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(exp. 02/28/2006)

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

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# PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2006

# Housing Authority of the City of Douglas, GA

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

# PHA Plan
# Agency Identification

## PHA Name: Housing Authority of the City of Douglas, GA

## PHA Number: GA076

## PHA Fiscal Year Beginning: (mm/yyyy) 04/2006

## Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

## Display Locations For PHA Plans and Supporting Documents

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

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

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

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

# 5-YEAR PLAN
# PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

## A. Mission

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

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

☐ The PHA's mission is: (state mission here)

## 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:
  Objective: Increase occupancy from 70% to 97% or better by 03/31/10
- ☐ 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) 79
  Objective: to achieve a designation of High Performer by 03/31/10
- ☐ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:
  Objective: to achieve a PHAS score of 75% or better on all Resident Survey indicators by 03/31/10

- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
  Objective: To obligate and expend capital funds within HUD prescribed time frames in an efficient and effective manner.
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☐ PHA Goal: Increase assisted housing choices
Objectives:

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

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

☒ PHA Goal: Provide an improved living environment
Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  Objective: To annually analyze the average incomes of all covered developments and ensure that the incomes are within prescribed income range and/or below 30% of the current Area Median Income.
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  Objective: To annually analyze the average incomes of all covered developments and ensure that the incomes are within prescribed income range and/or below 30% of the current Area Median Income.
- ☒ Implement public housing security improvements:
  Objective: to continue the contract for security services; encourage police officers to live in public housing; and, provide physical security improvements utilizing our capital funds.
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

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

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

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
  Objective: to continue coordination of training with East Central Technical College
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  Objective: to affirmatively further fair housing in the operation of the public housing program
- ☒ 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:
  Objective: to actively screen applicants and residents to ensure they meet eligibility and suitability requirements
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

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

# Annual PHA Plan
# PHA Fiscal Year 04/01/2006
[24 CFR Part 903.7]

## i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

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

☐ **Troubled Agency Plan**

## ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of Douglas has prepared this Annual Plan in compliance with Section 511 of the Quality Housing and Work 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 Douglas.

**THE MISSION OF THE HOUSING AUTHORITY OF THE CITY OF DOUGLAS IS TO PROMOTE ADEQUATE AND AFFORDABLE HOUSING, ECONOMIC OPPORTUNITY AND A SUITABLE LIVING ENVIRONMENT FREE FROM DISCRIMINATION.**

In an effort to achieve our stated mission we have established relevant goals and objectives for the Housing Authority's Five-Year Plan for the period 2005 – 2009. Those goals and objectives are listed on pages 1 through 3 of the Five-Year Plan located in the previous section.

Our Statement of current Progress towards achieving the Mission Statement, goals and objectives is included in this Annual Plan as an Attachment.

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

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Overall, they outline a

comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

**Summary of Program Changes**

The Board of Commissioners of the Housing Authority of the City of Douglas adopted a resolution to accommodate 25 evacuees from Mississippi, Louisiana and Alabama. The Housing Authority will accommodate more if there is a need to do so. This is not an actual preference but is a temporary priority to help disaster victims in these states.

Despite the obstacles presented by shrinking federal dollars that support various programs, we have made great strides in addressing the needs of our jurisdiction's low- and moderate-income residents. Our primary goal is the provision of safe and affordable housing.

In summary we are on course to improve the condition of affordable housing in Douglas, Georgia.

## iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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**Attachments**

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

Required Attachments:

☒ Admissions Policy for Deconcentration **(Attachment M: Deconcentration Policy)**

☒ FY 2006 Capital Fund Program Annual Statement **(Attachment A: CFP FY 2006 Annual Statement)**

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) **(Not Applicable)**

Optional Attachments:

☐ PHA Management Organizational Chart **(Included in Plan Text)**
☒ FY 2006 Capital Fund Program Annual Statement – Replacement Housing Factor **(Attachment B: CFP 2006 RHF Annual Statement**
☒ Capital Fund Program 5 Year Action Plan **(Attachment C: Capital Fund Program 5-Year Action Plan)**
☐ Public Housing Drug Elimination Program (PHDEP) Plan **(Not Applicable)**
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **(No comments received)**
☒ Other (List below, providing each attachment name)

**Attachment D: Capital Fund Program FY 2005 P & E Report**
**Attachment E: Capital Fund Program FY 2005 P & E Report (RHF)**
**Attachment F: Capital Fund Program FY 2004 P & E Report**
**Attachment G: Capital Fund Program FY 2004 P & E Report (RHF)**
**Attachment H: Capital Fund Program FY 2003 P & E Report (RHF)**
**Attachment I: Definition of Substantial Deviation and Significant Amendment or Modification**
**Attachment J: Statement of Progress in Meeting Mission and Goals**
**Attachment K: Implementation of Community Service Statement**
**Attachment L: Deconcentration and Income Mixing**
**Attachment N: Resident Member on the PHA Governing Board**
**Attachment O: Membership of the Resident Advisory Board**
**Attachment P: Pet Policy Statement**
**Attachment Q: Police in Public Housing**

## Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation:<br>Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is | Annual Plan: |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| | located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction | Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| NA | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and<br>2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents<br>☒ check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development<br>☐ check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| NA | Section 8 rent determination (payment standard) policies<br>☐ check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures<br>☐ check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| NA | Section 8 informal review and hearing procedures<br>☐ check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| NA | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |

| List of Supporting Documents Available for Review | | |
|---|---|---|
| **Applicable & On Display** | **Supporting Document** | **Applicable Plan Component** |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| NA | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| X | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| NA | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| NA | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| NA | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| NA | Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| NA | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| NA | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| NA | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| NA | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| NA | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| NA | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |
| | | |

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---|---|---|---|---|---|---|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Income <= 30% of AMI | 518 | 4 | 3 | 2 | 3 | 3 | 4 |
| Income >30% but <=50% of AMI | 194 | 3 | 3 | 3 | 3 | 3 | 3 |
| Income >50% but <80% of AMI | 272 | 3 | 2 | 3 | 3 | 3 | 3 |
| Elderly | 251 | 3 | 2 | 3 | 3 | 3 | 3 |
| Families with Disabilities | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Race/Ethnicity - Black | NA | 4 | 3 | 3 | 4 | 3 | 4 |
| Race/Ethnicity - White | NA | 4 | 3 | 3 | 4 | 3 | 4 |
| Race/Ethnicity - Hispanic | NA | 4 | 3 | 3 | 4 | 3 | 4 |
| Race/Ethnicity - Other | NA | 4 | 3 | 3 | 4 | 3 | 4 |
| | | | | | | | |

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☐ Consolidated Plan of the Jurisdiction/s
Indicate year:

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

| **Housing Needs of Families on the Waiting List** | | | |
|---|---|---|---|
| Waiting list type: (select one)<br>☐ Section 8 tenant-based assistance<br>☒ Public Housing<br>☐ Combined Section 8 and Public Housing<br>☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)<br>If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 15 | | 113 units |
| Extremely low income <=30% AMI | 6 | 40% | |
| Very low income (>30% but <=50% AMI) | 6 | 40% | |
| Low income (>50% but <80% AMI) | 3 | 20% | |
| Families with children | 12 | 80% | |
| Elderly families | 1 | 7% | |
| Families with Disabilities | 1 | 7% | |
| Race/ethnicity – White | 2 | 13% | |
| Race/ethnicity – Black | 12 | 80% | |
| Race/ethnicity- Hispanic | 1 | 7% | |
| Race/ethnicity- Asian Pacific Islander | 0 | 0 | |

| Housing Needs of Families on the Waiting List | | | |
|---|---|---|---|
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0BR | 0 | 0 | |
| 1BR | 4 | 27% | 30 units |
| 2 BR | 3 | 20% | 41 units |
| 3 BR | 6 | 40% | 30 units |
| 4 BR | 2 | 13% | 10 units |
| 5 BR | 0 | 0 | 2 units |
| 5+ BR | N/A | | |

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

## C. Strategy for Addressing Needs

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line

☒ Reduce turnover time for vacated public housing units

☒ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

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

**Strategy 2: Increase the number of affordable housing units by:**
Select all that apply

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

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

**Strategy 1: Target available assistance to families at or below 30 % of AMI**
Select all that apply

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

***10.3 SELECTION FROM THE WAITING LIST***

The Housing Authority of the City of Douglas shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not

be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

**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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

……., families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Buildings Designed for the Elderly and Disabled:** Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

