

THE HOUSING AUTHORITY OF THE CITY OF HATTIESBURG, MISSISSIPPI

ATTACHMENT A

DECONCENTRATION POLICY

In an ongoing effort for the Hattiesburg Housing Authority to meet or exceed the laws and regulations regarding public housing, a comprehensive Deconcentration Policy has been developed in order to comply with the Housing Quality and Work Responsibility Act of 1998 Section 513, as it applies to the Hattiesburg Housing Authority.

INCOME MIX TARGETING:

This housing authority must ensure that within a given fiscal year, not less than forty percent (40%) of the public housing dwelling units shall be occupied by families whose incomes at the time of commencement of occupancy does not exceed thirty percent (30%) of the area median income.

PROHIBITION OF CONCENTRATION OF LOW-INCOME FAMILIES:

This housing authority may not concentration very low-income families, or those with relatively low incomes, in public housing units in certain projects or certain buildings within projects. There must, however remain at least forty percent (40%) of the families who are at or below thirty percent (30%) of the median area income. The Hattiesburg Housing Authority must review the income and occupancy characteristics of the housing projects and the buildings of each project to ensure that a low-income concentration does not occur.

DECONCENTRATION:

It shall be the sole and exclusive right of the Hattiesburg Housing Authority to move families from one dwelling unit to another as necessary or as vacancies warrant to reduce a concentration of a particular income level of families into any one building or complex. In contrast, the Hattiesburg Housing Authority will also make every effort and attempt to maintain a consistent dwelling unit for every family and will only make moves necessary if there is no other alternative as determined by the Hattiesburg Housing Authority.

This policy becomes effective immediately upon adoption by the Board of Commissioners of the Housing Authority of the City of Hattiesburg, Mississippi.

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: HATTIESBURG HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MS26P001501-07 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	80,000			
3	1408 Management Improvements	62,000			
4	1410 Administration	40,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000			
10	1460 Dwelling Structures	59,000			
11	1465.1 Dwelling Equipment—Nonexpendable	15,300			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	16,000			
14	1485 Demolition				
15	1490 Replacement Reserve	72,260			
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	434,560			
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: HATTIESBURG HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MS26P001501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
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	
COCC	Capital Fund Management Fee	1410		40,000				
AMP #1 (001/003)	Operations	1406		40,000				
	Security	1408		21,000				
	Pest Control – Chronic Pest Control	1408		10,000				
	Project Wide to Address UPCS Deficiencies							
	Strategic Planning Consultant	1430		25,000				
	Physical Needs Assessment, Market Study, Replacement Housing Plan							
	Control Erosion, Brush & Shrub Removal, Cut & Trim Trees, Sod, Fertilize, Weed Control	1450		20,000				
	Inspections, Surveys, Test	1460		7,000				
	Indefinite Quantity Contract: Address Non Routine Vacancies, Repairs, Paint, Cleaning		6	22,500				
	Stoves (275 ea)	1465.1	9	2,475				
	Refrigerators (375 ea)	1465.1	9	3,375				
	Heaters (450 ea)	1465.1	4	1,800				
	Office Equipment	1475		4,000				
	Maintenance Equipment	1475		4,000				
	Replacement Reserve	1490		36,130				
AMP #2 (002/003)	Operations	1406		40,000				
	Security	1408		21,000				
	Pest Control – Chronic Pest Control	1408		10,000				
	Project Wide to Address UPCS Deficiencies							
	Strategic Planning Consultant	1430		25,000				

ATTACHMENT "C"

