periodic housekeeping inspections to determine the condition of the unit and to identify problems or issues in which DHA can be of service to the family.

7. Special Inspections

HUD representatives or local government officials may review DHA operations periodically and as a part of their monitoring may inspect a sampling of DHA's inventory.

8. <u>Emergency Inspections</u>

If any employee and/or agent of DHA has reason to believe that an emergency exists in the unit, an emergency inspection will be done without notification to the family. The person(s) who enters the unit will leave a written notice to the resident explaining the reason the unit was entered and the date and time.

The following items are to be considered emergency in nature and require correction within 24 hours by either DHA or the resident:

a. broken lock on entry door
b. broken window with shattered glass
c. escaping gas
d. plumbing leaks which have the capacity to create flooding or cause damage
e. natural gas leaks or the smell of fumes
f. electrical situation which could result in shock or fire
g. refrigerator inoperable
h. toilet inoperable and only one toilet exists in the unit
i. smoke alarm inoperative

9. <u>Entry of Premises Notices</u>

DHA will not give prior written notice for emergency inspections.

Non-emergency entries to the unit will be made during reasonable hours of the day.

DHA will give the family at least 48 hours written notice before entering the unit for reasons other than the annual inspection and maintenance request by the resident. Reasons DHA will enter the unit are:

Inspections and maintenance
To make improvements and repairs (unless the repairs are requested by the resident through a work order)
To show the premises for leasing
In cases of emergency

Where DHA is conducting regular annual examinations of its housing units, the family will receive adequate notice of the inspection to allow the family to prepare for the inspection.

A written notice specifying the purpose for non-emergency entry into the unit will be delivered to the premises at least 2 days before entry.

10. Family Responsibility to Allow Inspection

DHA must be allowed to inspect the unit at reasonable times with reasonable notice. Forty-eight (48) hour written notice will be considered reasonable in all cases.

The resident is notified of the inspection appointment by mail. The family must call DHA at least twenty four (24) hours before the inspection, if necessary.

DHA will reschedule the inspection no more than twice unless the resident has a verifiable medical reason which has hindered the inspection. DHA may request verification.

If the resident refuses to allow the inspection, the resident will be in violation of the lease and DHA will begin lease termination procedures giving the resident thirty (30) days notice to vacate the premises.

CHAPTER 10

TRANSFER POLICY

INTRODUCTION

The transferring of families is a very costly procedure, both to DHA and to the families. However, it is the policy of DHA to permit a resident to transfer within or between housing developments when it is necessary to comply with occupancy standards or to accommodate residents with physical disabilities. The transfer policy will be carried out in a manner that does not violate fair housing. DHA reserves the right to make exceptions to this policy as circumstances require.

A. GENERAL STATEMENT

It is the policy of DHA to require or permit resident transfers, within and/or between DHA public housing developments for the following reasons:

1. To accommodate verified physical conditions caused by long-term illness and/or disability.
2. To accommodate resident families that are determined to be over- or under-housed by virtue of their family size.

In order to be determined eligible to receive a transfer, residents must submit the required documentation to DHA, to substantiate their request, and must be in good standing with DHA.

B. PRIORITY OF TRANSFERS

The Transfer Waiting List will be maintained in rank order according to the following priorities:

Emergency

DHA, at its' discretion will authorize an emergency transfer for a participant family if the following condition occurs:

The resident's unit has been damaged by fire, flood or other causes to such a degree that the unit is not habitable, provided that, although the damage was a result of carelessness or negligence of the resident or a member of the resident's household, the resident has, in writing, accepted the responsibility for such damage and has agreed to make restitution to DHA for the expense of repairing such damage up to a ceiling cost of $3,000.

If the appropriate size unit is not available, the family may be over housed but placed on the transfer list with the transfer being accomplished at the appropriate time.

If no unit is available within the development, the family may be transferred to an appropriate unit available at another DHA owned development.

If the move is to a site where residents purchase all or some utilities, the resident will pay the cost of any deposit required by the utility provider.

Medical Hardship and Accessibility

Residents may be transferred from a two level apartment to a single level apartment or from a second floor to a first floor apartment when DHA determines that there is a complete and continuing inability to negotiate stairs or steps. DHA will require medical documentation of a resident's condition and reserves the right to make its own evaluation of such documentation.

Transfers will be within the housing development unless appropriate unit is not available to meet the family's needs within the development.

The only other type of transfer for health reasons will result from a life threatening medical condition.

Underhoused (Overcrowded)

Transfer will be within the housing development unless size and type of unit required does not exist within that development's inventory.

Families with children in school being transferred outside their current development will not be required to move until the current school year is finished if DHA determines that a transfer would cause a hardship to the family.

DHA, at its' discretion, may separate a single household into multiple households if sufficiently large units are not available or if DHA and the family determine this to be in the interest of both the family and development. Based on selection criteria for new admissions, DHA shall determine that each smaller family unit is eligible by HUD definition and contain a legal leaseholder capable of discharging lease obligations.

Overhoused

Transfer will be within the housing development unless the size and type of unit required does not exist within that development's inventory.

Single elderly and handicapped residents who occupy a one bedroom apartment will not be required to relocate into efficiency (0-Bdrm) nor will an elderly or handicapped resident be required to relocate from a two bedroom apartment to a one bedroom apartment if such a unit does not exist on that site.

Transfer request applications will be dated and referred to DHA's office where tenant selection and assignment is processed.

Transfers will be executed when family's name reaches the top of the transfer list and an authorized unit is available.

The first three priorities always have priority over new move-ins. The remainder shall be mixed with new move-ins based upon the number of vacancies and the number of transfers needed.

Within each priority type, transfers will be ranked by date.

In transfers requested by r residents for approved health reasons or to move to a larger apartment, the date shall be that on which the changed family circumstances are verified by management.

In the case of an involuntary transfer, the date will be that on which management verifies that the change occurred.

Management reserves the right to immediately transfer any family who has misrepresented family circumstance or composition.

C. SPECIAL CIRCUMSTANCES TRANSFER

DHA will authorize transfers under special circumstances for a participant family if the following conditions occur:
The resident's unit is being modernized or significantly remodeled.
In such cases the family may be offered temporary relocation if allowed under Relocation Act provisions and may be allowed to return to their unit once rehabilitation is complete.

D. MANDATORY TRANSFERS

If there is a required change in the size of unit needed, it will be necessary for the resident to move to a unit of an appropriate size and a new lease will be executed.
If an appropriate unit is not available, the resident will be placed on a transfer list and moved to such unit when it does become available.
DHA will place all families requiring a mandatory transfer due to occupancy standards on a transfer list, which will be reviewed for need-based transfers before any unit is offered to a family on the waiting list.
The family will be offered the next appropriately sized unit that becomes available after other such families already on the transfer list who are in need of the same size unit.
If a family that is required to move refuses the offered unit, DHA will evaluate the reason for the refusal and determine if it is one of good cause. If DHA determines that there is no good cause, DHA will begin lease termination proceedings.
DHA will offer the family an opportunity for an informal conference before terminating the family's lease. The family will have five working days from the issue date of the Notice to Terminate to request an informal conference.

E. MOVING COSTS

The resident, except when the transfer is due to uninhabitability, through no fault of the resident, or when the transfer is due to the need of DHA, will pay all moving costs related to the transfer.

F. SECURITY DEPOSITS

Security deposits will always be transferred from the losing development or unit to the gaining development or unit.
The resident will be billed for any charges that occur as a result of the resident moving out of the apartment. The Property Manager is responsible for collecting any maintenance charges due DHA.

G. PROCESSING TRANSFERS

Transfers will be processed as follows:

- The resident's records will show a continuous residence in public housing in one development or unit, but not in both developments and units at the same time.
- Transfers to other developments or units will be processed in the same manner as move-outs. The name of the transferred resident and the name of the development s/he transferred to, with other required information, will be reported as a transfer move-out.
- Transfers from other developments or units will be processed in the same manner

as move-ins, including a new lease. The name of the transferred resident and the name of the development s/he transferred from, with other required information, will be reported as a transfer move-in.

- The transferred resident, between public housing projects, does not have to meet the admission eligibility requirements pertaining to income or preference.

H. TRANSFER REQUEST PROCEDURE

- Residents requesting transfer to another unit or development will be required to submit a Request for Transfer form.
- Residents applying for a transfer will have to complete a transfer request form stating the reason a transfer is being requested. The Property Manager will evaluate the request to determine if a transfer is justified.
- Residents applying for a transfer will be interviewed by the Property Manager to determine the reason for the request and to determine whether a transfer is justified.
- The Property Manager's endorsement will be completed and the original of the Request for Transfer form will be submitted to the Property Management Director for final approval.
- The approved request for transfer form will be kept in a file arranged in chronological order by date and bedroom size.
- If the request is approved, the family will be sent a letter stating that their name has been placed on the transfer list for the bedroom size desired.
- If the request is denied the family will be sent a letter stating the reason for denial, and offering the family an opportunity for an informal conference.
- Only one offer of an apartment will be made to each resident being transferred within his own development.
- A resident being transferred outside his own development will be allowed to refuse one offer only.
- When a resident has requested a transfer for medical reasons declines the offer of such an apartment, DHA is not obligated to make any subsequent offers. DHA will notify the resident in such cases that DHA has discharged its obligations to the resident, that the resident remains in the apartment at his own risk, and that DHA assumes no liability for his condition.

I. RENT ADJUSTMENTS OF TRANSFERRED RESIDENTS

Residents who have had a change in income since the last reexamination will have their rent set at the applicable amount beginning with the first day of the new lease.
A resident will pay the same rent at the gaining development as s/he paid at the losing development during the month of the transfer. If warranted, the resident's rent will be adjusted by the gaining development to be effective the first of the month following the month of the transfer.
DHA will notify the resident of the rent change by use of the Notice of Rent Adjustment Letter.

J. REEXAMINATION DATE

The date of the transfer may change the reexamination date.

An interim examination, verifying income only, will be conducted at the time of lease up and the family will have a new reexamination date.
The losing development will send the family's file to the gaining development once they have been notified that the family has accepted the unit and before the family is leased up. The gaining development will not lease up a family without possession of the family's file.

CHAPTER 11

PET POLICY AND PROCEDURES FOR DHA RESIDENTS

INTRODUCTION

DHA 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 residents are prohibited from keeping pets in their apartments, in their yards, around their apartment or in or around any DHA property.

A. APPLICABILITY:

This policy ("Policy") is applicable for all DHA owned or managed communities that have been approved for common household pets, including those that have units designated as elderly, handicapped or disabled and family communities.

B. 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:

1. Birds of prey with an overly aggressive nature.

2. 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.

3. 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

4. Any vicious and/or intimidating dogs. The terms "vicious" or "intimidating dog shall mean:

5. Any dog with a known or suspected propensity, tendency or disposition to unprovoked attacks that cause injury, or any dog that otherwise endangers the safety of human beings or domestic animals.

6. Any dog which approaches any person in an apparent attitude of attack upon the streets, sidewalk or any community grounds or places.

7. 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;

8. Any dog that 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.

9. 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.

C. APPLICATION FOR PET PERMIT:

1. 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:

    i. A current animal or pet license or tag issued by the appropriate authority;

    ii. Evidence that the pet has been spayed or neutered as applicable: and

    iii. Current shot record from the resident's veterinarian or the DeKalb County Humane Society or other applicable county Humane Society evidencing that the pet has received current rabies and distemper inoculations or boosters, as applicable.

    iv. 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.

    v. 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.

2. 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.

3. Any pet found outside of the dwelling unit unattended by the pet's owner or keeper will be considered stray animals and placed in custody of the DeKalb County Animal Control Center.

4. The Pet Permit shall be completed as prescribed by the form and signed by both the Resident and the Property Manager or designee.

D. PET DEPOSIT:

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

   i. $325.00 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. Past experience has shown that such charges are approximately $300.00+.

   ii. $240.00 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 whish 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. Past experience had shown that such charges are approximately $200.00+.

   iii. $160.00 for all fish in a single aquarium over one (1) 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. Past experience has shown charges are approximately $140.00+.

2. DHA shall refund the unused portion of the pet deposit, 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.

3. 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.

4. 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.

5. 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 pet pursuant to this Policy.

E. RULES AND REGULATIONS:

Number of Pets Allowed:

1. No household shall own or keep in their apartments or on any property owned by DHA more then:

   i. one (1) dog;
   ii. one (1) cat;
   iii. two (2) aquariums;
   iv. one (1) bird cage containing not more than two (2) birds;
   v. a combination in the aggregate of not more than: (i) one (1) dog or one (1) cat, and one (1) aquarium; or (ii) one (1) bird cage containing not more than two (2) birds and one (1) aquarium.

2. 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.

Applicability of Rules and Regulation 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 DeKalb County

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".

Rules and Regulations Related to all Pets:

1. The only permitted pets in and about DHA communities are DHA recognized domesticated dogs, cats, birds that are kept in approved birdcages, and fish that 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 complaint 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.

    b) Threatens or causes a condition which endangers public health.