**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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Housing Authority of the City of Douglas housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the Housing Authority of the City of Douglas will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Housing Authority of the City of Douglas will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

**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)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

## 1.0 FAIR HOUSING

It is the policy of the Housing Authority of the City of Douglas to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. The Housing Authority of the City of Douglas shall affirmatively further fair housing in the administration of its public housing program.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Housing Authority of the City of Douglas's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Housing Authority of the City of Douglas will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Housing Authority of the City of Douglas office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Housing Authority of the City of Douglas will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Housing Authority of the City of Douglas will also assist them in completing the forms if requested, and

will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

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

**(2) Reasons for Selecting Strategies**

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

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

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Setion 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 | 1,096,185 | |
| b) Public Housing Capital Fund | 600,154 | |
| c) HOPE VI Revitalization | 0 | |
| d) HOPE VI Demolition | 0 | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 0 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 0 | |
| h) Community Development Block Grant | 0 | |
| i) HOME | 0 | |
| Other Federal Grants (list below) | | |
| | 0 | |
| **2. Prior Year Federal Grants (unobligated funds only) (list below)** | 0 | |
| FY 2004 CFP | 272,541 | Modernization |
| FY 2005 CFP | 600,154 | Modernization |
| FY 2005 Replacement Housing Fund (RFP) | 52,282 | Replacement Housing |
| FY 2003/2004 RFP | 82,578 | Replacement Housing |
| | | |
| **3. Public Housing Dwelling Rental Income** | 430,580 | Operations |
| | | |
| | | |
| **4. Other income** (list below) | | |
| | | |

| Financial Resources: Planned Sources and Uses | | |
|---|---|---|
| **Sources** | **Planned $** | **Planned Uses** |
| General Fund Investments, Excess Utilities, Other Misc. Income | 45,000 | Operations |
| | | |
| **4. Non-federal sources** (list below) | 0 | |
| | | |
| | | |
| | | |
| **Total resources** | 3,179,474 | |
| | | |
| | | |

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

[24 CFR Part 903.7 9 (c)]

## A. Public Housing

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

**(1) Eligibility**

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

☐ When families are within a certain number of being offered a unit: (state number)

☐ When families are within a certain time of being offered a unit: (state time)

☒ Other: (describe)

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

***9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST***

When a family appears to nearing the top of the waiting list, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Housing Authority of the City of Douglas must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

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

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

The following is an extract from our adopted Admissions and Continued Occupancy Policy.

### *8.3 SUITABILITY*

A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in compliance with the public housing lease. The Housing Authority of the City of Douglas will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Housing Authority of the City of Douglas employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

B. The Housing Authority of the City of Douglas will consider objective and reasonable aspects of the family's background, including the following:

1. History of meeting financial obligations, especially rent and any utility payments;

2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;

3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

4. History of disturbing neighbors or destruction of property;

5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and

6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.

C. The Housing Authority of the City of Douglas will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Housing Authority of the City of Douglas will verify the information provided. Such verification may include but may not be limited to the following:

1. A credit check of the head, spouse, co-head, and any other adult family members;

2. A rental history check of all adult family members;

3. A criminal background check on all adult household members, including live-in aides at no cost to the applicant. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Housing Authority of the City of Douglas may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC). This criminal background check will proceed after each adult household member has signed a consent form designed by the Housing Authority of the City of Douglas.

   The information received as a result of the criminal background check shall be used solely for screening, lease enforcement and eviction purposes. The information derived from the criminal background check shall be shared only with employees of the Housing Authority of the City of Douglas who have a job-related need to have access to the information. The information shall be maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose(s) for which it was requested has been accomplished and the period for filing a challenge to the Housing Authority of the City of Douglas's action has expired without a challenge or final disposition of any litigation has occurred;

4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and

5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No household with an individual registered under a State sex offender registration will be admitted to public housing. The Housing Authority of the City of Douglas will check with our State registry and if the applicant has resided in another State(s), with that State(s)'s list.

If an applicant is about to be denied housing based on either the criminal check or the sex offender registration program, the applicant will be informed of this fact and given an opportunity to dispute the accuracy of the information before the denial or eviction occurs.

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

**Not Applicable – The Housing Authority does not maintain site-based waiting lists.**

1. How many site-based waiting lists will the PHA operate in the coming year?None

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 (without good cause)
- ☒ Two (with good cause)
- ☐ Three or More

The following extract from our adopted Admissions and Continued Occupancy Policy describes our policy regarding assignment.

***9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST***

The Housing Authority of the City of Douglas will not remove an applicant's name from the waiting list unless:

A. The applicant requests in writing that the name be removed;

B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or

C. The applicant does not meet either the eligibility or suitability criteria for the program; or

D. The applicant is housed.

Applicants will be offered the right to an informal review before being removed from the waiting list.

### *9.6 MISSED APPOINTMENTS*

All applicants who fail to keep a scheduled appointment with the Housing Authority of the City of Douglas will be sent a notice of termination of the process for eligibility.

The Housing Authority of the City of Douglas will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Housing Authority of the City of Douglas will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

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

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

**(4) Admissions Preferences**

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

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

☐ Other: (list below)

c. Preferences

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

**The Board of Commissioners of the Housing Authority of the City of Douglas adopted a resolution to accommodate 25 evacuees from Mississippi, Louisiana and Alabama. The Housing Authority will accommodate more if there is a need to do so. This is not an actual preference but is a temporary priority to help disaster victims in these states.**

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

## (6) Deconcentration and Income Mixing

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

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

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

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

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8 - (Not Applicable)

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

**(1) Eligibility**

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

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

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

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

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

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

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

**(2) Waiting List Organization**

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

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

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

☐ PHA main administrative office
☐ Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

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

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

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

Date and Time

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

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

☐ Other preference(s) (list below)

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

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

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

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

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

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

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

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

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

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

☐ Through published notices
☐ Other (list below)

## 4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

## A. Public Housing

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

### (1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

☐ $0
☐ $1-$25
☒ $26-$50

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

☒ Yes for all developments
☐ Yes but only for some developments
☐ No

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

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

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

☐ Market comparability study
☐ Fair market rents (FMR)
☐ 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)

Our Ceiling Rents are the same as our Flat Rents.

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

Market comparability study
Fair market rents (FMR)

## B. Section 8 Tenant-Based Assistance - (Not Applicable)

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)

**(2) Minimum Rent**

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

☐ $0
☐ $1-$25
☐ $26-$50

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

## 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

### A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☐ An organization chart showing the PHA's management structure and organization is attached.

☒ A brief description of the management structure and organization of the PHA follows:

BOARD OF COMMISSIONERS
EXECUTIVE DIRECTOR
DIRECTOR OF OPERATIONS
ADMINISTRATION - MAINTENANCE - RESIDENT SERVICES

### B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|---|
| Public Housing | 379 units | 113 units |
| Section 8 Vouchers | | |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug | | |

| | | |
|---|---|---|
| Elimination Program (PHDEP) | | |
| | | |
| | | |
| Other Federal Programs(list individually) | | |
| | | |
| | | |

## C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Admissions and Continued Occupancy Policy;
Public Housing Dwelling Lease;
Blood-borne Diseases Policy;
Capitalization Policy;
Car Permit Policy;
Collection Policy;
Community Service Policy;
Criminal Records Maintenance Policy;
Disposition Policy;
Drug-Free Workplace Policy;
Equal Housing Opportunity Policy;
Ethics Policy;
Funds Transfer Policy;
Grievance Procedure;
Insurance Policy;
Investment Policy;
Maintenance Plan
Mold Policy
Personnel Policy;
Pest Control Policy;
Pet Policy;
Procurement Policy;
Sexual Harassment Policy
Travel Policy;
Transfer Policy;

Trespassing Policy;
Yard Maintenance Policy.