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Hattiesburg Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011
	Annual Statement				
COCC		40,000	40,000	40,000	40,000
Amp #1		197,280	197,280	197,280	197,280
Amp #2		197,280	197,280	197,280	197,280
CFP Funds Listed for 5-year planning		434,560	434,560	434,560	434,560
Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2008 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	COCC	Management Fees	40,000	COCC	Operations	50,000
	AMP #1	Operations	40,000	AMP #1	Operations	40,000
		A/E Fees	10,000		A/E Fees	10,000
		Surveys, Inspections	7,000		Surveys, Inspections	7,000
		Strategic Planning	25,000		Strategic Planning	25,000
		Security	21,000		Security	21,000
		Pest Control	10,000		Pest Control	10,000
		Site Improvements	20,000		Site Improvements	20,000
		Vacancy Reduction, UPCS Deficiency	22,500		Vacancy Reduction, UPCS Deficiency	22,500
		Stoves	2,475		Stoves	2,475
		Refrigerators	3,375		Refrigerators	3,375
		Heaters	1,800		Heaters	1,800
		Office Equipment	4,000		Office Equipment	4,000
		Maintenance Equipment	4,000		Maintenance Equipment	4,000
		Replacement Reserve	26,130		Replacement Reserve	26,130
	AMP #2	Operations	40,000	AMP #2	Operations	40,000
		A/E Fees	10,000		A/E Fees	10,000
		Surveys, Inspections	7,000		Surveys, Inspections	7,000
		Strategic Planning	25,000		Strategic Planning	25,000
		Security	21,000		Security	21,000
		Pest Control	10,000		Pest Control	10,000
		Site Improvements	20,000		Site Improvements	20,000
		Vacancy Reduction, UPCS Deficiency	22,500		Vacancy Reduction, UPCS Deficiency	22,500
		Stoves	2,475		Stoves	2,475
		Refrigerators	3,375		Refrigerators	3,375
		Heaters	1,800		Heaters	1,800
		Office Equipment	4,000		Office Equipment	4,000
		Maintenance Equipment	4,000		Maintenance Equipment	4,000
		Replacement Reserve	26,130		Replacement Reserve	26,130
	Total CFP Estimated Cost		\$422,090			\$422,090

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

Activities for Year: 04
 FFY Grant: 2010
 PHA FY: 2010

Activities for Year: 05
 FFY Grant: 2011
 PHA FY: 2011

Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
COCC	Management Fees	40,000	COCC	Management Fees	40,000
AMP #1	Operations	40,000	AMP #1	Operations	40,000
	A/E Fees	10,000		A/E Fees	35,000
	Surveys, Inspections	7,000		Surveys, Inspect.	20,000
	Strategic Planning	25,000		Demolition: 102 Units	102,280
	Security	21,000			
	Pest Control	10,000	AMP #2	Operations	40,000
	Site Improvements	20,000		A/E Fees	35,000
	Vacancy Reduction, UPCS Deficiency	22,500		Surveys, Inspect.	20,000
	Stoves	2,475		Demolition: 102 Units	102,280
	Refrigerators	3,375			
	Heaters	1,800			
	Office Equipment	4,000			
	Maintenance Equipment	4,000			
	Replacement Reserve	26,130			
AMP #2	Operations	40,000			
	A/E Fees	10,000			
	Surveys, Inspections	7,000			
	Strategic Planning	25,000			
	Security	21,000			
	Pest Control	10,000			
	Site Improvements	20,000			
	Vacancy Reduction, UPCS Deficiency	22,500			
	Stoves	2,475			
	Refrigerators	3,375			
	Heaters	1,800			
	Office Equipment	4,000			
	Maintenance Equipment	4,000			
	Replacement Reserve	26,130			
Total CFP Estimated Cost		\$434,560			\$434,560

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: HATTIESBURG HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MS26P001501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 02) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/07 <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	45,000	45,000	45,000	45,000	
3	1408 Management Improvements	5,370.50	30,000	30,000	17,617.50	
4	1410 Administration	39,629.50	39,629.50	39,629.50	39,629.50	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	110,000	29,222	29,222	29,222	
8	1440 Site Acquisition					
9	1450 Site Improvement	57,000	100,000	100,000	81,304.08	
10	1460 Dwelling Structures	171,597	148,053.40	148,053.40	92,145.47	
11	1465.1 Dwelling Equipment—Nonexpendable	10,450	25,142.10	25,142.10	14,539.15	
12	1470 Nondwelling Structures	0	0	0	0	
13	1475 Nondwelling Equipment	11,111	33,111	33,111	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 Collateralization or Debt Service	0	0	0	0	
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 – 20)	450,158	450,158	450,158	319,457.70	
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: HATTIESBURG HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MS26P001501-05 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	
PHA Wide	Operations	1406		45,000	45,000	45,000	45,000	
	Security	1408		5,370.50	30,000	30,000	17,617.50	
	Admin Salaries	1410		39,629.50	39,629.50	39,629.50	39,629.50	
	Strategic Planning Consultant	1430		80,000	0	0	0	
	Surveys, Test, Inspections	1430		5,000	2,738	2,738	2,738	
	Modernization Coordinator	1430		25,000	26,484	26,484	26,484	
	Control & Correction of UPCS Deficiencies, Sidewalks, Curbs, Gutters, Tree Trimming, Erosion	1450		57,000	100,000	100,000	81,304.08	
	Correct UPCS Deficiencies: Non-Routine Renovations, Electrical, Plumbing, Flooring \$4,500 per unit	1460	22	111,597	148,053.40	148,053.40	92,145.47	
	Stoves (275 ea)	1465.1	18	4,950	12,050	12,050	1,447.05	
	Refrigerators (375 ea)	1465.1	14	5,500	10,716	10,716	10,716	
	Water Heaters	1465.1	6	0	2,376.10	2,376.10	2,376.10	
	Computer Replacements	1475	6	11,111	11,111	11,111	0	
	Automobile	1475	1	0	22,000	22,000	0	
	Debt Service – Capital Loan	1501	N/A	0	0	0	0	
MS 1-001	Exterior Porch Replacement	1460	30	30,000	0	0	0	
MS 1-002	Exterior Porch Replacement	1460	30	30,000	0	0	0	
	TOTAL			450,158	450,158	450,158	319,457.70	