3. If pets are left unattended for a period of twenty-four (24) hours or more, DHA may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Georgia state law and pertinent local or county ordinances. DHA accepts no responsibility for the animal under such circumstances. DHA will charge the Resident of the unattended pet a fee for the removal of the pet.

4. Resident shall not alter their apartment, patio or apartment area in order to accommodate 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. Should a resident's pet give birth to a litter or offspring, the resident shall remove all animals except one. Should the resident choose to keep one of the offspring,

the resident must show a current license and shot record for the newly retained pet.

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 not owned by a resident shall *NOT* be kept on a temporary basis, absent the express written consent of the resident's Property Manager.

10. 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.

11. 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 DDHA to perform such services due to the presence of a pet.

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 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 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.

Rules and Regulations Related to Birds:

A birdcage cannot be larger than 18 inches by 18 inches by 30 inches (18” x 18” x 30”). Birds must fit inside the cage.

Rules and Regulations Related to Fish:

An aquarium cannot be larger than thirty (30) gallons and must be watertight.

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.

Annual Pet Inspections:

At least once each year, each apartment that 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.

F. REVOCATION 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, and represents a threat to the health, safety and/or security of other residents.

G. 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.

CHAPTER 12

RECERTIFICATIONS

INTRODUCTION

In accordance with HUD requirements, DHA will reexamine the income and family composition of all families at least once annually. At the annual recertification families must report their current household composition, income, deductions and allowances. Between regular annual recertifications, HUD requires that families report all changes in household composition. This Chapter defines DHA's policy for conducting annual recertifications. It also explains the interim reporting requirements for families, and the standards for timely reporting.

A. ELIGIBILITY FOR CONTINUED OCCUPANCY

Residents who meet the following criteria will be eligible for continued occupancy:

1. Qualify as a family as defined in this policy;
2. Are in full compliance with the obligations and responsibilities described in the dwelling lease;
3. Whose family members, age 2 years and older, each have submitted their social security number or have certifications on file that they do not have a social security number;

Eligibility for Continued Assistance

Families will be eligible for continued assistance that are citizens or have eligible immigration status. Every member of a family must either provide evidence of citizenship or eligible immigration status.

B. ANNUAL RECERTIFICATIONS

1. **The terms *annual recertification* and *annual re-examination* are synonymous within this policy.**

    a. In order to be re-certified, families are required to provide current and accurate information on income, assets, allowances and deductions, and family composition.

    b. DHA recertifies families based on the location of the unit for which the family resides. [Example: If a family moves into a unit located in a specific building, the annual recertification will be conducted at the same time the other units in the same building are scheduled].

c. If the move-in takes place within ninety (90) days of the scheduled recertification date for that specific unit, DHA will utilize the verified information used at the time the resident moved in.

d. At the first annual recertification on or after June 19, 1995, family members must report and verify their U.S. citizenship/eligible immigration status.

e. When families move to another dwelling unit:

f. Depending on location of unit moving to, per recertification schedule.

g. An interim recertification will be conducted.

h. The annual recertification date may or may not change.

i. Re-examination Notice to the Family

2. Notification

a. All families will be notified of their obligation to re-certify by first class mail. The notification shall be sent at least 90 days in advance of the anniversary date. If requested, as an accommodation by a person with a disability, DHA will provide the notice in an accessible format. DHA will also mail the notice to a third party, if requested as reasonable accommodation, for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

b. Methodology DHA's method for conducting annual recertification will be:

c. To schedule the specific date and time of appointments in the written notification to the family.

d. Persons with Disabilities, who are unable to come to DHA's office will be granted an accommodation of conducting the interview at the person's home or by mail, upon verification that the accommodation requested meets the need presented by the disability.

3. Collection of Information

a. The family is required to complete the annual recertification application form prior to the scheduled interview.
b. The family is required to complete a Personal Declaration form during the interview process or bring the completed form to the scheduled interview.

4. Requirements to Attend

a. The following family members will be required to attend the recertification interview and sign the application for continued occupancy:

b. All adult household members (18 years and older)

c. If the head of household is unable to attend the interview, the appointment will be rescheduled.

5. Failure to respond to Notification of Re-certify

a. The written notification will explain which family members are required to attend the recertification interview. The family may call to request another appointment date up to five (5) days prior to the interview.

b. If the family does not appear for the recertification interview and has not rescheduled or made prior arrangements with DHA, DHA will schedule a second appointment.

c. If the family fails to appear for the second appointment and has not rescheduled or made prior arrangements, DHA will:

d. DHA will place resident on Flat rent and begin the termination process.

e. Exceptions to these policies may be made by the Property Manager, if the family is able to document an emergency situation that prevented them from canceling or attending the appointment.

6. Documents Required from the Family

In the notification letter to the family, DHA will include instructions for the family to bring the following:

- Completed recertification form
- Documentation of income for all family members
- Documentation of liquid and non-liquid assets
- Documentation to substantiate any deductions or allowances
- Personal Declaration Form completed by head of household
- Other – All adult members of the household

7. Verification of Information

All information, which affects the family's continued eligibility for the program, and the family's Total Tenant Payment (TTP) will be verified in accordance with the verification procedures and guidelines described in the Policy. Verifications used for

recertification must be less than ninety (90) days old. All verifications will be placed in the file, which has been established for the family.

a. When the information has been verified, it will be analyzed to determine:

b. The continued eligibility of the resident as a family or as the remaining member of a family;

c. The unit size;

d. The amount of rent the family should pay (in excess of the $50.00 minimum rent);

8. Changes In the Tenant Rent

If there is any change in rent, the lease will be amended, or a new lease will be executed, or a Notice of Rent Adjustment will be issued to the Head of Household.

a. Tenant Rent Increase

If tenant rent increases a notice of increase notice will be mailed to the family at least thirty (30) days prior to the effective date of the change.

If less than thirty (30) days are remaining before the anniversary date, the tenant rent increase will be effective on the first of the month following the thirty (30) day notice.

If there has been a misrepresentation or a material omission by the family or if the family causes delay in the reexamination processing, there will be a retroactive increase in rent to the scheduled effective date.

b. Tenant Rent Decreases

If the tenant rent decreases, it will be effective on the scheduled effective date.

If the family causes a delay so that the processing of the reexamination is not complete by the scheduled effective date, rent change will be effective on the first day of the month following completion of the reexamination processing by DHA.

***9.* <u>Flat Rents</u>**

i. As part of the Quality Housing and Work Responsibility Act of 1998 (QHWRA), Housing Authorities across the country were required to establish Flat Rents for the Public Housing units they managed. This in turn, allows Public Housing Residents the option of choosing an affordable rent for

themselves. In addition Flat rents are intended as an incentive for residents to remain in Public Housing after they have attained a level of self-sufficiency.

a. Flat rents are the amount of tenant rent based on the market value of an apartment, as determined by DHA. The flat rent is designed to encourage self-sufficiency and to avoid creating disincentives for continued Residents who are attempting to become economically self-sufficient. DHA will periodically review its flat rents, at least annually, in an attempt to stay consistent with the current market.

b. Each resident shall have the right to select one of two methods by which DHA will determine their rent.

- **Income-Based Method:**
  The rental amount based on the household income and other information reported to DHA by the Resident.

- **Flat Rent Method:**
  The rental amount based on the DHA-determined flat rent for the apartment.

c. The selection is the Resident's option and will be made at the time the Resident initially leases with the DHA or at his/her annual reexamination and corresponding lease renewal. A resident that chooses the Flat rent may change the basis on which the rent is calculated at any reexamination and once during any twelve month period.

ii. Resident may change the rent calculation method at any reexamination and corresponding renewal. Families who have chosen the Flat Rent may request a change from Flat Rent to Income-based rent before reexamination only if Resident show the family is unable to pay the Flat Rent Method amount because of financial hardship. Such financial hardships must arise from: (1) situations in which the income of the family has decreased because of changed circumstances, (2) loss or reduction of employment, (3) death in the family, (4) reduction in or loss of income or other assistance (provided the loss or reduction was not due to the fraud of any family member), (5) increase in family's expenses for medical costs, child care, transportation, education, or similar items, (6) other serious or catastrophic financial situations as specifically approved by DHA. A family may request to make the change one time during any twelve-month period. Any such reporting and request for change must be made within ten (10) days of the date of the change of circumstances or financial conditions and must be in writing.

C. REPORTING INTERIM CHANGES

Family Composition

Families must report all changes in household family composition to DHA between annual reexaminations. This includes additions due to birth, adoption and court-awarded custody. The family must obtain DHA approval prior to all other additions to the household.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified as required at the first interim or regular recertification after moving into the unit.

Interim Reexamination Policy

1. **Increase in Income to be Reported:**

   a. Families must report all increase in income/assets of all household members to DHA in writing within ten (10) calendar days of the occurrence.

   b. Families are only required to report the following increase in income:

   c. Increases in earned income from the employment of a current household member;

   d. Increases in income because a person with income joins the household;

   e. Increases in household income, which comes as a result of a new income source.

   f. DHA will process rent adjustments for all increases in income that collectively exceeds $200.00 per month, which are reported between regularly scheduled recertifications or should have been reported.

2. **Increases In Income and Rent Adjustments**

   a. Rent increases (except those due to misrepresentation) require thirty (30) days notice. Therefore, interim rent increases are made effective the first of the second month following when the change in income should have been reported.

3. **Decreased in Income and Rent Adjustment**

   a. Residents may report a decrease in income and other changes, such as an increase in allowances or deductions, which would reduce the amount of the total tenant payment.

   b. DHA will process the rent adjustment unless DHA confirms that the decrease in income will last less than thirty (30) calendar days.

c. Decrease in rent will be effective the first of the month following when the resident reports the decreased income and provide documentation of the change.

4. Other Interim Reporting Issues

a. Changes from zero (0) income to work or other form of income (earned or unearned): however, all families with zero income will be required to report their status every sixty (60) days.

b. In the following circumstances, DHA may conduct the interim recertification by mail:

i. Changes that will not result in a change in tenant rent.
ii. Changes in income that is normal for the family, such as seasonal employment.

c. As a reasonable accommodation when requested. (See Chapter titled "Statement of Policies and Objectives")

d. Any changes reported by residents other than those listed in this section (will be noted in the file by the staff person) but will not be processed between regularly scheduled annual recertifications.

5. DHA Errors

If DHA makes a calculation error at admission to the program or at an annual reexamination, an interim reexamination will be conducted to correct the error, and the change will be made effective as prescribed in these policies, but the family will not be charged retroactively.

D. TIMELY REPORTING OF CHANGE IN INCOME (AND ASSETS)

1. Standard for Timely Reporting of Changes

a. DHA requires that families report interim changes to DHA within ten (10) days of when the change occurs. Any information, document or signature needed from the family, which is needed to verify the change, must be provided within thirty (30) days of the change.

b. An exception will be made for TANF recipients who obtain employment. In such cases, families will have to report within ten (10) days of receipt of the Notice of Action from DFACS (Department of Family and Children Services) that shows the full adjustment for employment income.

c. If the change is not reported within the required time period, or if the family fails to provide signatures, certifications or documentation, (in the time period requested by DHA), it will be considered untimely reporting.

2. Procedures When Changes are Reported in a Timely Manner

a. The DHA will notify the family of any change in the Tenant Rent to be effective according to the following guidelines:

i. Increases in the Tenant Rent - are effective on the first of the month following at least thirty (30) days notice.

ii. Decreases in the Tenant Rent – are effective the first of the month following the month in which the change is reported.

b. The change may be implemented based on documentation provided by the family, pending third party written verification.

c. The change will not be made until the third party verification is received.

3. Procedures when the Changes are not Reported by the Tenant in a Timely Manner

a. If the family does not report the changes as described under Timely Reporting, the family will have caused an unreasonable delay in the interim reexamination processing and the following guidelines will apply:

i. Increase in Tenant Rent – will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any unpaid rent, and may be required to sign a Repayment Agreement or make a lump sum payment.

ii. Decrease in Tenant Rent – will be effective on the fist of the month following completion of processing by DHA and not retroactively.

4. Procedures when Changes are not Processed by DHA in a Timely Manner

a. "Processed in a timely manner" means that the change goes into effect on the date it should when the family reports the change in a timely manner. If the changes cannot be made effective on that date, the change is not processed by DHA in a timely manner.

b. Therefore, an increase will be effective after the required thirty (30) days' notice prior to the first of the month after completion of processing by DHA.

c. If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective and the family will be credited for the amount.

E. REPORTING OF CHANGES IN FAMILY

All changes in family composition must be reported, in writing, within ten (10) days of the occurrence.

Increases in Family Size

Increases other than by birth, adoption or court awarded custody must have the prior approval of DHA. All additions to the household are subject to DHA's suitability criteria.

1. If an addition would result in overcrowding to maximum occupancy guidelines:

2. DHA will not approve an addition other than birth, marriage, adoption or court-awarded custody.

3. DHA will consider a unit transfer (if needed under the Occupancy Guidelines) for additions to the family in the following cases:

   a. Addition by marriage

   b. Addition of minor who is a member of the family who had been living elsewhere.

   c. Addition of a DHA-approved live-in attendant.

   d. Addition due to birth, adoption or court-awarded custody.