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

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

☐ PHA main administrative office
☐ Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

### A. Capital Fund Activities

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

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

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

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

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| **Demolition/Disposition Activity Description** |
|---|
| 1a. Development name:<br>1b. Development (project) number: |
| 2. Activity type: Demolition ☐<br>Disposition ☐ |
| 3. Application status (select one)<br>Approved ☐<br>Submitted, pending approval ☐<br>Planned application ☐ |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY) |
| 5. Number of units affected:<br>6. Coverage of action (select one)<br>☐ Part of the development<br>☐ Total development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Projected end date of activity: |

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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



form **HUD 50075** (03/2003)

| ☐ Total development |
|---|

## 10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

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

## 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

### A. Public Housing

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

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

2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants

☐ more than 100 participants

b. PHA-established eligibility criteria
☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

## 12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

### A. PHA Coordination with the Welfare (TANF) Agency

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

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)
☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

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

#### (1) General

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

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

b. Economic and Social self-sufficiency programs

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

| **Services and Programs** | | | | |
|---|---|---|---|---|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| Computer Lab | 20 | All ages | Bryan Circle Community Center | Public Housing Residents |
| On site police security | all | HA Wide | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**(2) Family Self Sufficiency program/s - (Not Applicable)**

a. Participation Description

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

| | | |
|---|---|---|
| | | |

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
☐ Other: (list below)

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

## 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☐ Residents fearful for their safety and/or the safety of their children

☐ Observed lower-level crime, vandalism and/or graffiti
☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☒ Other (describe below)
The Housing Authority no longer has high incidence of crime. We have implemented community-oriented policing.

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

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

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

**B. Crime andDrug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☐ Crime Prevention Through Environmental Design
☒ Activities targeted to at-risk youth, adults, or seniors
☐ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

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

All developments are the recipients of prevention services

**C. Coordination between PHA and the police**

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

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

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

GA076-2 Wildwood Village; GA076-7 Heritage Homes; GA076-8 Evergreen Homes; GA076-9 Sherwood Homes.

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

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

**(This section is no longer applicable)**

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

## 14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

## 15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## 16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

## 17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☒ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## 18. Other Information

[24 CFR Part 903.7 9 (r)]

### A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached at Attachment (File name)
☐ Provided below:

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

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

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

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

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

☐ Other (explain):

3. Description of Resident Election Process - Not Applicable

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

☐ Representatives of all PHA resident and assisted family organizations

☐ Other (list)

## C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **(State of Georgia)**

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

☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- The Housing Authority will continue to maintain and renovate its public housing units.

- The Housing Authority will continue to provide accessible housing in the public housing program to persons with disabilities by renovating 3 dwelling units to meet Sec 504/ADA requirements.

- The Housing Authority will continue to market its public housing program to make families and elderly persons aware of the availability of decent, safe, sanitary and affordable housing in the City of Douglas.

☒ Other: (list below)

The Housing Authority Admission and Continued Occupancy Policy (ACOP) requirements are established and designed to:

- Provide improved living conditions for very low and low-income families while maintaining their rent payments at an affordable level;

- To operate a socially and financially sound public housing agency that is violence and drug-free, decent, safe and sanitary housing with a suitable living environment for residents and their families;

- To avoid concentrations of economically and socially deprived families in any of our public housing developments;

- Deny the admission of applicants, or the continued occupancy of residents, whose habits and practices reasonably may be expected to adversely affect the health, safety, comfort or welfare of other residents or the physical environment of the neighborhood, or create a danger to our employees;

- 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. This includes the requirement that 40% of admissions shall be no more than 30% of area median income; and

- To ensure compliance with Title VI of the Civil Rights Act of 1964 and all other applicable Federal fair housing laws and regulations.

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

Public Housing Authorities

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

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

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

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

## D. Other Information Required by HUD

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

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

The Housing Authority of the City of Douglas has adopted a definition of substantial deviation and significant amendment or modification. That definition is provided in **Attachment I: Definition of Substantial Deviation and Significant Amendment or Modification.**

## Attachments

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

All Attachments are listed in the Table of Contents

**Attachment A**

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

| PHA Name: Housing Authority of the City of Douglas | Grant Type and Number<br>Capital Fund Program Grant No: GA06P07650106<br>Replacement Housing Factor Grant No: | Federal FY of Grant: 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 | | | | |
| 2 | 1406 Operations | 60,015 | | | |
| 3 | 1408 Management Improvements | 20,000 | | | |
| 4 | 1410 Administration | 12,000 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 75,029 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 414,710 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 18,400 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 600,154 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650106<br>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 | Funds Obligated | Funds Expended | |
| **HA Wide** | **Operations** | 1406 | LS | | | | | |
| | PH Operations | | | 60,015 | | | | |
| | **Subtotal Acct 1406** | | | **60,015** | | | | |
| | | | | | | | | |
| **HA Wide** | **Management Improvements** | 1408 | LS | | | | | |
| | Staff training; software upgrades; security services | | | 20,000 | | | | |
| | **Subtotal Acct 1408** | | | **20,000** | | | | |
| | | | | | | | | |
| **HA Wide** | **Administration** | 1410 | LS | | | | | |
| | Proration of salaries & benefits for administration of CFP; modernization coord. | | | 12,000 | | | | |
| | **Subtotal Acct 1410** | | | **12,000** | | | | |
| | | | | | | | | |
| **HA Wide** | **Fees and Costs** | 1430 | LS | | | | | |
| | A&E Fees; reimbursable costs; Clerk-of-the-works; LBP & ACBM Monitoring | | | 75,029 | | | | |
| | **Subtotal Acct 1430** | | | **75,029** | | | | |
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**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 Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650106<br>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 | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| | **Dwelling Structures** | 1460 | | | | | | |
| | | | | | | | | |
| **GA076-9** | Install electric central HVAC; electric water heaters; remove gas piping/meters; attic access panels in all units; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 35 unit development – est. 8,785 per unit | | 20 (of 35) units | 175,700 | | | | |
| **GA076-11** | Install electric central HVAC; electric water heaters; remove gas piping/meters; attic access panels in all units; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 38 unit development – est. 8,785 per unit | | 26 (of 38) units | 239,010 | | | | |
| | **Subtotal Acct 1460** | | | **414,710** | | | | |
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**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 Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650106<br>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 | Funds Obligated | Funds Expended | |
| | **Dwelling Equipment—Nonexpendable** | 1465.1 | | | | | | |
| **GA076-9** | Electric ranges | | 20 | 8,000 | | | | |
| **GA076-11** | Electric ranges | | 26 | 10,400 | | | | |
| | **Subtotal Acct 1465.1** | | | **18,400** | | | | |
| | | | | | | | | |
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# 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 Douglas | **Grant Type and Number**<br>Capital Fund Program No: GA06P07650106<br>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 |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/30/08 | | | 09/30/10 | | | |
| GA076-9 | 09/30/08 | | | 09/30/10 | | | |
| GA076-11 | 09/30/08 | | | 09/30/10 | | | |
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**Attachment B**

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

| PHA Name: Housing Authority of the City of Douglas | Grant Type and Number<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650106 | Federal FY of Grant:<br>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 No. | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
|---|---|---|---|---|---|
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |

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

| **PHA Name: Housing Authority of the City of Douglas** | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650106 | **Federal FY of Grant:**<br>**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 No.** | **Summary by Development Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 18 | 1499 Development Activities | 52,282 | | 0 | 0 |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 52,282 | | 0 | 0 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No:<br>GA06R07650106 | | | | **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 | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| **HA Wide** | **Development Activities** | 1499 | | | | | | |
| | Replacement Housing Factor funds set aside for replacement public housing (Year 4) | | 1 unit | 52,282 | | 0 | 0 | |
| | **Total Acct 1499** | | | **52,282** | | **0** | **0** | |
| | | | | | | | | |
| | **Grand Total** | | | **52,282** | | **0** | **0** | |
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**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 Douglas | **Grant Type and Number**<br>Capital Fund Program No:<br>Replacement Housing Factor No: GA06R07650106 | **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 |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/13/08 | | | 09/13/08 | | | |
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## Capital Fund Program Five-Year Action Plan
### Part I: Summary

| PHA Name: Housing Authority of the City of Douglas | | | | ☒**Original 5-Year Plan**<br>☐**Revision No:** | |
|---|---|---|---|---|---|
| Development Number/Name/HA-Wide | Year 1 | Work Statement for Year 2<br>FFY Grant: 2007<br>PHA FY: 04/01/07 – 03/31/08 | Work Statement for Year 3<br>FFY Grant: 2008<br>PHA FY: 04/01/08 – 03/31/09 | Work Statement for Year 4<br>FFY Grant: 2009<br>PHA FY: 04/01/09 – 03/31/10 | Work Statement for Year 5<br>FFY Grant: 2010<br>PHA FY: 04/01/10 – 03/31/11 |
| | Annual Statement | | | | |
| **HA Wide** | | **167,000** | **167,000** | **167,000** | **167,000** |
| **GA076-7** | | | **334,129** | **175,000** | |
| **GA076-8** | | | | **258,154** | **350,000** |
| **GA076-10** | | | | | **83,154** |
| **GA076-11** | | **245,980** | | | |
| **GA076-14** | | **187,174** | **99,025** | | |
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| CFP Funds Listed for 5-year planning | | **600,154** | **600,154** | **600,154** | **600,154** |
| | | | | | |
| Replacement Housing Factor Funds | | | | | |