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

PHA Name: HATTIESBURG HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: MS26P001501-06 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 02)
 Performance and Evaluation Report for Period Ending: 3/31/2007 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	50,000	50,000	50,000	0
3	1408 Management Improvements	0	80,000		
4	1410 Administration	42,000	43,456	43,456	33,519.18
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	80,000	34,544		
8	1440 Site Acquisition				
9	1450 Site Improvement	25,000	25,000		
10	1460 Dwelling Structures	144,110	183,110		
11	1465.1 Dwelling Equipment—Nonexpendable	10,450	10,450		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	8,000	8,000	1,244	1,244
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	75,000	0		
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	434,560	434,560	94,700	34,763.18
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: HATTIESBURG HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: MS26P001501-06 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	
PHA Wide	Operations	1406		50,000	50,000	50,000		
	Security	1408		0	80,000			
	Admin Salaries	1410		42,000	43,456	43,456	33,519.18	
	Strategic Planning Consultant	1430		50,000	5,000			
	Surveys, Test, Inspections	1430		5,000	4,544			
	Modernization Coordinator	1430		25,000	25,000			
	Control & Correction of UPCS Deficiencies, Sidewalks, Curbs, Gutters, Tree Trimming, Erosion	1450		25,000	25,000			
	Correct UPCS Deficiencies: Non-Routine Renovations, Electrical, Plumbing, Flooring \$4,500 per unit	1460	22	144,110	103,110			
	Stoves (275 ea)	1465.1	18	4,950	3,950			
	Refrigerators (375 ea)	1465.1	14	5,500	5,500			
	Water Heaters	1465.1		0	1,000			
	Computer Equipment	1475		2,000	2,000			
	Maintenance Equipment	1475		6,000	6,000	1,244	1,244	
	Debt Service – Capital Loan	1501	N/A	75,000	0			
MS 1-001	Exterior Porch Replacement - fungibility	1460	30	0	30,000			
	Water Cut-Offs	1460		0	10,000			
MS 1-002	Exterior Porch Replacement - fungibility	1460	30	0	30,000			
	Water Cut-Offs	1460		0	10,000			
	TOTAL			434,560	434,560	94,700	34,763.18	

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

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

**RESIDENT ADVISORY COUNCIL
(As of January 1, 2007)**

Name	Position	Site	Mailing Address	Phone
Ayhana Molette	President	Briarfield Homes	A-5 Briarfield Homes Hattiesburg, MS 39401	
Benjamin Bass	Vice President	Briarfield Homes	1-53 Briarfield Homes Hattiesburg, MS 39401	(601) 545-9368
Angela Murphy	Secretary	Briarfield Homes	H-47 Briarfield Homes Hattiesburg, MS 39401	
Rose Smith	President	Robertson Place	810 Woodland Court Hattiesburg, MS 39401	(601) 545-9819
Mary Blakely	Vice President	Robertson Place	813 Charles Street Hattiesburg, MS 39401	(601) 544-1089
Janet McInnis	Secretary	Robertson Place	801 Woodland Court Hattiesburg, MS 39401	(601) 544-4402
Marie Hibbler	President	Hope Drive	109 Hope Drive Hattiesburg, MS 39401	(601) 268-0980
Lillian Jackson	Vice President	Hope Drive	127 Hope Drive Hattiesburg, MS 39401	
Carolyn Draughn	Secretary	Hope Drive	108 Hope Drive Hattiesburg, MS 39401	

Monthly Meeting Schedules:

Hope Drive 1st Thursday each month, 6 p.m. Hope Drive Community Room

Briarfield Homes 2nd Thursday each month, 6 p.m. Briarfield Community Room

Robertson Place 3rd Thursday each month, 5 p.m. Robertson Place Community Room

SELECTION OF RESIDENT ADVISORY BOARD MEMBERS:

The Resident Advisory Board consists of nine (9) members. They are selected by the resident body. Meetings are held monthly at each complex.