4. Families who need a larger sized unit because of voluntary additions will have lower priority on the Transfer List than other families who are required to change unit size.

5. If a change due to birth, adoption, court-awarded custody, or need for a live-in attendant requires a larger size unit due to overcrowding, the change in unit size shall be made effective upon availability of an appropriately size unit.

F. CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES

1. Under the Non-Citizens Rule, "Mixed" families are families that include at least one citizen of eligible immigrant status and any number of ineligible members.

2. "Mixed" families who were participants on June 19, 1995, shall continue receiving full assistance if they meet the following criteria:

    a. The head of household, co-head or spouse is a U.S. citizen or has eligible immigrant status; **AND**

    b. The family does not include any ineligible immigrants other than the head or spouse, or parents or children of the head, co-head or spouse.

3. Mixed families who qualify for continued assistance after November 29, 1996, may receive prorated assistance only.

4. If they do not qualify for continued assistance, the member(s) that cause the family to be ineligible for continued assistance may move, the family may choose prorated assistance. DHA may no longer offer temporary deferral of Termination (See Chapter on "Lease Terminations").

G. UIV SYSTEM PRIVACY AND SECURITY

1. UIV data will only be used to verify an applicant or resident's eligibility for participation in a rental assistance program and to determine the level of assistance the resident is entitled to receive and only by properly trained persons whose duties require access to this information. Any other use, unless approved by HUD, is specifically prohibited and will not occur.

2. No adverse action can be taken against a resident until DHA has independently verified the UIV information and the resident has been granted an opportunity to contest any adverse findings through the established grievance procedure.

3. Information DHA derives from the UIV system will be protected to ensure that it is utilized solely for official purposes and not disclosed in any way that would violate the privacy of the affected individuals.

CHAPTER 13

LEASE TERMINATIONS

INTRODUCTION

DHA may terminate tenancy for a family because of the Resident's, household member's or Resident's Guest action or failure to act in accordance with HUD regulations, the terms of this policy and the terms of the lease. The lease and the Grievance Procedures describe the DHA's policies for notification of lease termination and reasons for termination. The lease and the Grievance Procedures are incorporated by references and attached as Exhibit to this ACOP Plan.

A. TERMINATION BY TENANT

The tenant may terminate the lease by providing DHA with a written thirty (30) day notice of intent to vacate as defined in the lease agreement.

1. Resident can end Resident's Lease at any time by given at least thirty (30) days written notice before Resident moves out. If Resident does not give the full notice, Resident shall be liable for rent to the end of the notice period or to the date the apartment is re-rented, whichever date comes first. DHA may allow Resident to give less than thirty (30) days notice and if DHA does, it will provide Resident with that permission in writing. Resident will sign a form saying that Resident is going to move. DHA will inspect the apartment shortly after Resident moves out and list for the Resident any damage to the apartment that is beyond normal "wear and tear". Resident can be present during the move-out inspection.

2. If Resident does not inform DHA, in writing, that Resident is moving, Resident will be responsible for any damage to the apartment until the time DHA discovers that Resident has moved. DHA will still inspect Resident's apartment after DHA becomes aware of Resident's move, make a list of damages, if any, and send the Resident a bill for damages and other money Resident owes DHA. Resident may attend the move-out inspection if Resident so desires.

B. TERMINATION BY DHA

1. In accordance with HUD regulations, the terms of this policy and the terms of the lease DHA may choose to terminate the Lease.

2. DHA, at its discretion, has the authority to terminate the lease for, but not limited to, the following reasons:

3. DHA will provide a written notice if Resident's Lease is being terminated. This is called a Lease Termination and Demand for Premises notice. Depending on the

situation, DHA shall provide the written notice of the Lease Termination and Demand for Premises notice as listed below:

A. Fourteen (14) days written notice if Resident does not pay Resident's rent when it is due;

B. A reasonable period of time, by written notice, for conduct, by any member of the household, that threatens the health or safety of other residents or employees or agents of DHA; or for any drug-related criminal activity or violent criminal activity in or near any DHA premises, or anywhere else, which conduct does not provide a right to a grievance hearing;

C. Thirty (30) days written notice for all other causes, including nonpayment of charges other than rent, with the right to a grievance hearing.

4. The Lease Termination and Demand for Premises notice that DHA provides to Resident must state: (i) the date the Lease shall be terminated; (ii) the grounds for termination with enough detail that informs the Resident of the conduct or activity which violated the Lease; (iii) whether the Resident has the right to request for a hearing under DHA's Grievance Procedures; (iv) the right of the Resident to reply to the notice; (v) the right of the Resident to examine and copy (at Resident's own expense) DHA's document directly relevant to the termination or eviction; and (vi) the right to defend the action in court. Any Demand for Premises required by Georgia law may be delivered to the Resident concurrently with the Lease Termination and Demand for Premises notice.

5. DHA will terminate the Lease in accordance with applicable HUD regulations, State and local law, and the terms of the Lease. DHA may terminate the Lease, or refuse to renew the Lease, for serious or repeated violation of material terms of the Lease, such as, but not limited to, the circumstances listed below:

   a. Failure to pay rent or other charges when due;
   b. Causing physical damage to DHA property;
   c. Creating a threat to, or danger for, other residents or the agents of or employees of DHA;
   d. Criminal activity and drug-related criminal activity by Resident or any member of Resident's household, Resident's agents, guest or visitors on the premises;
   e. Criminal activity and drug-related criminal activity by Resident or any member of Resident's household, guests or visitors, whether such activity occurs in Resident's apartment, in the community where Resident's apartment is located, on other public housing premises or anywhere else. Unless otherwise provided by law, proof of a violation shall not require criminal conviction, but shall be by a preponderance of the evidence;

f. Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees or agents of DHA;
g. A serious or material violation of any of the Resident's representations, responsibilities and obligations set forth in the lease;
h. Assignment or subleasing of the premises or providing accommodation for boarders, lodgers or other unauthorized occupants;
i. An act or acts of destruction, defacement or removal of any part of the premises or failure to cause resident's household members, guests or visitors to refrain from such acts;
j. Any use of loud, profane, abusive, or threatening language when speaking to, writing to, or in the presence of, other residents, DHA staff, or others on DHA property;
k. Determination or discovery that Resident or a member of Resident's household is required to register on any Federal, State, or local sex offender register;
l. Determination that any of the Certifications made by the Resident or Resident's household are false, misleading or untrue;
m. Receipt of two (2) warrants for nonpayment of rent or other charges with in a twelve (12) month period;
n. Declaration of Truancy by the Juvenile Court made against a child listed on Resident's Lease;
o. Furnishing false, misrepresented or misleading information during any application, transfer, relocation, reexamination or any review or the verification process;
p. Failure to allow a scheduled inspection of Resident's apartment by DHA or its agents;
q. Violation of Visitor and Guest and/or Authorized Occupant provisions set forth in the Lease;
r. Resident's repeated failure to pay rent on time;
s. Failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Reexaminations, to attend scheduled reexamination appointments, to cooperate in the verification process, or to notify DHA of any change(s) of family status or income;
t. Any other good cause.

6. Generally, a violation of any of the provisions in the Dwelling Lease shall be deemed a serious and material noncompliance violation of the Lease. In addition, any violation(s) of any of the provisions of subparagraphs within said lease shall be deemed to be a repeated violation of material terms of the Lease.

7. Resident must move out of Resident's apartment if DHA terminates Resident's Lease. If DHA terminates the Resident's Lease and Resident's refuses to leave, DHA may file a dispossessory action in the appropriate court seeking to evict Resident.

8. If DHA is successful in its court action against the Resident, reasonable attorney's fees and costs of suits shall be charged to the resident.

C. LEASE TERMINATION DUE TO DEATH OR INCAPACITY OF RESIDENT

1. Upon the death of the Resident, where the Resident is the sole member of the household or there is no surviving adult member of the household, either DHA or the personal representative of the Resident's estate may terminate this Lease, upon written notice, to be effective on the last day of a calendar month. The Resident's estate shall be liable for the rent to the date the unit is vacated. The termination of a Lease under this Paragraph shall not relieve the Resident's estate from liability either for payment of rent or other amounts owed prior to or during the notice period, or for the payment of amounts necessary to restore the apartment to its condition at the beginning of the Residents occupancy, normal wear and tear expected.

2. If during the term of this Lease, Resident, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this Lease, or requires services beyond the fundamental nature of DHA's public housing program, taking into consideration reasonable accommodations that can be offered by DHA to Resident, and DHA cannot make a reasonable accommodation to enable the Resident to comply with the Lease, or the Resident refuses reasonable accommodations then action shall be taken to terminate the Lease. DHA will use its reasonable efforts to assist the Resident or designated member(s) of Resident's family to move the Resident to more suitable housing. If there are no family members, DHA will work with appropriate agencies to attempt to secure suitable housing. The Lease will terminate upon the date set forth in the termination notice.

D. TERMINATIONS DUE TO INELIGIBLE IMMIGRATION STATUS

1. Families who were participants on June 19, 1995, but are ineligible for continued assistance due to the ineligible immigration status of all members of the family, or because a "mixed" family chooses not to accept pro-ration of assistance, were eligible for temporary deferral of termination of assistance if necessary to permit the family additional time for transition to affordable housing.

2. Deferrals may have been granted for intervals not to exceed six (6) months, up to an aggregate maximum of:

   - 3 years for deferrals granted prior to 11/29/96, or
   - 18 months for deferrals granted after 11/29/96

3. However, due to the timeframe applicable to the deferral period, current families are no longer eligible for deferral of termination of assistance.

4. Families will be notified in writing at least sixty (60) days in advance of the expiration of the deferral period that termination of assistance will not be deferred because:

    a) granting another deferral will result in an aggregate deferral period of longer than the statutory maximum (three years for deferrals granted before 11/29/96; 18 months for deferrals granted after 11/29/96), or

    b) a determination has been made that other affordable housing is available.

5. If DHA determines that a family member has knowingly permitted an ineligible individual to reside in the family's unit on a permanent basis, the family's lease wll be terminated for a period not less than 24 months.

CHAPTER 14

COMPLAINTS, GRIEVANCES AND APPEALS

INTRODUCTION

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

Grievances shall be handled in accordance with DHA's approved Grievance Procedures (see exhibit "C"), as amended from time to time. The written grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

A. COMPLAINTS

DHA will respond promptly to complaints from families. Each complaint regarding physical condition of the units may be reported by phone to the Management Office. Anonymous complaints are checked whenever possible. DHA does require that complaints be put in writing.

1. Complaints from families – If a family disagrees with an action or inaction of DHA,

   Complaints from families will be referred to the Property Manager.

2. Complaints from staff – If a staff person reports a family is violating or has violated a lease provision or is not complying with program rules:

   Complaints from staff will be referred to the Property Manager.

3. Complaints from the general public – Complaints or referrals from persons in the community in regard to DHA or a family:

4. Complaints from the general public related to the property or its residents will be referred to the Property Manager.

B. APPEALS BY APPLICANTS

1. Applicants who are determined ineligible, who do not meet DHA's admission standards, or where the DHA does not have an appropriate size and type of unit in

its inventory will be given written notification promptly, including the reason for determination.

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

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

4. If the applicant requests an informal conference, DHA will provide an informal conference within five (5) working days of receiving the request. DHA will notify the applicant of the place, date and time.

5. An impartial person will conduct informal conferences. The person who is designated to hear the appeal cannot be the person who made the determination of ineligibility or a subordinate of that person.

6. The applicant may bring to the conference any documentation or evidence he/she wishes and the evidence along with the data compiled by DHA will be considered.

7. The person conducting the conference will make a determination based upon the merits of the evidence presented by both sides. Within ten (10) working days of the date of the conference, the person conducting the conference will mail a written decision to the applicant and have placed in the applicant's file a copy of the decision.

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

C. APPEALS BY TENANTS

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

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

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

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

INS Determination of Ineligibility

1. If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, DHA notifies the applicant or participant within ten (10) days of their right to appeal to the INS within thirty (30) days or to request an informal hearing with the DHA either in lieu of or subsequent to the INS appeal.

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

3. The request for a DHA hearing must be made within fourteen (14) days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen (14) days of receipt of that notice.

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

   a. Deny the applicant family.
   b. Defer termination if the family is a participant and qualifies for deferral.
   c. Terminate the participant if the family does not qualify for deferral.

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

6. All other complaints related to eligible citizen/immigrant status:

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

   b. Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to termination. Participants whose assistance is prorated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Tenant Rent and Total Tenant Payment.

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

E. GRIEVANCE PROCEDURES

1. Definitions

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

b. Complainant – Any tenant whose grievance is presented to DHA or at the Site/Management Office informally or as part of the informal hearing process.