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

| Activities for Year 1 | Activities for Year : 2<br>FFY Grant: 2007<br>PHA FY: 04/01/07 – 03/31/08 | | | Activities for Year: 3<br>FFY Grant: 2008<br>PHA FY: 04/01/08 – 03/31/09 | | |
|---|---|---|---|---|---|---|
| | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** |
| **See** | **HA Wide** | **Operations (1406)** | | **HA Wide** | **Operations (1406)** | |
| **Annual** | | PH Operations | 60,000 | | PH Operations | 60,000 |
| **Statement** | | | | | | |
| | **HA Wide** | **Management Improvements (1408)** | | **HA Wide** | **Management Improvements (1408)** | |
| | | Staff training; software upgrades; security services | 20,000 | | Staff training; software upgrades; security services | 20,000 |
| | | | | | | |
| | **HA Wide** | **Administration (1410)** | | **HA Wide** | **Administration (1410)** | |
| | | Proration of salaries & benefits for administration of CFP; modernization coord. | 12,000 | | Proration of salaries & benefits for administration of CFP; modernization coord. | 12,000 |
| | | | | | | |
| | **HA Wide** | **Fees & Costs (1430)** | | **HA Wide** | **Fees & Costs (1430)** | |
| | | A&E Fees; reimbursable costs; Clerk-of-the-Works; LBP & ACBM monitoring | 75,000 | | A&E Fees; reimbursable costs; Clerk-of-the-Works; LBP & ACBM monitoring | 75,000 |
| | | **Total HA Wide** | **167,000** | | **Total HA Wide** | **167,000** |
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|---|---|---|---|---|---|---|
| | **GA076-11** | **Dwelling Structures (1460)** | | **GA076-14** | **Dwelling Structures (1460)** | |
| | | Install electric central HVAC; electric water heaters; remove gas piping/meters; attic access panels in all units; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 35 unit development – est. 8,785 per unit - 28 units | 245,980 | | Install electric central HVAC; electric water heaters; attic access panels in all units; general demolition and minor unspecified repairs. 47 unit development – est. 5,825 per unit - 17 units | 99,025 |
| | | | | | | |
| | **GA076-14** | **Dwelling Structures (1460)** | | | | |
| | | Install electric central HVAC; electric water heaters; attic access panels in all units; general demolition and minor unspecified repairs. 47 unit development – est. 5,825 per unit - 30 units | 187,174 | **GA076-7 Heritage Homes** | Begin comprehensive Modernization of dwelling units. 20 unit development – est. 25,000 per unit - 13 units | 334,129 |
| | | | | | | |
| | | | | | | |
| **Total CFP Estimated Cost** | | | **600,154** | | | **600,154** |

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

| Activities for Year :__4__<br>FFY Grant: 2009<br>PHA FY: 04/01/09 – 03/31/10 | | | Activities for Year: _5__<br>FFY Grant: 2010<br>PHA FY: 04/01/10 – 03/31/11 | | |
|---|---|---|---|---|---|
| **Development Name/Number** | **Major Work Categories** | **Estimated Cost** | **Development Name/Number** | **Major Work Categories** | **Estimated Cost** |
| **HA Wide** | **Operations (1406)** | | **HA Wide** | **Operations (1406)** | |
| | PH Operations | 60,000 | | PH Operations | 60,000 |
| | | | | | |
| **HA Wide** | **Management Improvements (1408)** | | **HA Wide** | **Management Improvements (1408)** | |
| | Staff training; software upgrades; security services | 20,000 | | Staff training; software upgrades; security services | 20,000 |
| | | | | | |
| **HA Wide** | **Administration (1410)** | | **HA Wide** | **Administration (1410)** | |
| | Proration of salaries & benefits for administration of CFP; modernization coord. | 12,000 | | Proration of salaries & benefits for administration of CFP; modernization coord. | 12,000 |
| | | | | | |
| **HA Wide** | **Fees & Costs (1430)** | | **HA Wide** | **Fees & Costs (1430)** | |
| | A&E Fees; reimbursable costs; Clerk-of-the-Works; LBP & ACBM monitoring | 75,000 | | A&E Fees; reimbursable costs; Clerk-of-the-Works; LBP & ACBM monitoring | 75,000 |
| | **Total HA Wide** | **167,000** | | **Total HA Wide** | **167,000** |
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|---|---|---|---|---|---|
| **GA076-7 Heritage Homes** | **Dwelling Structures (1460)** | | **GA076-8 Evergreen Homes** | **Dwelling Structures (1460)** | |
| | Comprehensive Modernization of dwelling units. 20 unit development – est. 25,000 per unit - 7 units | 175,000 | | Comprehensive modernization of dwelling units: est. 25,000 per unit – 14 units | 350,000 |
| | | | | | |
| **GA076-8 Evergreen Homes** | **Dwelling Structures (1460)** | | **GA076-10 Evergreen Homes** | **Dwelling Structures (1460)** | |
| | Begin comprehensive modernization of dwelling units: est. 25,000 per unit – 11 units | 258,154 | | Begin comprehensive modernization of dwelling units: est. 25,000 per unit – 4 of 40 units | 83,154 |
| | **Total GA076-8** | | | | |
| **Total CFP Estimated Cost** | | **600,154** | | | **600,154** |

**Attachment D**

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

| PHA Name: Housing Authority of the City of Douglas | Grant Type and Number<br>Capital Fund Program Grant No: GA06P07650105<br>Replacement Housing Factor Grant No: | Federal FY of Grant: 2005 |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no:** 1)
☒ **Performance and Evaluation Report for Period Ending: 09/30/05** ☐ **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 | | | | |
| 2 | 1406 Operations | 60,804 | 60,804 | 0 | 0 |
| 3 | 1408 Management Improvements | 37,365 | 37,365 | 0 | 0 |
| 4 | 1410 Administration | 10,000 | 10,000 | 0 | 0 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 72,245 | 72,245 | 0 | 0 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 357,240 | 403,740 | 0 | 0 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 30,000 | 16,000 | 0 | 0 |
| 12 | 1470 Nondwelling Structures | 22,500 | 0 | 0 | 0 |
| 13 | 1475 Nondwelling Equipment | 10,000 | 0 | 0 | 0 |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 600,154 | 600,154 | 0 | 0 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650105<br>Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** 2005 | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| **HA Wide** | **Operations** | 1406 | LS | | | | | |
| | P H Operations | | | 60,804 | 60,804 | 0 | 0 | |
| | **Subtotal Acct 1406** | | | **60,804** | **60,804** | **0** | **0** | |
| | | | | | | | | |
| **HA Wide** | **Management Improvements** | 1408 | LS | | | | | |
| | Management Improvements; staff training; security costs | | | 37,365 | 37,365 | 0 | 0 | |
| | **Subtotal Acct 1408** | | | **37,365** | **37,365** | **0** | **0** | |
| | | | | | | | | |
| **HA Wide** | **Administration** | 1410 | LS | | | | | |
| | Prorated salaries/benefits for administration of CFP | | | 10,000 | 10,000 | 0 | 0 | |
| | **Subtotal Acct 1410** | | | **10,000** | **10,000** | **0** | **0** | |
| | | | | | | | | |
| **HA Wide** | **Fees and Costs** | 1430 | LS | | | | | |
| | A&E Fees; reimbursable costs; Clerk-of-the-works; LBP & ACBM Monitoring | | | 72,245 | 72,245 | 0 | 0 | |
| | **Subtotal Acct 1430** | | | **72,245** | **72,245** | **0** | **0** | |
| | | | | | | | | |
| | **Dwelling Structures** | 1460 | | | | | | |