RESIDENT ADVISORY COUNCIL 2007 MEETING DATES:

Thursday, January 25, 2007, 5 P. M.
Thursday, April 26, 2007, 5 P. M.
Thursday, July 26, 2007, 5 P. M.
Thursday, September 27, 2007, 5 P. M.

ATTACHMENT “F”

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

ATTACHMENT G

CERTIFICATION
“INITIAL ASSESSMENT”
VOLUNTARY CONVERSION OF DEVELOPMENT FROM PUBLIC
HOUSING STOCK

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA’s developments are subject to the Required Initial Assessments? **3**
- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects) **0**
- c. How many Assessments were conducted for the PHA’s covered developments? **1**
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
NONE	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. **Completed**

This is to certify that The Housing Authority of the City of Hattiesburg, Mississippi has reviewed each development operating as public housing; considered the implications of converting the public housing to tenant-based assistance ; and concluded that conversion may be inappropriate because removal of the developments would not meet the necessary conditions for voluntary conversion.

That the initial assessment indicated that 1) cost would be a factor; 2) the ability to occupy the developments; 3) cost and/ or workability of vouchers in the community and 4) other relevant factors that voluntary conversion may be inappropriate.

THEREFORE, the Housing Authority has determined that our developments are not appropriate for conversion based on the following reasons:

1. Conversion **would be** more expensive than continuing to operate the developments (or a portion of it) as public housing;
2. Conversion **would not** principally benefit residents of the public housing development to be converted and the community; and
3. Conversion **would** adversely affect the availability of affordable housing in the community.

ATTACHMENT "H"

IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS

The Housing Authority of the City of Hattiesburg, Mississippi will administer the community service requirement as follows:

1. Locate potential work sites for those residents required performing voluntary work and maintaining a listing of those sites. Information concerning the work sites will be furnished to residents for advice and counseling only. The resident is ultimately responsible for locating a work site and performing the required hours in compliance with Federal Law.
2. Screen resident records for those who are required to perform community service and provide notification of the requirements. New residents will be informed of the requirements prior to move-in.
3. Prepare and furnish to affected residents a form for third party certification of the community work or self-sufficiency requirement. The completed form will be returned to the Housing Authority and placed in the resident's file.
4. Review or obtain the resident's certification ninety days prior to annual reexamination. If the resident has failed to fulfill the community work or family self-sufficiency requirement, the resident will be notified not less than thirty days prior to lease expiration of the noncompliance. The resident will also be advised that the determination of noncompliance is subject to the Housing Authority grievance procedure; and that unless the resident and the Housing Authority enter into a suitable agreement for the resident to cure the noncompliance, the resident's lease will not be renewed and the Housing Authority will take eviction action. If an agreement is reached the resident will be required to make up lost hours.

Each adult resident must contribute eight (8) hours per month of community service, or participate in an economic self-sufficiency program for eight (8) hours per month, unless exempt from this requirement for one of the following reasons:

- Is 62 years or older;
- Is blind or disable as defined by the Social Security Act, and who is unable to comply with this requirement, or is a primary caretaker of such individual;
- Is engaged in a work activity as defined by Social Security Act;
- Meets the requirements for being exempted from having to engage in a work activity under the State program funded by the Social Security Act, or under any other Mississippi welfare program, including a State administered welfare to work program; and has not been found by the State or other administering entity to be in noncompliance with such program. and
- Is in a family receiving assistance under a State program funded by the Social Security Act, or under any other Mississippi welfare program, including a State administered welfare to work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

THE HOUSING AUTHORITY OF THE CITY OF HATTIESBURG, MISSISSIPPI
ATTACHMENT I
PET POLICY

The Pet Policy set forth herein is reasonably related to the following legitimate interests of the Hattiesburg Housing Authority (PHA), including, but not limited to:

- (a) The PHA's interest in providing a decent, safe and sanitary living environment for existing and prospective Residents;
- (b) Protection and preserving the physical condition of the property of the PHA and the housing located thereon; and
- (c) The PHA's financial interests in the property administered by this Housing Authority. Residents occupying units administered by the Hattiesburg Housing Authority shall be allowed to house pets on either a temporary or permanent basis, provided by this provision. The Applicant and any Resident must also provide certification from a licensed medical reference. Only after such certification has been received by this Housing Authority, **in writing**, will a Resident be permitted to keep and maintain a pet. The rules set forth herein specify the procedure for obtaining the necessary approval to keep and maintain a pet on this Housing Authority premises and set forth the rules which govern the keeping of such pets. Residents requesting permission to have a pet will be permitted a limit of one (1) pet per household (Dwelling Unit).