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

d. Tenant – A lessee or the remaining head of household of any tenant family residing in housing accommodations owned or leased by DHA.

e. Elements of Due Process – An eviction action or termination of tenancy in a State or local court in which the following procedural safeguards are required; or:

(1) Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

(2) Opportunity for the tenant to examine all relevant documents, records, and regulations of DHA prior to the trial for the purpose of preparing a defense;

(3) Right of the tenant to be represented by counsel;

(4) Opportunity for the tenant to refute the evidence presented by DHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

(5) A decision on the merits of the case.

2. Applicability

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

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

   ii. Any drug related criminal activity on or off such premises.

3. Housing Authority Eviction Actions

a. If tenant has requested a hearing in accordance with these duly adopted Grievance Procedures on a complaint involving a DHA notice of termination of tenancy, and DHA action is upheld, the DHA shall not commence an eviction action until it has served a notice to vacate on the tenant.

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

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

CHAPTER 15

FAMILY DEBTS TO THE DHA

INTRODUCTION

This chapter describes DHA's policies for the recovery of monies which, have been underpaid by families. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is DHA's policy to meet the informational needs of families, and to communicate the program rules in order to avoid family debts. Before a debt is accessed against a family, the file must contain documentation to support DHA's claim that the debt is owed. The file must further contain written documentation of the method of calculation, in a clear format for review by the family or other interested parties. The Executive Director or his/her designee may make exceptions to this policy in serving the best interest of DHA.

A. DEBTS OWED TO DHA

1. When families owe money to DHA, DHA will make every effort to collect it. DHA will use a variety of collection tools to recover debts including, but not limited to:

   a. Requests for lump sum payments
   b. Civil suits
   c. Payment agreements
   d. Collection agencies
   e. Credit bureaus
   f. Income tax set-off programs

B. PAYMENT AGREEMENT FOR FAMILIES

1. A payment agreement as used in this plan is a document entered into between DHA and a person who owes a debt to DHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of Payment, any special provisions of the agreement, and the remedies available to DHA upon default of the agreement.

2. The maximum amount for which the DHA will enter into a payment agreement with a family is three thousand dollars ($3,000.00) unless there are extenuating circumstances.

3. The maximum length of time the DHA will enter into a payment agreement with a family is eighteen (18) months.

4. The minimum monthly amount of monthly payment for any payment agreement is twenty-five dollars ($25.00).

5. DHA will determine the monthly payment by simply dividing the total owed by the number of months DHA will allow the resident to pay the debt off.

6. Late Payments

   a. A payment will be considered to be in arrears if:

      i. The payment has not been received by the close of the business day on which the payment was due. If the due date is on a weekend or holiday, the due date will be at the close of the next business day.

   b. If the family's Payment agreement is in arrears, DHA will:

      i. Terminate the Payment agreement
      ii. Require the family to pay the balance in full
      iii. Pursue civil collection of the balance due
      iv. Initiate eviction action

   c. If the family requests a transfer to another unit and has a payment agreement in place and the payment agreement is not in arrears, the family will be permitted to transfer.

C. PAYMENT AGREEMENT REQUIREMENTS

1. Payment Schedule for Monies Owed to the DHA

Initial Payment Due (% of Total Payment)	Amount Owed	Maximum Term
25% to 50%	**$0-$500**	**3-6 months**
25% to 50%	**$501-$1,000**	**6-10 months**
25%	**$1,001-$3,000**	**12-18 months**

2. There are some circumstances in which DHA will not enter into a payment agreement. They are:

   a. If the family already has a Payment Agreement in place or owes money to DHA for any reason.

b. If DHA determines that the family has previously committed program fraud.

3. Guidelines for Payment Agreements

a. Payment Agreements will be executed between DHA and the head of household only.

b. Monthly payments may be decreased in cases of hardship with the prior notice of the family, verification of the hardship, and the approval of the Property Management Coordinator.

4. No transfer will be approved until the debt is paid in full unless the transfer is the result of the following causes, and the Payment Agreement is current, with this being the case, DHA will consider transfers for the following reasons:

a. Family size exceeds the maximum occupancy guidelines
b. A natural disaster

5. Additional Monies Owed

a. DHA will not enter into more than one Payment Agreement at a time with the same family.

D. DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION

1. HUD's definition of program fraud and abuse is a single act or pattern of actions that constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead.

2. Should the resident incur debts to DHA as a result of multiple acts of program fraud by not reporting income, with the intent to deceive or mislead, to DHA. DHA will not enter into a payment agreement, but shall consider termination of the lease as written in chapter twelve (12) of this policy.

3. **Family Error/Late Reporting**
Families who owe money to DHA due to the family's failure to report increases in income will be required to repay in a lump sum within sixty (60) days or a time frame prescribed by the Authority. If the family pays the amount in full within this time period, and the family is still eligible, DHA may continue assistance to the family.

4. If the family owes an amount, which exceeds three thousand dollars ($3,000.00) as a result of program fraud, DHA will;

a. referred the case to the Inspector General.

b. refer the case for criminal prosecution.

c. institute lease termination as referenced in chapter twelve (12) of this policy.

5. Payment Procedures for Program Fraud

a. Families who commit program fraud or untimely reporting of increases in income will be subject to the following procedures:

b. The maximum time period for a Payment Agreement will be two (2) months unless specifically approved at the sole discretion of the DHA.

c. The family will be required to re-pay 25% of the amount owed prior to or upon execution of the Payment Agreement.

CHAPTER 16

COMMUNITY SERVICE

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 mandates PHAs to require that adults living in public housing comply with community service requirements. On March 29, 2000, the Changes to Admission and Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Program Final Rule was published in the Federal Register.

A. REQUIREMENT

Each adult resident of DHA shall:

- Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or
- Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or
- Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

DHA shall provide an exemption from the community service requirement for any individual who:

- Is 62 years of age or older;
- Is a blind or disabled individual, as defined under section 216[i][l] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;
- Is engaged in a work activity as defined in section 407[d] of the Social Security Act;
- Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public

housing agency is located, including a State-administered welfare-to-work program; or

- Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

DHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

DHA will permit residents to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

DHA will give residents the greatest choice possible in identifying community service opportunities.

DHA will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

For each public housing resident subject to the requirement of community service, DHA shall, at least 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

DHA will verify compliance annually. If qualifying activities are administered by an organization other than DHA, DHA will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If DHA determines that a resident subject to the community service requirement has not complied with the requirement, DHA shall notify the resident of such noncompliance, and that:

- The determination of noncompliance is subject to the administrative grievance procedure under DHA's Grievance Procedures; and
- Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and
- DHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless DHA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.
- The head of household and the noncompliant adult must sign the agreement to cure.

Ineligibility for Occupancy for Noncompliance

DHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. DHA RESPONSIBILITY

To the greatest extent possible DHA will ensure that all community service programs are accessible for persons with disabilities and DHA will:

- Provide names and contacts at agencies that can provide opportunities for residents, including disabled, to fulfill their Community Service obligations.
- Provide in-house opportunities for volunteer service of self-sufficiency programs.

CHAPTER 17

GLOSSARY

A. TERMS USED IN DETERMINING RENT

I. ANNUAL INCOME

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional adult family member including all net income from assets for the 12 month period following the effective date of initial determination or reexamination of income. It does not include income that is temporary, non-recurring, or sporadic as defined in this section or income that us specifically excluded by other federal statutes. Annual income includes, but is not limited to:

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

2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business.

3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtness shall not be used as deductions in determining net income. An allowance for the straight-line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.

   When the family has net family assets in excess of $5,000, Annual Income shall include the greater of the actual income derived from all net family assets, or a percentage of the value of such assets based on the current passbook savings rate as determined by HUD.

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts.

5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.

6. All welfare assistance payments received by or on behalf of any family member.

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

II. EXCLUSIONS FROM ANNUAL INCOME

Annual income does not include the following:

1. Income from the employment of children (including foster children) under the age of 18 years;

2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);

3. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation) capital gains, and settlement for personal property losses.
4. Amounts received by the family that is specifically for or in reimbursement of the cost of medical expenses for any family member.

5. Income of a live-in aide, provided the person meets the definition of a live-in aide.

6. The full amount of student financial assistance paid directly to the student or the educational institution.

7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.

8. Amounts received under HUD funded programs (e.g. Step-up program); excludes stipends, wages, transportation payments and childcare vouchers for the duration of the training.

9. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self Sufficiency (PASS).

10. Amounts received by a participant in other publicly assisted programs, which are specifically for, or in reimbursement of, out of pocket expenses incurred for items such as special equipment, clothing, transportation and child care, to allow participation in a specific program.

11. Resident services stipend is a modest amount (not to exceed $200 per month) received by a public housing resident for performing a service for the DHA, on a part-

time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiative coordination. No resident may receive more than one such stipend during the same period of time.

12. Compensation from State or local employment training programs and training of family members as Resident Management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the DHA.

13. Temporary, non-recurring, or sporadic income (including gifts).

14. Reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Naziera. (For all initial determinations and reexaminations of income on or after April 23, 1993.)

15. Earnings in excess of $480 for each full-time student 18 years old or older, (excluding the head of household and spouse).

16. Adoption assistance payments in excess of $480 per adopted child.

17. The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988 (42 U.S.C. 1437 et seq.), or any comparable Federal, State or local law during the exclusion period. For purposes of this paragraph the following definitions apply:

    a. Comparable Federal, State or local law means a program providing employment training and supportive services that: (1) is authorized by Federal, State or local law; (2) is funded by the Federal, State or local government; (3) is operated or administered by a public agency; and (4) has its objective to assist participants in acquiring job skills.

    b. Exclusion period means the period during which the resident participates in a program as described in this section plus 18 months from the date the resident begins the first job acquired by the resident after completion of such program that is not, funded by public housing assistance under the U.S. Housing Act of 1937. If the resident is terminated from employment without good cause, the exclusion period shall end.

    c. Earnings and benefits mean the incremental earnings and benefits results from a qualifying employment-training program or subsequent job.

20. Amounts specifically excluded by any other Federal Stature from consideration as income for purposes of determining eligibility or benefits under a category of

assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion).

The following benefits are currently excluded:

a. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977;
b. Payments to volunteers under the Domestic Volunteer Service Act of 1973;

   Examples of programs under this Act include but are not limited to:

   The Retired Senior Volunteer Program (RSVP)
   Foster Grandparent Program (FGP)
   Senior Companion Program (SCP)
   Older American Committee Service Program

   National Volunteer Antipoverty Programs such as:

   VISTA
   Peace Corps
   Service Learning Program
   Americorp
   Special Volunteer Programs

   Small Business Administration Programs such as:

   National Volunteer Program to assist Small Businesses
   Service Corps of Retired Executives

c. Payments received under the Alaska Native Claims Settlement Act. [43 USC 1626 (a)]

d. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes: [25 USC 459 (e)]

e. Payments or allowances made under the Department of HHS' Low Income Home Energy Assistance Program: [42 USC 8624 (f)]

f. Payments received under programs funded in whole or in part under the Job Training Partnership Act [29 USC 1552 (b)]:

g. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540):

h. The first $2,000 of per capita shares received from judgement funds awarded by the Indian Claims Commission or the Court of Claims (25 USC. 1407-08), or from funds held in trust for an Indian Tribe by the Secretary of Interior:

i. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs. [20 USC 1087 uu]: Examples: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College work-study, and Byrd Scholarships:

j. Payments received under programs funded under Title V of the Older Americans Act of 1965 [42 USC 3056 (f)] Examples include Senior Community Services Employment Program, National Caucus Center on the Black Aged, National Urban League; Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb:

k. Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the Re-Orange Product Liability litigation:

l. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs of incurred in such care) under the child care and development block grant act of 1990 (42 USC 985 q):

m. Earned income tax credit refund payments received on or after January 1, 1991. (26 USC 32) (j):

n. Living allowances under Americorps Program (Nelson Diaz Memo to George Latimer 11/15/94):

21. Deferred periodic payments from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

22. Child support payments up to $480 per child made by a member of the family for the support and maintenance of any child who does not reside in the household.

23. Spousal support (alimony) expenses: any payment made by a member of the family for the support and maintenance of any spouse or former spouse who does not reside in the household, except that amount excluded under this provision; cannot exceed the lesser of the amount the family member has a legal obligation to pay or $550 for each individual on whose behalf the payment is being made.

III. ADJUSTED INCOME

Annual income, less allowable HUD deductions.

All Families are eligible for the following:

1. **Child Care Expenses:** A deduction of amounts anticipated to be paid by the family for the care of children less than 13 years of age for the period for which the Annual Income is computed. Childcare expenses are only allowable when such care is necessary to enable a family member to be gainfully employed or to further his/her education. Amounts deducted must be unreimbursed expenses and shall not exceed: (1) The amount of income earned by the family member released for work, or (2) an amount determined to be reasonable by the DHA when expense is incurred to permit education.
2. **Dependent Deduction**: An exemption of $480 for each member of the family residing in the household (other than the head or spouse, live-in aide, foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, handicapped, or a full-time student.
3. **Handicapped Expenses**: A deduction of reimbursed amounts paid for attendant care or auxiliary apparatus expenses for handicapped family members where such expenses are necessary to permit a family member(s), including the handicapped/disabled member to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.