**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 Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650105<br>Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** 2005 | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| **GA076-8 Evergreen Homes** | Install electric central HVAC; electric water heaters; remove gas piping/meters; attic access panels in all units; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 25 unit development – est. 9,185 per unit | | 25 units | 229,625 | 229,625 | 0 | 0 | |
| **GA076-10** | Install electric through-wall units (elderly units); electric water heaters; remove gas piping/meters; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 40 unit development – est. 5,510 per unit | | | 66,120 | 0 | 0 | 0 | Omitted |
| **GA076-9** | Install electric central HVAC; electric water heaters; remove gas piping/meters; attic access panels in all units; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 35 unit development – est. 8,785 per unit | | 15 (of 35) units | 61,495 | 174,115 | 0 | 0 | |
| | **Subtotal Acct 1460** | | | **357,240** | **403,740** | **0** | **0** | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650105<br>Replacement Housing Factor Grant No: | | | | **Federal FY of Grant:** 2005 | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| | **Dwelling Equipment** | 1465.1 | | | | | | |
| **GA076-10** | New electric ranges | | 40 | 16,000 | 16,000 | 0 | 0 | |
| **GA076-9** | New electric ranges | | | 14,000 | 0 | 0 | 0 | Omitted |
| | **Subtotal Acct 1465.1** | | | **30,000** | **16,000** | **0** | **0** | |
| | | | | | | | | |
| **GA076-10** | **Non Dwelling Structures** | 1470 | | | | | | |
| | Convert a portion of the Community Bldg to a laundry facility: electrical upgrade; dryer connections & vents; washer boxes, piping; counter top for folding cloths; lighting; flooring; accessibility provision; HVAC | | LS | 22,500 | 0 | 0 | 0 | Omitted |
| | **Subtotal Acct 1470** | | | **22,500** | **0** | **0** | **0** | |
| | | | | | | | | |
| **GA076-10** | **Non Dwelling Equipment** | 1475 | | | | | | |
| | Purchase commercial coin-operated washer and dryers | | 6 each | 10,000 | 0 | 0 | 0 | Omitted |
| | **Subtotal Acct 1475** | | | **10,000** | **0** | **0** | **0** | |
| | | | | | | | | |
| | **Grand Total** | | | **600,154** | **600,154** | **0** | **0** | |
| | | | | | | | | |

# 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 Douglas | **Grant Type and Number**<br>Capital Fund Program No: GA06P07650105<br>Replacement Housing Factor No: | **Federal FY of Grant:** 2005 |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/30/07 | | | 09/30/09 | | | |
| GA076-8 | 09/30/07 | | | 09/30/09 | | | |
| GA076-9 | 09/30/07 | | | 09/30/09 | | | |
| GA076-10 | 09/30/07 | | | 09/30/09 | | | |
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**Attachment E**

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

| PHA Name: Housing Authority of the City of Douglas | Grant Type and Number<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650105 | Federal FY of Grant:<br>2005 |
|---|---|---|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: )
☒ Performance and Evaluation Report for Period Ending: 09/30/05 ☐ 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 | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |

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

| **PHA Name: Housing Authority of the City of Douglas** | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650105 | **Federal FY of Grant:**<br>**2005** |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☒ **Performance and Evaluation Report for Period Ending: 09/30/05** ☐ **Final Performance and Evaluation Report**

| **Line No.** | **Summary by Development Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 18 | 1499 Development Activities | 52,282 | | 0 | 0 |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 52,282 | | 0 | 0 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650105 | | | | **Federal FY of Grant: 2005** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| **HA Wide** | **Development Activities** | 1499 | | | | | | |
| | Replacement Housing Factor funds set aside for replacement public housing (Year 3) | | 1 unit | 52,282 | | 0 | 0 | |
| | **Total Acct 1499** | | | **52,282** | | **0** | **0** | |
| | | | | | | | | |
| | **Grand Total** | | | **52,282** | | **0** | **0** | |
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**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 Douglas | **Grant Type and Number**<br>Capital Fund Program No:<br>Replacement Housing Factor No: GA06R07650105 | **Federal FY of Grant: 2005** |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/13/08 | | | 09/13/08 | | | |
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**Attachment F**

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

| PHA Name: Housing Authority of the City of Douglas | Grant Type and Number<br>Capital Fund Program Grant No: GA06P07650104<br>Replacement Housing Factor Grant No: | Federal FY of Grant:<br>2004 |
|---|---|---|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 2)
☒ Performance and Evaluation Report for Period Ending: 09/30/05 ☐ 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 | | | | |
| 2 | 1406 Operations | 60,000 | 60,000 | 60,000 | 60,000 |
| 3 | 1408 Management Improvements Soft Costs | 19,732 | 19,732 | 19,732 | 19,278.36 |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | 11,500 | 11,500 | 11,500 | 0 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 72,245 | 72,245 | 72,245 | 26,479.15 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 398,112 | 398,112 | 125,571 | 58,184.75 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 21,200 | 21,200 | 21,200 | 3,185 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |

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

| **PHA Name: Housing Authority of the City of Douglas** | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650104<br>Replacement Housing Factor Grant No: | **Federal FY of Grant:**<br>**2004** |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no:** 2)
☒ **Performance and Evaluation Report for Period Ending: 09/30/05** ☐ **Final Performance and Evaluation Report**

| **Line No.** | **Summary by Development Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 582,789 | 582,789 | 310,248 | 167,127.26 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650104<br>Replacement Housing Factor Grant No: | | | | **Federal FY of Grant: 2004** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| **HA Wide** | **Operations** | 1406 | Lump Sum | | | | | |
| | Operations | | | 60,000 | 60,000 | 60,000 | 60,000 | Completed |
| | **Subtotal Acct 1406** | | | **60,000** | **60,000** | **60,000** | **60,000** | |
| | | | | | | | | |
| **HA Wide** | **Management Improvements** | 1408 | Lump Sum | | | | | |
| | Management Improvements; staff training; security costs | | | 19,732 | 19,732 | 19,732 | 19,278.36 | In progress |
| | **Subtotal Acct 1408** | | | **19,732** | **19,732** | **19,732** | **19,278.36** | |
| | | | | | | | | |
| **HA Wide** | **Administration** | 1410 | Lump Sum | | | | | |
| | Prorated salaries/benefits for administration of CFP; Modernization Coordinator | | | 11,500 | 11,500 | 11,500 | 0 | In progress |
| | **Subtotal Acct 1410** | | | **11,500** | **11,500** | **11,500** | **0** | |
| | | | | | | | | |
| **HA Wide** | **Fees and Costs** | 1430 | Lump Sum | | | | | |
| | A/E design & expenses | | | 52,245 | 52,245 | 52,245 | 24,849.48 | In progress |

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**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 Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650104<br>Replacement Housing Factor Grant No: | | | | **Federal FY of Grant: 2004** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | Clerk-of-the-works | | | 7,500 | 7,500 | 7,500 | 132 | In progress |
| | LBP & ACBM Monitoring | | | 12,500 | 12,500 | 12,500 | 1,497.67 | In progress |
| | **Subtotal Acct 1430** | | | **72,245** | **72,245** | **72,245** | **26,479.15** | |
| | | | | | | | | |
| | **Dwelling Structures** | 1460 | | | | | | |
| **GA076-5**<br>**Sellers/Dewey/ Cross** | New A/C on existing hydronic heating systems (completed in 2003) | | 26 units | 0 | 0 | 0 | 0 | Omitted |
| **GA076-6**<br>**Baker Homes** | New A/C on existing hydronic heating systems (completed in 2003) | | 24 units | 0 | 0 | 0 | 0 | Omitted |
| **GA076-13**<br>**Bryan Homes** | Install electric heating and A/C; electric water heaters; upgrade electrical service; electrical connection for range; remove gas piping; (balance from 50203) (13 unit development) | | 6 units | 50,772 | 58,184.75 | 58,184.75 | 58,184.75 | Completed |