(1) SELECTION CRITERIA:

- (a) Management Approval: Prior to a pet being accepted for keeping in a Dwelling Unit the proposed owner must prepare and submit an "*Application to Keep a Pet*". The Resident and this Housing Authority must enter into a "*Pet Agreement*".

In addition to executing the "*Pet Agreement*", the Resident must submit to this Housing Authority documented proof of the proposed pet's health, suitability and acceptability in accordance with provisions outlined in "Standards" below. Pets must be registered with this Housing Authority before the pet is brought onto the premises and annually thereafter.

Registration includes:

1. Certificate signed by a licensed veterinarian or designated State or local authority or agent, stating that the pet has received all inoculations required by State or local law;
2. Statement signed by a licensed veterinarian that the animal is in good health, has no communicable diseases or pests, and, in the case of dogs and cats, is spayed or neutered. Cats must also be declawed;
3. Name, address, and phone number of one or more responsible parties to care for the pet if the owner dies, is incapacitated or unable to care for the pet;
4. Execution of a "*Pet Agreement*" stating that the Resident accepts complete responsibility for the care and cleaning of the pet and acknowledges the applicable rules;
5. Pet must be licensed in accordance with applicable State and local laws and regulations.

Registration will be coordinated with the annual reexamination date. Approval for the keeping of pet shall not be extended until the requirements specified above have been met, and in no event will approval of other than the common household pets be extended.

ATTACHMENT "J"

PROGRESS STATEMENT HATTIESBURG HOUSING AUTHORITY GOALS

1. The Hattiesburg Housing Authority's more immediate goal is to meet the compliance requirements of "Asset Management" by October 1, 2007. Towards this end, the HHA has taken and/or will undertake the following major milestones:

- ★ Designation of two (2) Asset Management Projects
 - Briarfield Homes-208 Gordon Street, H'burg, MS-148 units
 - Robertson Place-805 Charles Street, H'burg, MS - 148 units
 - Total.....296 units

★ Establishment of site based waiting list accordingly.

★ Budgeting & staffing accordingly.

★ Staff training.

★ Revision of all policies and operational procedures to comply with Asset Management.

2. The Hattiesburg Housing Authority's goal is to improve the PHA score from a "standard" to "high performer" within two years. Our current score is 89 (standard performer) and our goal is to score 90 or above (high performer).

3. The Hattiesburg Housing Authority goal is to adopt a Strategic Plan for the Redevelopment of 120 apartment units at Briarfield Homes and 120 apartment units at Robertson Place. These 240 units are more than 65 years old and are not competitive with private market rentals. The Strategic Plan which will serve as a blueprint in terms of methodology, financing, and time lines will be developed by September 30, 2008.

4. The Hattiesburg Housing Authority goal is to establish and maintain a security program which will result in all developments relatively free of drugs and criminal activity by the year 2010. This critical goal will be accomplished through the enhanced partnership with the Neighborhood Enhancement Team of the Hattiesburg Police Department. The NET Team, operating out of a sub-station located at one of our sites, is currently staffed with 7 sworn police officers, however will be increased to 16 sworn police officers. Additionally, the Hattiesburg Housing Authority will be represented on Crimestoppers Board of Directors which will increase the reporting of crimes; will contract with HPD for additional coverage during peak times and to dilute "hot spots"; will conduct criminal background checks on all applicants and committed to strict enforcement of our lease.