   Equipment and auxiliary apparatus may include, but are not limited to: wheelchairs, lifts, reading devises for visually handicapped, and equipment added to cars and to vans to permit their use the handicapped or disabled family member.

   a. **For Non-Elderly Families and Elderly Families without Medical Expenses**: The amount of the deduction equals the cost of all unreimbursed expenses for handicapped care and equipment less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
   b. **For Elderly Families with Medical Expenses**: The amount of the deduction equals the cost of all reimbursed expenses for handicapped care and equipment less three percent of Annual Income, (provided the amount does not exceed earnings) plus medical expenses as defined below.

      For Elderly and Disabled Families Only:

      Medical Expenses**: A deduction of reimbursed medical expenses, including insurance premiums anticipated for the period for which Annual Income is computed. Medical expenses include, but are not limited to: services of physicians and other health care professionals, services of health care facilities; insurance premiums, including the cost of Medicare, prescription and non-prescription medicines, transportation to and from treatment,**

dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by the DHA for the purpose of determining a deduction from the income, the expenses claimed must be verifiable.

(1) **For Elderly Families without Handicapped Expenses**: The amount of the deduction shall equal total medical expenses less 3% of annual income. (Provided the amount does not exceed income)
(2) **For Elderly Families with both Handicapped and Medical Expenses**: The amount of handicapped assistance is calculated first, then medical expenses added.

4. **Elderly/Disabled Household Exemption**: An exemption of $400 per household.

B. GLOSSARY OF HOUSING TERMS

ACCESSIBLE DWELLING UNITS - When used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route, and when designed, constructed, or altered, can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in by HUD, (the Uniform Federal Accessibility Standards) is "accessible" within the meaning of this paragraph.

ACCESSIBLE FACILITY – **All or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities.**

ACCESSIBLE FACILITY – For persons with mobility impairment, a continuous, unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards (UFAC). For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility.

ADAPTABILITY – Ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types and degrees of disability.

ADMISSION – Admission to the program is the effective date of the lease. The point at which a family becomes a resident.

ANNUAL INCOME – The anticipated total income from all sources received by the Family head or spouse (even if temporarily absent) and by each additional member of the family including all net income derived from assets, for the 12 month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, non-recurring, sporadic and exclusive of certain other types of income specific in this policy.

ANNUAL INCOME AFTER ALLOWANCES – The Annual Income (described above) less the HUD-approved allowances.

ALLOCATION PLAN – The plan submitted by HA and approved by HUD under which the DHA is permitted to designate a building, or portion of a building, for occupancy by Elderly Families or Disabled Families.

ADJUSTED INCOME – **The Annual Income (see item I) less the HUD-approved allowances.**

APPLICANT (OR APPLICANT FAMILY) – **A family that has applied for admission to a program, but is not yet a participant in the program.**

ASSETS – (See Net Family Assets.)

AUXILIARY AIDS – Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs and activities.

CEILING RENT – An amount established by the Authority that reflects reasonable market value of the housing unit, but not less than the sum of the monthly per-unit operating costs and a deposit to a replacement reserve.

CHILD – A member of the family other than the family head or spouse who is under 18 years of age.

CHILD CARE EXPENSES – Amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during period for which Annual Income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for childcare and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The DHA will not normally determine childcare expenses as necessary when the household contains an additional unemployed adult who is physically capable of caring for children.

CITIZEN - A citizen or national of the United States.

CONTRACT RENT – The rent HUD authorizes the HA to collect for a unit occupied by a family being assisted.

DEKALB COUNTY RESIDENT – Any adult who resides within Dekalb County prior to admission into a Public Housing unit.

DEPENDENT – A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or is a full-time student 18 years of age or over.

DESIGNATED FAMILY – The category of family for whom the DHA elects to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 housing ACT.

DISABILITY ASSISTANCE EXPENSE – Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care or auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

DISABLED FAMILY – A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together or one or more persons with disabilities living with one or more live-in aides.

DISABLED PERSON – A person who is any of the following:

(1) A person who has a disability as defined in section 223 of the Social Security Act. (42 U.S.C. 423).

(2) A person who has a physical, mental, or emotional impairment that:

- (i) Is expected to be long-continued and indefinite duration;
- (ii) Substantially impedes his or her ability to live independently; and
- (iii) Is of such a nature that ability to live independently could be improved by more suitable housing conditions.

(3) A person who has a developmental disability as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (7)).

(4) Does not include a person whose disability is based solely on any drug or alcohol dependence (for low income housing eligibility purposes)

DISALLOWANCE – Exclusion form annual income.

DISPLACED FAMILY – A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal Disaster relief laws.

DOMICILE – The legal residence of the household head or spouse as determined in accordance with State or local law.

DRUG-RELATED CRIMINAL ACTIVITY – Terms includes, but is not limited to:

(1) Drug trafficking; or

(2) Illegal use, or possession for personal use of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

DRUG TRAFFICKING – The illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

DWELLING UNIT (UNIT) – An apartment that is suitable for habitation.

ECONOMIC SELF-SUFFICIENCY PROGRAM - Any program designed to encourage, assist, train, or facilitate the economic independence of assisted families or to provide work for such families. Economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, any other program necessary to ready a participant to work (such as: substance abuse or mental health treatment. Economic self-sufficiency program includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). See the definition of work activities at Sec. 5.603(c). The new definition of the term "economic self-sufficiency program" is used in the following regulatory provisions, pursuant to the Public Housing Reform Act: family income includes welfare benefits reduced because of family failure to comply with welfare agency requirements to participate in an economic self-sufficiency program; and the requirement for public housing residents to participate in an economic self-sufficiency program or other eligible activities.

ELDERLY HOUSEHOLD – A family whose head or spouse or whose sole member is at least 62 years, or two or more persons who are at least 62 years of age living together, or no one or more persons 62 years of age living with one or more live-in aides.

ELDERLY PERSON – A person who is at least 62 years old.

EVIDENCE – Evidence of citizenship or eligible immigration status means the documents, which must be submitted to evidence citizenship or eligible immigration status.

EXCESS MEDICAL EXPENSES – Any medical expenses incurred by elderly families in excess of 3% of Annual Income, which are not reimbursable from any other source.

FAMILY - The applicant must qualify as a family as defined by the DHA.

FAMILY OF VETERAN OR SERVICE PERSON – A family is a family of a veteran or service person when:

1. The veteran or service person (a) is either the head of the household or is related to the head of the household; or (b) is deceased and was related to the head of the household, and was a family member at the time of death.
2. The veteran or service person, unless deceased, is living with the family or is only temporarily absent unless she/he was; (a) formerly the head of household and is

permanently absent because of hospitalization, separation, or desertion, or is divorced; provided, the family contains one or more persons for whose support she/he is legally responsible and the spouse has not remarried; or (b) not the head of household but is permanently hospitalized; provided that she/he was a family member at the time of hospitalization and there remain in the family at least two related persons.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM) – The program established by HA to promote self-sufficiency of assisted families, including the provision of supportive services.

FLAT RENT - Rent for a public housing dwelling unit that is based on the market rent. The market rent is the rent charged for comparable units in the private, unassisted rental market at which the HA could lease the public housing unit after preparation for occupancy.

FOSTER CHILD CARE PAYMENT – Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.

FULL-TIME STUDENT – A person who is carrying a subject load that is considered full time for daytime students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

HANDICAPPED ASSISTANCE EXPENSES – Anticipated costs for care attendants and auxiliary apparatus for handicapped or disabled family members that enable a family member (including the handicapped family member) to work.

HANDICAPPED PERSON - [Referred to as a Person with a Disability]. A person having a physical or mental impairment which:

1. Is expected to be of long-continued and indefinite duration;
2. Substantially impedes his or her ability to live independently; and
3. Is of such a nature that such ability could be improved by more suitable housing conditions.

HEAD OF HOUSEHOLD – The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

HOUSING AHENCY (HA) – A state, country, municipality or other governmental entity or public body authorized to administer the program. (DHA and HA mean the same thing.)

HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 – Act in which the U.S. Housing Act of 1937 (sometimes referred to as the Act) was certified, and which added the Section 8 Programs.

HOUSING ASSISTANCE PLAN - A Housing Assistance Plan submitted by a local government participating in the Community Development Block Program as part of the block grant application, in accordance with the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD. A Housing Assistance Plan meeting the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD.

HOUSING QUALITY STANDARDS (HQS) - The HUD minimum quality standards for housing assisted under the Public Housing and Section 8 programs.

HUD - The Department of Housing and Urban Development or its designee.

HUD REQUIREMENTS - HUD requirements for the Section 8 programs. HUD requirements are issued by HUD headquarters as regulations. Federal Register notices or other binding program directives.

HURRA - The Housing and Urban/Rural Recovery Act of 1983 legislation that resulted in most of the 1984 HUD Regulation changes to the definition of income, allowances, and rent calculations.

IMPUTED ASSET - Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.

IMPUTED INCOME - HUD passbook rate times the total cash value of assets, when assets exceed $5,000.

IMPUTED WELFARE INCOME - The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income. This amount is included in family annual income and, therefore, reflected in the family rental contribution based on this income.

INCOME - Income from all sources of each member of the household as determined in accordance with criteria established by HUD.

INCOME-BASED RENT - The tenant rent paid to the HA that is based on family income and the HA rental policies. The HA uses a percentage of family income or some other reasonable system to set income-based rents. The HA has broad flexibility in deciding how to set income-based rent for its tenants. However, the income-based tenant rent plus the HA's allowance for tenant paid utilities may not exceed the "total tenant payment" as determined by a statutory formula.

INCOME FOR ELIGIBILITY - Annual Income.

INCOME TARGETING - The HUD admissions requirement that DHA not admit less than the number required by law of families whose income does not exceed 30% of the area median income in a fiscal year.

INDIAN Any person recognized as an Indian or Alaska Native by an Indian Tribe, the Federal Government, or any State.

INS – The U.S. Immigration and Naturalization Service.

LEASE – A written agreement between an owner and an eligible family for the leasing of a housing unit,

LIVE-IN AIDE – A person who resides with an elderly person or disabled person and who:

(1) Is determined to be essential to the care and well being of the person.
(2) Is not obligated for the support of the person.
(3) Would not be living in the unit except to provide necessary supportive services.

LOCAL PREFERENCE – A preference used by the DHA to select among applicant families.

LOW-INCOME FAMILY – A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. For admission to the certificate program, HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family incomes.

MARKET RENT – The rent HUD authorizes the owner of FHA insured/subsidized multi-family housing to collect from families ineligible for assistance. For unsubsidized units in an FHA insured multi-family project in which a portion of the total units receive project-based rental assistance, under the Rental Supplement or Section 202/Section8 Programs, the Market Rate Rent is that rent approved by HUD and is the Contract Rent for a Section 8 Certificate holder. For BMIR units, Market Rent varies by whether the project is a rental or cooperative.

MEDICAL EXPENSES – Those total medical expenses, including medical insurance premiums that are anticipated during the period for which Annual Income is computed, and that are not reimbursable. A deduction for Elderly Households only. This allowance is given for medical expenses in excess of 3% of Annual Income when calculating adjusted income.

MINIMUM RENT – An amount established by the DHA of at least $25,000, but not more than $50.00. Minimum Rent. DHA's minimum rent is $50.00.

MINOR – A member of the family household (excluding foster children) other than the family head or spouse who is under 18 years of age.

MIXED FAMILY – A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status.

MONTHLY-ADJUSTED INCOME – 1/12 of the Annual Income after Allowances.

MONTHLY INCOME – 1/12 of the Annual Income.

NATIONAL – A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States Territory or possession.

NEAR-ELDERLY FAMILY – A family whose head, spouse, or sole member is at least 50, but less than 62 years of age. The term includes two or more near-elderly persons living together and one or more such persons living with one or more live-in aides.

NET FAMILY ASSETS – The net cash value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is excluded from the definition.

NONCITIZEN – A person who is neither a citizen nor national of the United States.

OCCUPANCY STANDARDS – Standards established by the HA to determine the appropriate number of bedrooms for families of different sizes and compositions.

PREMISES - **The building or complex in which the dwelling unit is located including common areas and grounds.**

PUBLIC ASSISTANCE – Welfare or other payments to families or individuals based on need, which is made under programs funded, separately or jointly, by Federal, state, or local governments.

PUBLIC HOUSING AGENCY (DHA) – Any State, County, Municipality or other government entity or public body (or agency or instrumentally thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

QUALIFIED FAMILY - A family residing in public housing whose annual income increases as a result of employment of a family member who was unemployed for one or more years previous to employment; or increased earnings by a family member during participation in any economic self-sufficiency or on the job training program; or new employment or increased earnings of a family member, during or within 6 months after receiving assistance, benefits or services under any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act,

as determined by the HA in consultation with the local TANF agency and Welfare to Work programs. TANF includes income and benefits & services such as one time payments, wage subsidies & transportation assistance, as long as the total amount over a 6-month period is at least $500.

QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998 - The Act which amended the U.S. Housing Act of 1937 and is known as the Public Housing Reform Bill. The Act is directed at revitalizing and improving HUD's Public Housing and Section 8 assistance programs.

RECERTIFICATION – The process of securing documentation to show that Residents meet the eligibility requirements for Continued Occupancy and to determine rent and other matters.

REMAINING MEMBER OF TENANT FAMILY – The person of legal age left in the Public Housing Unit after all other family members have left and who may or may not normally qualify for assistance based on their own circumstances.

RESPONSIBLE ENTITY – The persons or entity responsible for administering the restrictions on providing assistance to noncitizens with ineligible immigration status (the DHA).

SECRETARY – The Secretary of Housing and Urban Development.

SECTION 214 – Section 214 restricts HUD from making financial assistance available for noncitizens unless they meet one of the categories of eligible immigration status specified in Section 214.

SECURITY DEPOSIT – An amount paid by a resident which will be applied to unpaid rent, damages or other amounts due to the owner under the lease.

SERVICEPERSON – A person in the active military or naval service (including the active reserve) of the United States.

SINGLE PERSON – A person living alone or intending to live alone who is not disabled, elderly, or displaced, or the remaining member of a tenant family.

SPECIFIED WELFARE BENEFITS REDUCTION - Those reductions of welfare agency benefits (for a covered family) that may not result in a reduction of the family rental contribution. "Specified welfare benefit reduction" means a reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of fraud by a family member in connection with the welfare program; or because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

SPOUSE – The husband or wife of the head of household.

TENANT RENT – The amount payable monthly by the family as rent to the PHA. Where all utilities (except telephone) and other housing services for an assisted dwelling unit is not included in the resident's rent, but is the responsibility of the family occupying the dwelling unit, then the utility/allowance is an amount equal to the estimate made by the DHA of the monthly cost of a reasonable consumption of such utilities and other services for the dwelling unit by an energy-conservative household of modest circumstances consistent with the requirement of a safe, sanitary and healthful living environment and in accordance with HUD requirements.

UNIT/HOUSING UNIT - Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero bedrooms to six bedrooms.

UTILITY ALLOWANCE - DHA's estimate of the average monthly utility bills for an energy-conscious household. If all utilities are included in the rent, there is no utility allowance. The utility allowance will vary by unit size and type of utilities.

UTILITY REIMBURSEMENT – The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit.

VERY LOW INCOME FAMILY – A lower income family who's Annual Income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

VETERAN – A person who has served in the active military or naval service of the United States at any time and who shall have been discharged or released there from under conditions other than dishonorable.

VIOLENT CRIMINAL ACTIVITY - Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

WAITING LIST – A list of families organized according to HUD regulations and DHA policy that are waiting for subsidy to become available.

WELFARE ASSISTANCE – Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, state, or local governments.

WELFARE RENT – This concept is used ONLY for Section 8 Certificate tenants who receive welfare assistance on an AS-PAID basis. It is not used for the Housing Voucher Program.

CHAPTER 18

Program Integrity Addendum

INTRODUCTION

The U.S. Department of Housing and Urban Development conservatively estimates that two hundred million ($200,000,000) dollars is paid annually to program participants who falsify or omit material facts in order to gain more rental subsidy than they are entitled to under the law. HUD further estimates that twelve percent (12%) of all HUD-assisted families are either totally ineligible, or are receiving benefits that exceed their legal entitlement. DHA is committed to assure that the proper level of benefits is paid to all residents, and that housing resources reach only income-eligible families so that the program integrity can be maintained.

DHA will take all steps necessary to prevent fraud, waste, and mismanagement so that program Resources is utilized judiciously.

This chapter outlines DHA's policies for the prevention, detection and investigation of program abuse and resident fraud.

A. FRAUD

The **Official Code of Georgia Annotated Section 16-9-55**, currently provides that:

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

All applications and Applicants for Continued Occupancy for lower income Public Housing used by the DHA will contain a warning that falsification is against the law. Poster notices will also be displayed in the Offices of DHA. All such notices will describe the maximum penalty for a misdemeanor in and /or fine of one thousand dollars $1,000.00. In addition, the warning will be read and explained to applicants and residents undergoing annual, special and interim
reexamination.

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

1. An applicant family who has misrepresented income or family circumstances maybe declared ineligible for housing assistance;

2. If any examination of the resident's file discloses that the resident made any misrepresentation (at the time of admission or any previous reexamination date). Which resulted in his/her being classified as eligible when in fact he/she was ineligible, the Resident maybe required to vacate the apartment even though he/she may be currently eligible;

3. A resident family who has made misrepresentation of income or family circumstances is subject to both eviction and being declared ineligible for future housing assistance;

4. If it is found that the Resident misrepresentations result in his/her paying a lower Tenant Rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the resident remains in occupancy. But failure to pay under the terms establish by DHA shall always result in immediate termination of the Lease. DHA reserves the right to demand full payment within seven (7) days;

5. The DHA shall report apparent cases of Tenant or Applicant fraud to the appropriate government agency. It shall be the policy of DHA to press state and Federal authorities for prosecution of cases which, in the DHA's judgment, appear to constitute willful and deliberate misrepresentation;

B. INVESTIGATION OF SUSPECTED ABUSE AND FRAUD

Under no circumstances will DHA undertake an inquiry or an audit of a resident family arbitrarily. DHA's expectation is that resident families will comply with HUD requirements. provisions of the lease and other program rules. DHA staff will make every effort (formally and informally) to orient and educate all families in order to avoid unintentional violations. However, DHA has responsibility to HUD, to the community, and to eligible families in need of housing assistance, to monitor residents' lease obligation for compliance and, when indicators of possible abuse come to DHA's attention, to investigate such claims.

DHA will initiate an investigation of a resident family in the event, including but not limited to, one or more of the following circumstances:

1. Referrals, Complaint, or Tips: DHA will follow up on referrals from other agencies, companies or person which are received by mail, by telephone or in person, which allege that a resident is in non-compliance with, or otherwise violating the lease or the program rules. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation will be retained in the resident file.

2. Internal File review: A follow-up will be made if DHA staff discovers (as a function of a re- certification, an interim predetermination or a quality control view), information or facts which conflict with previous file data, DHA's knowledge of the family, or statement made by the family.

3. Verification or Documentation: A follow-up will be made if DHA receives independent verification or documentation which conflicts with representation in the residents file(such as public record information or credit bureau report, reports from other agencies)

C. STEPS TAKEN TO PREVENT PROGRAM ABUSE AND FRAUD

The Management and Occupancy staff will utilize various method and practices (listed below) to prevent program abuse. Non –compliance, and willful violations of program rules by applicants and resident families. This policy objective is to establish confidence and trust in the management by emphasizing education as the primary means to obtain compliance by resident families.

1. Programs Orientation Session: Mandatory orientation session will be conducted by Site Manager for all prospective residents either prior to or upon execution of the lease. At the conclusion of all programs Orientation Sessions, the family representative will be required to sign a Program Briefing Certificate" to confirm that all rules and pertinent regulation were explain to them.

2. Resident Counseling: DHA will routinely provide resident counseling as a part of every recertification interview in order to clarify any confusion pertaining to program rules and requirements.

3. Review and explanation of Forms: Staff will explain all required forms and review the contents of all (re) certification documents prior to signature.

4. Use of Instructive Signs and Warnings: Instructive signs will be conspicuously posted in common areas and interview to reinforce compliance with program rules and to warns about penalties for fraud and abuse.

5. Resident Certification: All family representatives eighteen or older will be required to sign a Resident Certification" form, as contained in HUD's Resident Integrity Program Manuel.

D. STEPS TAKEN TO DETECT PROGRAM ABUSE AND FRAUD

DHA Staff will maintain a high level of awareness to indicator of possible abuse and fraud by assisted families.

1. Quality Control File Reviews: Prior to initial certification, and the completion of all subsequent recertification, each resident file will be reviewed. Such reviews shall include, but are not limited to:

a. Changes in reported Social Security Numbers or dates of birth.
b. Authenticity of file Documents.
c. Ratio between reported income and expenditures.
d. Review if signatures for consistency previously signed file document.

2. Observation: DHA management and Occupancy Staff (to include maintenance personnel) will maintain high awareness if circumstances which many indicate programs abuse or fraud, such as unauthorized person residing in the household and unreported income.

3. State Wages Data Record Keeper: Inquiries to State Wage and Employment record keeping agencies as authorized under Public Law 100-628, the Stewart B. McKinley, Homeless Assistance Amendments Acts of 1988, may be made annually in order to detect unreported wages or unemployment compensation benefits.

4. Credit Bureau Inquiries: Credit Bureau inquires may be made (with proper authorization by resident) in the following circumstances:

   a. At the time of final eligible determination

E. DHA'S HANDLING OF ALLEGATION OF POSSIBLE ABUSE AND FRAUD

DHA staff will encourage all resident families to report suspected abuse to the administrative assistant if the Assistant of the Assisted Housing Department. All such referrals, as well as from community members and others agencies, will be thoroughly documented and placed in the resident file. All allegations, complaint and tips will be carefully evaluated in order to determine if they warrant follow- up. The Administrative Assistant will not follow up on allegations, which are vague or otherwise non-specific. Only allegations, which contain one or more independently verifiable facts, will be reviewed

1. File Review: An internal file review will be conducted to determine:

   a. If the subject if the allegation is a resident of DHA and, if so, to determine whether or not the information reported has been previously disclosed by the family.

   b. It will then be determined if DHA is the most appropriate authority to do a follow-up (more so than police or social services). Any file documentation of past behavior as well as corroborating complaints will be evaluated.

2. Conclusion of Preliminary Review: If at the conclusion of the preliminary file review there is/are facts(s) contained in the allegation which conflict with file data, and the fact(s) are independently verifiable, the Administrative Assistant will initiate an investigation to determine if the allegation(s) is/are true or false.

F. HOW DHA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD

If DHA determines that an allegation or referral warrants follow-up, the Administrative Assistant will conduct the investigation. The steps taken will depend upon the nature of the allegations and may include, but are not limited to, the items listed below.

1. Credit Bureau Inquiries. In case involving previously unreported income sources, a CBI inquiry may be made to determine if there is financial activity, which conflicts with the reported income of the family.

2. Georgia Labor Department: GDL may be contacted to verify wages, which may have been previously undisclosed or misreported.

3. Neighbor/ Witnesses: Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to DHA's review.

4. Others Agencies: Investigators, caseworker or representatives of other benefit agencies may be contacted.

5. Public Record: If relevant, DHA will review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, divorce, uniform commercial code financing statement, voter registration, judgments, court or police records, state wages records, utility records and postal records.

G. PLACEMENT OF DOCUMENT, EVIDENCE AND STATEMENTS OBATINED BY DHA

Document and other evidence obtained by DHA during the course of an investigation will be considered "work product" and will be kept in the resident file.

H. CONCLUSION OF DHA'S INVESTIGATE REVIEW

At the conclusion if the investigate review, the reviewer will report the findings to the assisted Housing Director and/or Property Management Coordinator. It will then be determined whether a violation has occurred, or if the facts are inconclusive.

I. EVALUATION OF THE FINDINGS

1. If it is determined that a program violation has occurred, DHA will review the facts to determine:

   a. The type of violation. (Procedural, non-compliance, fraud.)

   b. Whether the violation was intentional or unintentional.

   c. What amount of money (if any) is owed by the resident.

   d. Is the family eligible for continued occupancy.

J. ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED

Once a program violation has been documented, DHA will propose the most appropriate remedy based upon the type and severity of the violation.

1. Procedural Non-compliance
   This category applies when the resident " fails to " observe a procedure or requirement, DHA, but does not misrepresent a material fact, and there is no retroactive rent Owed by the family. Examples of non-compliance violation are:

   a. Failure to appear at a pre-scheduled appointment.
   b. Failure to return verification in the time period specified by DHA.

2. Failure to appear for Recertification appointment.
   In such cases a second appointment will be made for the family. If the second appointment is missed, the resident will go on temporary rent (resident pays full rent). Until such time as the recertification is completed.

3. Procedural Non-compliance - Overpaid Assistance
   When the resident owes money to DHA for failure to report changes in income or assets, DHA will issue a Notification of Overpaid Assistance. This notice will contain the following

   a. A description of the violation and the dates(s).

   b. Any amount owed to DHA.

   c. Give ten days (10) days to respond

   d. The right to disagree and to request an informal hearing with instruction for the request of such hearing.

      i. Resident Fail to Comply with DHA's Notice: If the resident fails to comply with DHA's notice, and a material provision of the lease has been violated, DHA will initiate termination of tenancy.

      ii. Resident Complies with DHA's Notice: When a resident complies with DHA's notice, the staff person responsible will meet with him/her to discuss and explain the obligation or lease provision which was violated.