**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 Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650104<br>Replacement Housing Factor Grant No: | | | | **Federal FY of Grant: 2004** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| **GA076-7**<br>**Heritage Homes** | Install electric central HVAC; electric water heaters; remove gas piping/meters; attic access panels in all units; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 20 unit development – est. 8,835 per unit | | 20 units | 183,700 | 176,700 | 29,909 | 0 | In progress (& design) |
| **GA076-10** | Install electric central through-wall units (elderly units); electric water heaters; remove gas piping/meters; remove flues & combustion air vents; electrical service and panel replacement; general demolition and minor unspecified repairs. 40 unit development – est. 5,510 per unit | | 40 units | 163,640 | 221,412 | 37,477.25 | 0 | In progress (& design) |
| | **Subtotal Acct 1460** | | | **398,112** | **398,112** | **125,571** | **58,184.75** | |

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**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 Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No: GA06P07650104<br>Replacement Housing Factor Grant No: | | | | **Federal FY of Grant: 2004** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| | **Dwelling Equipment** | 1465.1 | | | | | | |
| **GA076-7** | Ranges | | 20 | 8,000 | 8,000 | 8,000 | 0 | |
| **GA076-7** | Refrigerators | | 20 | 8,000 | 8,000 | 8,000 | 0 | |
| **GA076-13** | Ranges | | 13 | 5,200 | 5,200 | 5,200 | 3,185 | |
| | **Subtotal Acct 1465.1** | | | **21,200** | **21,200** | **21,200** | **3,185** | |
| | | | | | | | | |
| | **Grand Total** | | | **582,789** | **582,789** | **310,248** | **167,127.26** | |
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**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 Douglas | **Grant Type and Number**<br>Capital Fund Program No: GA06P07650104<br>Replacement Housing Factor No: | **Federal FY of Grant: 2004** |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/13/06 | | | 09/13/08 | | | |
| GA076-5 | 09/13/06 | | | 09/13/08 | | | |
| GA076-6 | 09/13/06 | | | 09/13/08 | | | |
| GA076-7 | 09/13/06 | | | 09/13/08 | | | |
| GA076-13 | 09/13/06 | | | 09/13/08 | | | |
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**Attachment G**

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

| PHA Name: Housing Authority of the City of Douglas | Grant Type and Number<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650104 | Federal FY of Grant:<br>2004 |
|---|---|---|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: )
☒ Performance and Evaluation Report for Period Ending: 09/30/05 ☐ 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 | | | | |
| 2 | 1406 Operations | | | | |
| 3 | 1408 Management Improvements Soft Costs | | | | |
| | Management Improvements Hard Costs | | | | |
| 4 | 1410 Administration | | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |

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

| **PHA Name: Housing Authority of the City of Douglas** | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650104 | **Federal FY of Grant:**<br>**2004** |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☒ **Performance and Evaluation Report for Period Ending: 09/30/05** ☐ **Final Performance and Evaluation Report**

| **Line No.** | **Summary by Development Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 18 | 1499 Development Activities | 59,949 | | 0 | 0 |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 59,949 | | 0 | 0 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No:<br>GA06R07650104 | | | | **Federal FY of Grant: 2004** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| | | | | | | | | |
| **HA Wide** | **Development Activities** | 1499 | | | | | | |
| | Replacement Housing Factor funds set aside for replacement public housing (Year 2) | | 1 unit | 59,949 | | 0 | 0 | |
| | **Total Acct 1499** | | | **59,949** | | **0** | **0** | |
| | | | | | | | | |
| | **Grand Total** | | | **59,949** | | **0** | **0** | |
| | | | | | | | | |
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**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 Douglas | **Grant Type and Number**<br>Capital Fund Program No:<br>Replacement Housing Factor No: GA06R07650104 | **Federal FY of Grant: 2004** |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/13/08 | | | 09/13/08 | | | |
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**Attachment H**

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

| PHA Name: Housing Authority of the City of Douglas | Grant Type and Number<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650103 | Federal FY of Grant:<br>2003 |
|---|---|---|

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no: )
☒ Performance and Evaluation Report for Period Ending: 09/30/2005 ☐ Final Performance and Evaluation Report

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

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

| **PHA Name: Housing Authority of the City of Douglas** | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No: GA06R07650103 | **Federal FY of Grant:**<br>**2003** |
|---|---|---|

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☐ **Revised Annual Statement (revision no: )**
☒ **Performance and Evaluation Report for Period Ending: 09/30/2005** ☐ **Final Performance and Evaluation Report**

| **Line No.** | **Summary by Development Account** | **Total Estimated Cost** | | **Total Actual Cost** | |
|---|---|---|---|---|---|
| | | **Original** | **Revised** | **Obligated** | **Expended** |
| 18 | 1499 Development Activities | 22,629 | | 0 | 0 |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 22,629 | | 0 | 0 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| PHA Name: Housing Authority of the City of Douglas | | **Grant Type and Number**<br>Capital Fund Program Grant No:<br>Replacement Housing Factor Grant No:<br>GA06R07650103 | | | | **Federal FY of Grant: 2003** | | |
|---|---|---|---|---|---|---|---|---|
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| **HA Wide** | **Development Activities** | 1499 | | | | | | |
| | Replacement Housing Factor funds set aside for replacement public housing (Year 1) | | 1 unit | 22,629 | | 0 | 0 | |
| | **Total Acct 1499** | | | **22,629** | | **0** | **0** | |
| | | | | | | | | |
| | **Grand Total** | | | **22,629** | | **0** | **0** | |
| | | | | | | | | |
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**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 Douglas | **Grant Type and Number**<br>Capital Fund Program No: GA06P07650103<br>Replacement Housing Factor No: | **Federal FY of Grant: 2003** |
|---|---|---|

| Development Number Name/HA-Wide Activities | All Fund Obligated (Quarter Ending Date) | | | All Funds Expended (Quarter Ending Date) | | | Reasons for Revised Target Dates |
|---|---|---|---|---|---|---|---|
| | Original | Revised | Actual | Original | Revised | Actual | |
| HA Wide | 09/30/08 | | | 09/30/08 | | | |
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# Attachment I

# Housing Authority of the City of Douglas

# Agency Plan

# Fiscal Year 04/01/2006 – 03/31/2007

## Policy Statement Regarding Substantial Deviation and Significant Amendment or Modification in Budgets and Work Item Thresholds.

The Housing Authority of the City of Douglas has established the following as Significant Amendment or Substantial Deviation in Budgets:

1. additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
2. additions of new activities not included in the PHDEP plan; and
3. any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Additionally, the established financial threshold applicable to the above is $50,000.00

# Attachment J

# Housing Authority of the City of Douglas, GA

# Agency Plan
# For Fiscal Year 04/01/2006 – 03/31/2007

## Statement of Progress in Meeting the 5-Year Plan Mission and Goals established for Fiscal years 2005 through 2009

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

| **Goal: EXPAND THE SUPPLY OF ASSISTED HOUSING** | |
|---|---|
| **Objective** | **Progress** |
| **Reduce public housing vacancies**<br><br>The objective is to increase occupancy from 70% to 97% or better by 03/31/10. | The occupancy rate is currently 70%. Increased marketing has shown positive results. We anticipate our ongoing modernization efforts will help to improve occupancy. |
| | |

| **Goal: IMPROVE THE QUALITY OF ASSISTED HOUSING** | |
|---|---|
| **Objective** | **Progress** |
| **Improve public housing management (79 in 2004)**<br><br>The to achieve a designation of High Performer by 03/31/10 | Our management score was 85 in the 2005 PHAS. |
| **Increase customer satisfaction**<br><br>The objective is to achieve a RASS score of 75% or better on all Resident Survey indicators by 03/31/10 | Our RASS score was 90 in the 2005 PHAS |
| **Renovate or modernize public housing units.**<br><br>Objective is to obligate and expend capital funds within HUD prescribed time frames in | Both 2003 CFP programs have been expended and closed out with HUD. The 2004 and 2005 CFP programs are planned for obligation and expenditure in 2006. |