5. The Hattiesburg PHA provides supportive service to improve residents employability by arranging for on site daycare for young children. Additionally, the PHA arranged for a bus stop on site to assist residents in transportation to employment sites. Eighty-two percent of our residents are female heads of households. Our residents population includes 316 children (under the age of 18) with an average age of 7. The result is, female heads of household with young children experience numerous barriers to employment. The HHA sponsors onsite registration with PACE Headstart, referrals to South Mississippi Planning and Development District for subsidized child care services, contributes to an after school program (Aldergate Mission) for the youth at Briarfield Homes, contributes to an after school program (Family Network Partnership) at Robertson Place, supports KIDS ON THE GO at all sites, supports Bridges after school tutoring program at the Hope Drive location, coordinates with the City of Hattiesburg for public transportation and have representatives of Hattiesburg Public Schools attend our residents meetings to update residents of services available to families with children attending public schools. The PHA is meeting this goal to continue these services through the year 2009.

6. The PHA established the goal to continue the policy to assure affirmative equal access for all applicants. The PHA is meeting this goal.

7. The PHA established the goal to modify additional apartments for the handicapped if the existing 13 handicapped apartments do not satisfy the need. Currently 12 of these units are occupied with handicapped residents; therefore, the need is being met. The PHA will monitor this situation closely or future changes.

8. The PHA continues to inspect all housing units annually.

9. The PHA continues to counsel with residents on homeownership and pledged our support if they choose to pursue homeownership.

The following policies are in the process of “revisions/updates” to comply with Asset Management:

- Personnel Policy
- Admissions and Occupancy Policies
- Capitalization Policy
- Procurement Policy
- Cash and Policy Procedure
- Disposition Policy

- Dwelling Lease
- Grievance Procedure
- Investment Policy

ATTACHMENT “k”

The Housing Authority will adopt the following policies and procedures to support or assist victims of criminal domestic violence, dating violence, sexual assault, or stalking – as well as members of the victims’ immediate families from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim.

Hattiesburg Housing Authority (HHA)

Violence Against Women Act (VAWA) Policy

Adopted Date:

Effective Date:

I. Purpose and Applicability

The purpose of this Policy is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth HHA’s policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by HHA of all federally subsidized public housing. Notwithstanding its title, this Policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by HHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between HHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by HHA; and

- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by HHA.

III. Other HHA Policies and Procedures

This Policy shall be referenced in and attached to HHA's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of HHA's Admissions and Continued Occupancy Policy. HHA's annual public housing agency plan shall also contain information concerning HHA's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of HHA, the provisions of this Policy shall prevail.

IV. Definitions

As used in this Policy:

A. *Domestic Violence* – The term 'domestic violence' includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

B. *Dating Violence* – means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

C. *Stalking* – means –

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

- (i) that person;
- (ii) a member of the immediate family of that person; or
- (iii) the spouse or intimate partner of that person;

D. *Immediate Family Member* - means, with respect to a person –

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. Admissions and Screening

A. *Non-Denial of Assistance*. HHA will not deny admission to public housing to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

VI. Termination of Tenancy or Assistance

A. *VAWA Protections*. Under VAWA, public housing residents have the following specific protections, which will be observed by HHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by HHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
 - (a) Nothing contained in this paragraph shall limit any otherwise available authority of HHA to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member

of the tenant's household. However, in taking any such action, HHA may apply a more demanding standard to the victim of domestic violence, dating violence or stalking than that applied to other tenants.

(b) Nothing contained in this paragraph shall be construed to limit the authority

of HHA to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or HHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, HHA as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a resident or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the resident or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by HHA. Leases used for all public housing operated by HHA, shall contain provisions setting forth the substance of this paragraph.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification.* The law allows, but does not require, HHA to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., HHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by HHA.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* - by providing to HHA a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in

reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

2. *Other documentation* - by providing to HHA documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *Police or court record* – by providing to HHA a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/ failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by HHA, to provide verification, must provide such verification within 14 business days (*i.e.*, 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* The Executive Director of HHA, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to HHA in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or

2. required for use in a public housing eviction proceeding as permitted in VAWA, or
 3. otherwise required by applicable law.
- B. *Notification of rights.* All residents of public housing administered by HHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

IX. Court Orders/Family Break-up

A. *Court orders.* It is HHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by HHA. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other HHA policies regarding family break-up are contained in HHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP).

X. Relationships with Service Providers

It is the policy of HHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If HHA staff become aware that an individual assisted by HHA is a victim of domestic violence, dating violence or stalking, HHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring HHA either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. HHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which HHA has referral or other cooperative relationships.

XI. Notification

HHA shall provide written notification to applicants, tenants, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XII. Relationship with Other Applicable Laws

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIII. Amendment

This policy may be amended from time to time by HHA as approved by the HHA Board of Commissioners.