4. Intentional Misrepresentations

   a. When a resident falsifies, misstates, omit or otherwise misrepresents a material fact which result (or would have result) in an underpayment of rent by the resident, DHA will evaluate whether or not:

i. The resident had knowledge that his/her actions were wrong, and
ii. That the resident willfully violated the lease or the law.

b. Knowledge that the action or inaction was wrong: This will be evaluated by determining if the resident was made aware of program requirements and prohibitions. The resident's signature on various certification, lease, and Personal Declaration and are adequate to establish knowledge of wrongdoing.

5. The resident willfully violated the law.

Any of the following circumstance will be considered adequate to demonstrate willful intent:

a. An admission by the resident of the misrepresentation.
b. That the act was done repeatedly.
c. I false name or Social Security Number was used.
d. That the resident omitted to other of the illegal action or omission.
e. That the resident omitted facts, which were known to them (e.g., employment of self or others household member).
f. That the resident falsified, forged or altered documents.
g. That the resident uttered and certified to statements at a rent (re) determination which were later independently verified to be false.
h. Any additional circumstances determined by DHA to constitute conference willful intent.

6. The Informal Conference for Serious Violation And Misrepresentation.

When DHA has established that material misrepresentation(s) have occurred, an Informal Conference will be scheduled with the family representative.

This conference will take place prior to any action by DHA. The purpose of such conference is to review the information and evidence obtain by DHA with the resident, and to provide an opportunity to explain any document findings, which conflict with representation in the resident file. Any documents or mitigating circumstances presented by the resident will be taken into consideration by DHA.

A secondary purpose of the informal conference is to assist DHA in determining the course of action most appropriate for the case. Prior to the final determination of the proposed action DHA will consider;

a. The duration of the violation and numbers of false statement
b. The resident's ability to understand the rules.
c. The resident's willingness to cooperate, and to accept responsibility for action
d. The amount of money involved.
e. The resident's history.
f. Whether or not criminal intent has been established

7. Disposition of Case

In all cases of misrepresentation involving effort to recover monies owed, DHA may pursue, depending upon its evaluation of the criteria stated above, one or more of the following action:

a. Criminal Prosecution: If DHA has established criminal intent, and the case meets the criteria for prosecution, DHA may:

b. Refer the case to the Local State or District Attorney, notify HUD's RIGI, and terminate rental assistance.

c. Refer the case to HUD's RIGI, and terminate rental assistance.

d. Administrative Remedies: DHA may

i. Terminate tenancy and demand payment of restitution in full.

ii. Terminate tenancy and pursue restitution through civil litigation.

iii. Continue assistance at the correct rent upon repayment of restitution in full sixty (60) days

iv. Permit continued occupancy at the correct rent and execute an administrative repayment agreement in accordance with DHA's repayment policy.

8. Notification to Resident of Proposed Action.

DHA will notify the resident of the proposed action no later than ten (10) days after the resident conference by mail.

DECATUR HOUSING AUTHORITY
PHA GOVERNING BOARD

FY 2006

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, 2004 through September 30, 2005.

DECATUR HOUSING AUTHORITY
RESIDENT ADVISORY BOARD

FY 2006

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

4) Patsy Robinson, Public Housing Resident (Senior)

DECATUR HOUSING AUTHORITY
FLAT RENTS & INCOME BASED RENTS

FY 2006

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

Swanton Heights	
0 Efficiency	$250.00
1 Bedroom	$360.00
2 Bedroom	$505.00
3 Bedroom	$569.00
4 Bedroom	$587.00
5 Bedroom	$603.00

Allen Wilson Terrace	
1 Bedroom	$329.00
2 Bedroom	$423.00
3 Bedroom	$485.00

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 by April 1, 2006.

DECATUR HOUSING AUTHORITY

DECONCENTRATION STATEMENT

FY2006

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.

Analysis Based on Average Income

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			

Analysis Based on Bedroom Adjustment Factor Per Occupied Units (Step 1)

Covered Developments	0 Br	1 BR	2 BR	3 BR	4BR	5 BR	6 BR	Total Occupied Units
AWT	0	76	83	38				197
SH	4	22	18	18	27	7		96
Total	4	98	101	56	27	7	0	293
Computed HUD Adjustment Factor								

Bedroom Adjustment Factor Per Development Based on Occupied Units (Step 2)

Covered Developments	Total Occupied Units	Development Average Income	% of Average Income	% of Median Income	Exempt			
AWT	197							
SH	96							
Total	293							

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
1. Allen Wilson Terrace	**197**
2. Swanton Heights	**96**
Total	**293**

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
N/A	

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

Tamera J. Bowers
404-270-2107

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150103 Replacement Housing Factor Grant No:	2003

Original Annual Statement Reserve for Disasters/Emergencies [X] Revised Annual Statement (revision no: 2)
[X] Performance and Evaluation Report for Period Ending: 06/30/05 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	60,329.44	60,329.44	59,819.81
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	41,500.00	41,500.00	41,500.00	41,500.00
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	39,600.00	32,537.00	32,537.00	32,537.00
10	1460 Dwelling Structures	253,812.00	272,534.56	272,534.56	203,839.55
11	1465.1 Dwelling Equipment - Non-expendable	11,588.00	8,114.00	8,114.00	7,104.00
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
	Amount of Annual Grant: (sum of lines 1-19)	415,015.00	415,015.00	415,015.00	344,800.36

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150103 Replacement Housing Factor Grant No:	2003

Original Annual Statement Reserve for Disasters/Emergencies [X] Revised Annual Statement (revision no: 2)
[X] Performance and Evaluation Report for Period Ending: 06/30/05 Final Perforance and Evaluation Report

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	0.00	0.00	0.00
	Amount of line XX Related to Security - Soft Costs	53,337.51	44,814.04	44,814.04	44,814.04
	Amount of line XX Related to Security - Hard Costs	28,600.00	11,727.62	11,727.62	0.00
	Amount of Line XX Related to Energy Conservation Measures	39,117.00	37,854.14	37,854.14	37,854.14
	Collaterlization Expenses or Debt Service	0.00	0.00	0.00	0.00

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: **GA06P01150103** Replacement Housing Factor Grant No:	**2003**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	See Notes	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	4,530.00	4,530.00	4,530.00	Work Complete
	Erosion control / Sod replacement		1450	as needed	6,000.00	1,967.00	1,967.00	1,967.00	Work Complete
Allen	Shrub Replacement & Landscaping		1450	as needed	2,500.00	0.00	0.00	0.00	Operating Budget
	Tree Pruning & Landscaping		1450	as needed	3,500.00	0.00	0.00	0.00	Operating Budget
Wilson	Dumpster Replacement		1450	as needed	800.00	0.00	0.00	0.00	deferred op budget
	Improve Playground Area	**a**	1450	as needed	0.00	19,720.00	19,720.00	19,720.00	Work Complete
	Jet Wash Storm Drains	**b**	1450	as needed	0.00	3,150.00	3,150.00	3,150.00	Work Complete
Terrace	Exterior building Upgrades & repairs		1460	as needed	5,000.00	0.00	0.00	0.00	deferred future grant
	Tub liners & surround replacement		1460	10 units	3,000.00	0.00	0.00	0.00	deferred future grant
Apts.	Install Bathroom Cabinet/Vanity		1460	10 units	5,000.00	11,600.00	11,600.00	0.00	In progress PO issued
	Retile ceramic bathroom floors		1460	as needed	6,000.00	0.00	0.00	0.00	$ moved to Bthrmm Cabs
	Retile entire unit		1460	4 units	9,000.00	0.00	0.00	0.00	deferred future grant
	Interior Paintin/staining - Occupied Units		1460	40 units	10,000.00	29,158.58	29,158.58	29,158.58	Work Complete
	Paint exterior metal on buildings		1460	as needed	2,500.00	0.00	0.00	0.00	$ moved to Swntn Hgts
	Reconstruct Apartment Units		1460	as needed	50,000.00	31,632.00	31,632.00	31,632.00	Work Complete
	Roof repair / Replacement and Decking		1460	3 bldgs	12,000.00	0.00	0.00	0.00	deferred future grant
	Window replacement (Security)		1460	10 each	10,000.00	377.62	377.62	0.00	In progress PO issued
	Repair/replace Apt Screen Doors/hardware (Security)		1460	10 each	5,000.00	0.00	0.00	0.00	deferred future grant
	Replace Screen Door - commons area (Security)		1460	4 bldgs	1,600.00	11,350.00	11,350.00	0.00	In progress PO issued
	Replace Interior Door/hardware		1460	as needed	5,000.00	0.00	0.00	0.00	deferred future grant
	Appliance Replacement		1465	0 units	0.00	0.00	0.00	0.00	No Work
			1470	0 unit	0.00	0.00	0.00	0.00	No Work
			1475	0 bldg	0.00	0.00	0.00	0.00	No Work

Physical Needs	**AWT total**				**$ 141,900.00**	**$ 113,485.20**	**$ 113,485.20**	**$ 90,157.58**	

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: **GA06P01150103** Replacement Housing Factor Grant No:	**2003**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	See Notes	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	250.00	250.00	250.00	Work Complete
	Erosion control / Sod replacement		1450	as needed	5,000.00	0.00	0.00	0.00	deferred future grant
Swanton	Improve /replace Playground Equpment / Area		1450	as needed	7,500.00	1,170.00	1,170.00	1,170.00	Work Complete
	Tree Pruning & Landscaping		1450	as needed	3,500.00	0.00	0.00	0.00	Operating Budget
Heights	Dumpster Replacement		1450	as needed	800.00	0.00	0.00	0.00	deferred future grant
	Jet Wash Storm Drains	**c**	1450	as needed	0.00	1,750.00	1,750.00	1,750.00	Work Complete
	Electric Conversion of Units to Total Electric								
Apts.	includes A/C, watr heaters, appliances		1460	10 units	39,117.00	37,854.14	37,854.14	37,854.14	Work Complete
	Tub liners & surround replacement		1460	10 units	4,000.00	0.00	0.00	0.00	deferred future grant
	Replace Bathroom fixtures		1460	as needed	3,500.00	0.00	0.00	0.00	deferred future grant
	Replace/repair ceramic bathroom floors		1460	as needed	9,000.00	1,300.00	1,300.00	1,300.00	Work Complete
	Sub-floor repair/replacement		1460	8 units	10,000.00	1,150.00	1,150.00	0.00	PO issued
	Retile entire Apartment unit		1460	2 units	5,000.00	0.00	0.00	0.00	deferred future grant
	Interior Painting - Occupied units		1460	20 units	9,000.00	20,830.42	20,830.42	20,830.42	Work Complete
	Paint exterior metal on bldgs & common areas		1460	6 bldgs	1,000.00	29,900.00	29,900.00	29,900.00	Work Complete
	Replace carpet - elderly units (504 compliance)		1460	3 units	2,100.00	0.00	0.00	0.00	deferred future grant
	Window replacement (security)		1460	as needed	5,000.00	0.00	0.00	0.00	deferred future grant
	Repair/Replace Screen Door/hardware (security)		1460	10 units	4,500.00	0.00	0.00	0.00	deferred future grant
	Repair bldg/porch light fixtures (security)		1460	10 units	2,500.00	0.00	0.00	0.00	deferred future grant
	Steel Railings		1460	5 bldgs	34,995.00	37,080.00	37,080.00	37,080.00	Work Complete
	Reconstruct Apartment Units	**d**	1460	as needed	0.00	60,301.80	60,301.80	16,084.41	In progress 27% complete
	Appliance Replacement		1465	15 each	11,588.00	8,114.00	8,114.00	7,104.00	In progress PO's issued
			1470	0 unit	0.00	0.00	0.00	0.00	No Work
			1475	0 bldg	0.00	0.00	0.00	0.00	No Work
	SH total				**$ 163,100.00**	**$ 199,700.36**	**$ 199,700.36**	**$ 153,322.97**	
Physical Needs	**AWT & SH Subtotal**				**$ 305,000.00**	**$ 313,185.56**	**$ 313,185.56**	**$ 243,480.55**	

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150103 Replacement Housing Factor Grant No:	2003

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	See Notes	Dev Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-WIDE					**Original**	**Revised**	**Obligated**	**Expended**	
Management									
Improvements									
	Community Policing by Dec City Police		1408	AWT & SH	53,837.51	44,814.04	44,814.04	44,814.04	Work Complete
	Training (soft cost)		1408	central office	0.00	0.00	0.00	0.00	No Work
	Preventive Maintenace / Inspection		1408	293 Units	14,677.49	10,070.40	10,070.40	9,560.77	On Going
	Maintenance Equipment	e	1408	AWT & SH	0.00	5,445.00	5,445.00	5,445.00	Work Complete
	subtotal				**$ 68,515.00**	**$ 60,329.44**	**$ 60,329.44**	**$ 59,819.81**	
Administration									
	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	41,136.12	41,136.12	41,136.12	Complete
	Miscellaneous Expense - Travel (incl. mileage), advertising, printing, resident CGP involvement activites, etc for administrative services		1410		400.00	363.88	363.88	363.88	Complete
	Subtotal				**$ 41,500.00**	**$ 41,500.00**	**$ 41,500.00**	**$ 41,500.00**	
Fees & Costs									
	A & E Contract Assistance & Inspection		1430	4 bldgs	0.00	0.00	0.00	0.00	No Work
	Subtotal				**$ -**	**$ -**	**$ -**	**$ -**	
PHA	**Subtotal**				**$110,015.00**	**$101,829.44**	**$101,829.44**	**$101,319.81**	
	Grand Total				**$415,015.00**	**$415,015.00**	**$415,015.00**	**$344,800.36**	

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur, GA	Capital Fund Program Grant No: **GA06P01150103** Replacement Housing Factor Grant No:	**2003**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
Start date 5/31/02	**Original**	**Revised**	**Actual**	**Original**	**Revised**	**Actual**	
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

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: **GA06P01150103** Replacement Housing Factor Grant No:	**2003**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
NOTES:									
1	As of 6/30/05 Disbursed by e-LOCCS =			343,570.13					
	June Sal/FB	1408		590.23	eLOCCS #092241366				
	Dwelling Equip	1465		640.00	eLOCCS #092241366				
	Expended per P&E @ 6/30/05			**344,800.36**					
	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.								