| | |
|---|---|
| an efficient and effective manner. | |
| | |

| **Goal: PROVIDE AN IMPROVED LIVING ENVIRONMENT** | |
|---|---|
| **Objective** | **Progress** |
| **Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments**<br><br>Objective: To annually analyze the average incomes of all covered developments and ensure that the incomes are within prescribed income range and/or below 30% of the current Area Median Income. | Our deconcentration policy meets HUD requirements and is incorporated into our ACOP. We monthly and annually conduct deconcentration analyses and include the annual results as part of our Annual Plan that is submitted to HUD. This objective is being accomplished. |
| **Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:**<br><br>Objective: To annually analyze the average incomes of all covered developments and ensure that the incomes are within prescribed income range and/or below 30% of the current Area Median Income. | This objective is being met by our monthly and annual analyses. |
| **Implement public housing security improvements.**<br><br>Objective: to continue the contract for security services; encourage police officers to live in public housing; and, provide physical security improvements utilizing our capital funds. | We currently enjoy a good relationship with the local police department and are working with them on security improvements. We have our own contracted security officer. We have two police officers living in public housing providing additional security. |
| | |

| **Goal: PROMOTE SELF-SUFFICIENCY AND ASSET DEVELOPMENT OF ASSISTED HOUSEHOLDS** | |
|---|---|
| **Objective** | **Progress** |
| **Provide or attract supportive services to improve assistance recipients' employability.** | The 2001 ROSS Program closed out. We continue to work with the Interagency Program in the City to keep well informed on training and jobs available to the residents. East |

| | |
|---|---|
| Objective: to continue coordination of training with East Central Technical College | Central Technical College has continued to support our Housing Authority. |
| | |

| **Goal: ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR HOUSING** | |
|---|---|
| **Objective** | **Progress** |
| **Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.**<br><br>Objective: to affirmatively further fair housing in the operation of the public housing program | Our Fair Housing Policy is incorporated into our ACOP. The Housing Authority affirmatively furthers fair housing in the administration of our public housing program. This on-going objective is being achieved. |
| **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.**<br><br>Objective: to actively screen applicants and residents to ensure they meet eligibility and suitability requirements | Our Fair Housing Policy is incorporated into our ACOP. The Housing Authority affirmatively furthers fair housing in the administration of our public housing program. This on-going objective is being achieved. |
| | |

# Attachment K

# Housing Authority of the City of Douglas, GA

# Agency Plan

# Fiscal Year 04/01/2006 – 03/31/2007

## Implementation of Public Housing Resident Community Service Requirements

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

**1. Development of Written Description of Community Service Requirement:**

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

**2. Scheduled Changes in Leases:**

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

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

The Housing Authority will notify residents at the time of their admission and/or recertification.

**4. Cooperative Agreements with TANF Agencies:**

The Housing Authority does not have a Cooperative Agreement with the TANF Agency.

**Programmatic Aspects:**

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

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

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

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

# Attachment L

# Housing Authority of the City of Douglas, GA

# Agency Plan

# Fiscal Year 04/01/2006 – 03/31/2007

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

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

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

If yes, list these developments as follows:

| Deconcentration Policy for Covered Developments | | | |
|---|---|---|---|
| **Development Name**: | **Number of Units** | **Explanation (if any) [see step 4 at §903.2(c )(1)((iv)]** | **Deconcentration policy (if no explanation) [see step 5 at §903.2(c )(1)(v)]** |
| GA076-1 | 18 | See Below | See Below |
| | | | |
| | | | |
| | | | |

The Housing Authority of the City of Douglas owns and operates a total of 379 units of public housing. There are 13 developments.

The following developments or portions of developments are General Occupancy developments and are included in this analysis:

| **Development No:** | **Development Name** |
|---|---|
| GA076-1: | Oakwood Apartments |
| GA076-2: | Wildwoods Village |
| GA076-3: | Collinsworth Homes |

| | |
|---|---|
| GA076-4: | Eaglewood Place |
| GA076-5: | Crossroad Apartments |
| GA076-6: | Eagle Pointe Homes |
| | |
| *GA076-7: | Heritage Homes |
| *GA076-8: | Evergreen Homes |
| | |
| GA076-9: | Sherwood Homes |
| GA076-10: | Park View Court |
| GA076-11: | Bryan Circle |
| GA076-14: | Thrasher Nest Village |

(*Note: GA076-7, 8 are contiguous and are considered one site/development for this analysis.)

The following developments or portions of developments are designed for occupancy by elderly/disabled families and are exempt from the deconcentration requirements.

| | |
|---|---|
| GA076-10: | East Wind Village |
| GA076-13: | Weldon Homes |
| GA076-14: | Thrasher Nest Village (10 units designed for elderly) |

**Explanation**

The deconcentration analysis is conducted on a monthly basis. The analysis that we are using as the Supporting Document to the Annual Plan was conducted on November 1, 2005, the same time we are working on all other parts of the Annual Plan. Our analysis utilized the Bedroom Adjustment Factor Per Development Based on Occupied Units (as allowed in the regulations at 903.2 c in the December 22, 2000 Final Rule) as well as an analysis based solely on incomes of the developments.

As a result of these two analyses, all but one of our General Occupancy developments have average incomes that are either:

1. Below the Established Income Range (EIR) of 85% to 115%; or
2. Below 30% of the Area Median Income

**GA076-1: Oakwood Apartments – 171%**

This development has recently been comprehensively modernized and is one of our most desirable developments. Families are predominantly working families. At the time of this analysis, 14 of the 18 units have been reoccupied. We anticipate the average income of this development will be closer to the average income of all covered developments when fully occupied.

**General Comment:**

The Housing Authority of the City of Douglas has experienced significant vacancies over the past several years. That trend is now reversing and we currently have a small waiting list of 15 eligible families. With a small waiting list, it is difficult at best to select families to the extent practical and/or necessary in order to meet deconcentration requirements.

Further, four of our General Occupancy developments have less than 20 units, with another four developments having 24 to 26 units. In developments of this size, the admission of a relatively "higher" income family or, alternately, an extremely low-income family easily skewers the average income.

Regardless, our current objective is to fill our vacant units as quickly as possible with eligible families to minimize vacancy loss.

Once our modernization programs are complete, we will be in a better condition to compete in the market for residents. We anticipate that the modernization of our units will make them more desirable as a place to live and we will be in a position to increase our waiting list.

Our policy for Deconcentration (as extracted from the Admissions & Continued Occupancy Policy – ACOP) is an attachment to the Annual Plan.

Documentation of the required deconcentration and income mixing analysis is a Supporting Document to the Annual Plan.

# Attachment M

# Housing Authority of the City of Douglas, GA

# Agency Plan

# Fiscal Year 04/01/2006 – 03/31/2007

# Deconcentration Policy

## *10.4 DECONCENTRATION POLICY*

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

The Housing Authority of the City of Douglas will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

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

## *10.5 DECONCENTRATION INCENTIVES*

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

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

## *10.6 OFFER OF A UNIT*

When the Housing Authority of the City of Douglas discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority

for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

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

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

### *10.7 REJECTION OF UNIT*

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

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

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

(Extract from the Housing Authority of the City of Douglas adopted Admissions and Continued Occupancy Policy)

# Attachment N

# The Housing Authority of the City of Douglas

# Agency Plan

# Fiscal Year 04/01/2006 – 03/31/2007

## Required Attachment: Resident Member on the PHA Governing Board

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

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

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

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
☒ Other (explain):

Ms. Helen Tapley, our former Resident Commissioner, recently moved out of public housing. Mayor Paulk appointed a non-resident to fill the unexpired 5 year term. There has been no expression of interest in serving on the Board of Commissioners by any residents.

B. Date of next term expiration of a governing board member: **January, 2006**

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

# Attachment O

# Housing Authority of the City of Douglas

# Agency Plan

# Fiscal Year 04/01/2006 – 03/31/2007

## Required Attachment: Membership of the Resident Advisory Board or Boards

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

The Resident Council serves as the Resident Advisory Board. The current officers, elected May 17, 2004 are:

| | |
|---|---|
| President: | Tony Ward |
| Vice President: | Anthony Walker |
| Secretary/Treasurer: | Ima Jean Coney |

# Attachment P

# Agency Plan

# Housing Authority of the City of Douglas

# Fiscal Year 04/01/2006 – 03/31/2007

# Pet Policy

1. **PURPOSE:**

   The Policy of the Housing Authority of the City of Douglas (HACD) is designed to allow eligible residents the privilege of owning or keeping a common household pet, while also respecting the rights of other residents and neighbors and protecting the interest of the HACD.

2. **APPLICABILITY:**

   This policy applies to all residents of the Housing Authority of the City of Douglas.

3. **PET FEE:**

   A three hundred dollar ($300.00) non-refundable fee shall be used to defray any cost(s) directly caused by the presence of the pet. Only one pet is allowed per family. For the purposes of this policy, one cage or aquarium.

4. **ACCEPTABLE HOUSEHOLD PETS:**

   Acceptable household pets include dogs, cats, tropical fish, birds, and hamsters. Other similar type pets may be accepted by written decision of the Executive Director. Pets that are not considered common household pets such as monkeys, snakes other non-domesticated creatures are not allowed.

5. **PET SIZE LIMIT:**

   Authorized pets may not exceed the weight of twenty (20) pounds.

6. **PET MAINTENANCE:**

   When pets are outside, the resident or the resident's designee must attend them. Pets may not be quartered outside. No doghouses or related pet quarters will be permitted. Pets may not be left chained to posts or structures or otherwise left unattended outside.

7. **VACCINATIONS AND LICENSES:**

Each dog and cat must be certified to have current rabies shots. Each dog and cat must have current licenses if required by local law.

8. **NUISANCE OR THREAT TO PUBLIC HEALTH OR SAFETY:**

The HACD will require the removal of any pet from a neighborhood upon determination that the pet's conduct or condition becomes a nuisance, or a threat to the health safety of other residents of the neighborhood.

9. **VIOLATIONS:**

Violation of this policy will be considered as a violation of the dwelling lease agreement and the resident will be subject to such actions as prescribed in the lease agreement for violations of said agreement.

10. **PRIOR APPROVAL:**

Residents who wish to keep a pet must receive prior written approval from the HACD, and must complete a rider to the lease agreement. The lease rider will include provisions for caring for the pet in the absence of the resident.

11. **EXCEPTIONS:**

The HACD Board of Commissioners must approve Exceptions to this policy.

12. **IMPLEMENTING PROCEDURES:**

The Executive Director shall establish such procedures as necessary to implement this policy. The Executive Director, with approval of the Board, may designate buildings or sections of buildings as no pet areas where pets are not permitted.

13. **STATE LAW AND LOCAL ORDINANCE:**

This Pet Policy, as well as State laws and local ordinances that are in place by the Coffee County Animal Control Office, apply to residents of the Housing Authority of the City of Douglas.

14. **PET REGISTRATION:**

Each pet owner shall register his/her pet with the Housing Authority of the City of Douglas, Georgia prior to moving into the apartment on a form provided by the Housing Authority.

Pet registrations shall be updated annually at the time of the annual reexamination. Initial and updated registrations shall include the following information:

(a) The name, address and phone number of the pet owner.

(b) The names, addressed and phone numbers of two adults who agree to assume full responsibility for the pet in the event of the owner's death or incapacity to care for the pet.

(c) A complete description of the pet stating pet's age, type, weight, color, and name.

(d) The name, address and phone number of the licensed veterinarian, or other state or local authority empowered to inoculate animals, who has on file the pet's inoculation records.

(e) A statement that the pet owner has read the pet rules of the Housing Authority of the City of Douglas, Georgia and agrees to comply with them.

(f) Photo

15. **SANITARY STANDARDS:**

(a) The pet owner is responsible for removing pet waste and disposing of all waste and wrapping it in a paper bag, or other sanitary container and placing it in the container provided by the tenant, the Housing Authority of the City of Douglas, Georgia or the City of Douglas for waste disposal. This includes waste deposited outside the apartment in pet designated areas.

A $20.00 charge shall be assessed each pet owner when it becomes necessary for the Housing Authority of the City of Douglas, Georgia to remove the pet waste. Repeated violations shall be cause for removal of the pet, termination of the lease or both.

(b) Pets shall be confined to the immediate area of the owner's apartment and exit and entrance routes to and from the apartment.

(c) The area designated for pet exercise and deposit of waste shall be the immediate area of the owner's apartment and routes indicated above. Exercise of pets and/or deposit of animal waste is forbidden outside the designated area.

(d) Litter boxes (where applicable) constructed of a permanent material, preferably plastic, shall be reasonably odor free at all time and litter shall be changed at least twice each week.

16. **INOCULATIONS:**

A current certification signed by a registered veterinarian or other state or local authority empowered to inoculate animals, stating that the animal has received all inoculations required by state and local laws shall be kept on file in the pet owner's file folder.

Inoculations shall be updated as prescribed by state and local laws.

Evidence of current inoculations shall be displayed on appropriate tags attached to a pet collar and worn by the pet at all times.

17. **LEASHING OF ANIMALS:**

Cats and dogs shall be on a leash not longer than six (6) feet and fully in the owner's Control while in common areas of the projects.

18. **COLLAR AND TAGS:**

Each mammal shall wear a collar bearing the name and address of the pet's owner and evidence of the current inoculations and licenses as required by State and Local laws.

19. **OWNER'S RESPONSIBILITIES:**

(a) Pet owners shall assume full responsibility for any vicious or destructive act by the pet.

(b) Pet owners shall be responsible for abiding by all Federal, State and local laws and regulations as they may be changed from time to time.

(c) Pet owner agrees to immediately remove a pet, which has been determined to be vicious by Management or the local authority until such time as a decision may be reached by agreement or by a grievance hearing

20. **REMOVAL OF PETS:**

Pets must be removed when:

(a) A pet becomes vicious,

(b) The pet's owner becomes unable or unwilling to care for or control the pet,

(c) Federal, State and local laws and/or regulations are not met.

21. **NON_COMMERCIAL PROVISION:**

No pet shall be raised, bred, kept, or trained for any commercial purpose.

22. **FLEE & TICK TREATMENT:**

If it becomes necessary for management to treat an apartment for fleas and/or ticks, the pet owner shall bear the cost of such treatment. Repeated flea problems shall be cause for the removal of the pet, termination of the Lease, or both.

23. **STANDARDS OF PET CARE:**

(a) Each mammal shall be spayed or neutered.

(b) No animal shall be left unattended in an apartment for more than 24 hours.

(c) Pets not owned by the tenant shall not be permitted in an apartment or on common areas of the project.

(d) Cats shall be de-clawed.

(e) Each mammal shall be housebroken and/or litter trained.

24. **DOCUMENTATION:**

The mammal owning tenant's file shall include the following documents:

(a) A registration form properly and completely filled out, signed by the pet owner, and witnessed by a representative of the Housing Authority of the City of Douglas, Georgia.

(b) A certificate of current inoculations signed by licensed veterinarian or other empowered state or local Authority.

(c) Verification that the animal has been spayed or neutered and de-clawed (cats).

(d) A copy of the pet rules signed by the pet owner and a representative of the Housing Authority of the City of Douglas, Georgia with the date so signed.

(e) A current photograph of the mammals.

(f) A certificate or copy that all local licensing laws have been met.

25. **INSPECTIONS:**

The Housing Authority will conduct additional apartment inspections as deemed necessary for all tenants who have mammal pets and upon removal of pets from apartment.

.

# Attachment Q

# Housing Authority of the City of Douglas

# Agency Plan

# Fiscal Year 04/01/2006 – 03/31/2007

## POLICE OFFICERS RESIDING IN PUBLIC HOUSING

Both HUD regulations and our adopted Admissions and Continued Occupancy Policy allow police officers who would not otherwise be eligible for occupancy in public housing to reside in a public housing dwelling unit. The primary reason for this policy is to increase the security of our public housing residents.

As a condition of living in public housing, the police officers are paying rent equivalent to the cost of operating the public housing unit. In addition, the police officers are responsible for enforcing all Housing Authority public housing rules and regulations as well as the local law and ordinances.

The Housing Authority of the City of Douglas currently has two police officers living in public housing under this provision. They live in the following developments:

- GA 076-3; Collinsworth Homes
  627 Collinsworth Homes, Apartment K1

- GA 076-14: Thrasher Nest Village
  949 Thrasher Nest Village

- GA 076-9, Sherwood Homes
  705 Sherwood Homes