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: **GA06P01150103** Replacement Housing Factor Grant No:	**2003**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
NOTES:	**Explanation of line items that have been revised from last approved budget of zero to a specific amount:**					
a.	**Improve Playground - Allen Wilson**	Replaced wood structure due to the age (10 years old) and deteriorated condition and completed painting of existing metal structure. Work needed to be done because it posed a danger to the children.				
b.	**Jet Wash Storm Drains - Allen Wilson**	Work required due to constant backups resulting from mainline stoppages. Work had been scheduled in future grant - immediate work deemed necessary				
c.	**Jet Wash Storm Drains - Swanton Heights**	Work required due to constant backups resulting from mainline stoppages. Work had been scheduled in future grant - immediate work deemed necessary				
d.	**Reconstruct Apartment Units - Swanton**	Higher demand for one (1) bedroom units - converted three four (4) bedroom units for immediate occupancy				
e.	**Maintenanace Equipement**	Handy Trac Key System - from future grant - deemed necessary for immediate use				

Tamera J. Bowers
404-270-2107

CAPITAL FUND PROGRAM TABLES START HERE

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150104 Replacement Housing Factor Grant No:	2004

☐ Original Annual Statement Reserve for Disasters/Emergencies ☒ Revised Annual Statement (revision no: 3)
☒ Performance and Evaluation Report for Period Ending: 06/30/05 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	88,000.00	88,000.00	8,502.19	8,502.19
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	48,063.00	48,063.00	41,230.91	36,843.50
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	4,899.00	4,899.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	58,165.00	58,165.00	5,596.80	2,416.80
10	1460 Dwelling Structures	102,784.00	102,784.00	55,252.38	0.00
11	1465.1 Dwelling Equipment - Non-expendable	10,500.00	10,500.00	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	1501 Collateralization	168,221.00	168,221.00	0.00	0.00
	Amount of Annual Grant: (sum of lines 1-19)	480,632.00	480,632.00	110,582.28	47,762.49

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150104 Replacement Housing Factor Grant No:	2004

Original Annual Statement Reserve for Disasters/Emergencies [X] Revised Annual Statement (revision no: 3)
[X] Performance and Evaluation Report for Period Ending: 06/30/05 [ ] Final Perforance and Evaluation Report

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	64,000.00	64,000.00	8,502.19	8,502.19
	Amount of line XX Related to Security - Hard Costs	17,000.00	11,464.00	3,282.38	0.00
	Amount of Line XX Related to Energy Conservation Measures	0.00	0.00	0.00	0.00
	Collaterlization Expenses or Debt Service	168,221.00	168,221.00	0.00	0.00

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150104 Replacement Housing Factor Grant No:	2004

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	See Notes	Dev Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	**Revised**	**Obligated**	**Expended**	
GA 011-1									
	General Site work / Improvements	**a**	1450	as needed	7,585.00	12,665.00	5,596.80	2,416.80	in progress/see notes
	Erosion control / Sod replacement		1450	as needed	0.00	0.00	0.00	0.00	----------
Allen	Shrub Replacement & Landscaping		1450	as needed	2,500.00	0.00	0.00	0.00	moved to Op budget
	Tree Pruning & Landscaping		1450	as needed	3,500.00	3,500.00	0.00	0.00	planning work
Wilson	Concrete repair; wall,curbs,steps, etc		1450	as needed	0.00	0.00	0.00	0.00	----------
	Replace Playground equipment		1450	as needed	0.00	0.00	0.00	0.00	----------
	Parking lot repairs		1450	as needed	2,580.00	0.00	0.00	0.00	deferred future grant
Terrace	Exterior building Upgrades & repairs		1460	as needed	7,400.00	7,400.00	0.00	0.00	planning work
	Tub liners & surround replacement		1460	10 units	0.00	0.00	0.00	0.00	----------
Apts.	Replace Bathroom fixtures		1460	10 units	0.00	0.00	0.00	0.00	----------
	Re-tile floors in entire unit		1460	4 units	0.00	0.00	0.00	0.00	----------
	Interior Paintin/staining - Occupied Units		1460	20 units	0.00	0.00	0.00	0.00	----------
	Install new kitchen counter tops		1460	15 units	6,650.00	6,650.00	0.00	0.00	planning work
	Roof repair / Replacement and Decking		1460	3 bldgs	20,150.00	20,150.00	0.00	0.00	planning work
	Window replacement (Security)		1460	20 each	2,500.00	3,300.00	3,282.38	0.00	in progress
	Replace Apt Interior Doors/hardware		1460	6 each	0.00	0.00	0.00	0.00	----------
	Repair/replace Apt Screen Doors/hardware (Security)		1460	10 each	0.00	0.00	0.00	0.00	----------
	Replace Screen Door - commons area (Security)		1460	4 bldgs	0.00	0.00	0.00	0.00	----------
	Appliance Replacement		1465	10 units	7,000.00	7,000.00	0.00	0.00	planning purchase
			1470	0 unit	0.00	0.00	0.00	0.00	----------
			1475	0 bldg	0.00	0.00	0.00	0.00	----------
Physical Needs	**AWT total**				**$ 59,865.00**	**$ 60,665.00**	**$ 8,879.18**	**$ 2,416.80**	

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150104 Replacement Housing Factor Grant No:	2004

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	See Notes	Dev Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	**Revised**	**Obligated**	**Expended**	
GA 011-2									
	General Site work / Improvements	**b**	1450	as needed	1,500.00	10,000.00	0.00	0.00	in progress/see notes
	Erosion control / Sod replacement		1450	as needed	0.00	0.00	0.00	0.00	----------
Swanton	Repair, seal-coat & stripe parking lots		1450	as needed	5,000.00	0.00	0.00	0.00	deferred future grant
	Concrete repair - walks, curbs, steps, etc		1450	as needed	0.00	0.00	0.00	0.00	----------
Heights	Tree pruning & landscaping		1450	as needed	3,500.00	3,500.00	0.00	0.00	planning work
	Shrub Replacement		1450	as needed	3,500.00	0.00	0.00	0.00	deferred future grant
	Replace Playground equipment		1450	as needed	28,500.00	28,500.00	0.00	0.00	planning work
	Electric Conversion of Units to Total Electric								
Apts.	includes A/C, watr heaters, appliances		1460	0 units	0.00	0.00	0.00	0.00	----------
	Repair/Replace Screen Door/hardware (security)		1460	as needed	0.00	0.00	0.00	0.00	----------
	Tub liner or surround replacement		1460	0 each	0.00	0.00	0.00	0.00	----------
	Re-tile entire apartment unit		1460	0 units	0.00	0.00	0.00	0.00	----------
	Interior Painting - Occupied units		1460	0 units	0.00	0.00	0.00	0.00	----------
	Replace carpet - elderly units (504 compliance)		1460	0 units	0.00	0.00	0.00	0.00	----------
	Exterior building Upgrades & repairs		1460	as needed	4,000.00	4,000.00	0.00	0.00	planning work
	Window replacement (Security)		1460	10 units	14,500.00	8,164.00	0.00	0.00	in progress
	Unit Conversion		1460	1 unit	47,584.00	53,120.00	53,120.00	0.00	in progress
	Appliance Replacement		1465	as needed	3,500.00	3,500.00	0.00	0.00	planning work
	Renovate entrance & doors Community Center		1470	0 bldg	0.00	0.00	0.00	0.00	----------
	Replace HVAC @ Community Center		1470	0 bldg	0.00	0.00	0.00	0.00	----------
			1475	0 bldg	0.00	0.00	0.00	0.00	----------
	SH total				**$ 111,584.00**	**$ 110,784.00**	**$ 53,120.00**	**$ -**	
Physical Needs	**AWT & SH Subtotal**				**$ 171,449.00**	**$ 171,449.00**	**$ 61,999.18**	**$ 2,416.80**	

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: GA06P01150104 Replacement Housing Factor Grant No:	2004

Development Number Name/HA-Wide Activities	General Description of Major Work Categories	See Notes	Dev Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-WIDE					**Original**	**Revised**	**Obligated**	**Expended**	
Management									
Improvements									
	Community Policing by Dec City Police		1408	AWT & SH	64,000.00	64,000.00	8,502.19	8,502.19	under contract
	Training (soft cost)	c	1408	central office	5,000.00	0.00	0.00	0.00	see notes
	Preventive Maintenace / Inspection		1408	293 Units	15,000.00	15,000.00	0.00	0.00	begin 7/2005
	Computer Equipment	d	1408	as needed	4,000.00	9,000.00	0.00	0.00	evaluating/see notes
	subtotal				**$ 88,000.00**	**$ 88,000.00**	**$ 8,502.19**	**$ 8,502.19**	
Administration									
	Percentage of salaries of Modernization Director, Construction Inspectors, Contracts Admin. Assistant, Special Programs Supervisor, support staff and related fringe benefits		1410	6 people	47,563.00	47,563.00	40,842.91	36,455.50	on going
	Miscellaneous Expense - Travel (incl. mileage), advertising, printing, resident CGP involvement activites, etc for administrative services		1410		500.00	500.00	388.00	388.00	on going
	Subtotal				**$ 48,063.00**	**$ 48,063.00**	**$ 41,230.91**	**$ 36,843.50**	
Fees & Costs									
	A & E Contract Assistance & Inspection		1430	4 bldgs	4,899.00	4,899.00	0.00	0.00	evaluating
	Subtotal				**$ 4,899.00**	**$ 4,899.00**	**$ -**	**$ -**	
Collateralization									
	Collateralizaton		1501		168,221.00	168,221.00			
	Subtotal				**$ 168,221.00**	**$ 168,221.00**			
PHA	**Subtotal**				**$ 309,183.00**	**$ 309,183.00**	**$49,733.10**	**$45,345.69**	
	Grand Total				**$480,632.00**	**$480,632.00**	**$111,732.28**	**$47,762.49**	

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur, GA	Capital Fund Program Grant No: **GA06P01150104** Replacement Housing Factor Grant No:	**2004**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
Start date 5/31/02	**Original**	**Revised**	**Actual**	**Original**	**Revised**	**Actual**	
GA011-1							
Allen Wilson Terrace	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26
GA-011-2							
Swanton Heights	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26
Management Improvements	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26
Community Policing Program	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26
Preventive Maintenance Program	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26
Operational Improvement Training	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26
Professional Training in Maintenance Skills and Services	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26
Resident Responsibility Training	11/30/2005	9/13/06		5/31/2007	9/13/08		In accordance with Notice 2001-26

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: **GA06P01150104** Replacement Housing Factor Grant No:	**2004**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
NOTES:									
1	As of 6/30/05 Disbursed by e-LOCCS =			43,851.83					
	June Sal/FB	1408		3,910.66	eLOCCS #092241367				
	Expended per P&E @ 6/30/05			**47,762.49**					
	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.								

Tamera J. Bowers
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:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Decatur	Capital Fund Program Grant No: **GA06P01150104** Replacement Housing Factor Grant No:	**2004**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
NOTES:									
a	Overall general site work items deemed necessary for immediate repairs. Items include but limited to removal of unused								
	clothesline poles and footings, remove gas lines and cap due to total electric conversion and various landscape repairs/grading								
	along with removal of old, dying, damaged trees								
b	Overall general site work items deemed necessary for immediate repairs. Items include but limited to removal of unused								
	clothesline poles and footings, remove gas lines and cap due to total electric conversion and various landscape repairs/grading								
	along with removal of old, dying, damaged trees								
c	Currently staff training iw being handled in the operatin budget and no other training needs to be budgeted in the current grant								
d	The Authority needs to upgrade its computer system that is used for resident activities, in particular for employment and training,								
	job preparation, job skills, and job readiness (including resume prep, etc). This also needs to tie to the computer used by the								
	Resident Services staff. The current equipment being used is approximately 10 years old and no longer meets th needs and								
	is not capable of handling current software that is available. In a cooperative program we are receiving funds to replace some of the								
	equipment and to provide software if we can replace some of the equipment.								