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

PHA Plan

5 Year Plan for Fiscal Years 2008 - 2012
Annual Plan for Fiscal Year 2008

The Housing Authority of the
City of Ringgold, Ga.

GA216v04

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Ringgold Housing Authority

PHA Number: GA216

PHA Fiscal Year Beginning: (mm/yyyy) 10/2008

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)

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5-YEAR PLAN
PHA FISCAL YEARS 2008 - 2012
[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:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments **Determine feasibility within next 5 years.**
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) **Increase 1% over 5 year period**
- ☐ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction: **Continue to respond to resident concerns and requests regarding safety and communication.**
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

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- ☒ Renovate or modernize public housing units: **Goal – Utilize 25% of Annual Capital Funds for unit Improvements.**
- ☐ 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: **Determine feasibility within next 5 years.**
- ☐ 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:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below) **Implement measures to deconcentrate proverty: Increase families at flat rents within lower income developments, by 1% per every 5 year period.**

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: **Continue to network between community business owners and unemployed residents.**
- ☐ Provide or attract supportive services to improve assistance recipients' employability:

☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Continue to provide a mobile optical exam van annually, and provide a nurse through the "family collaborative" on a monthly basis & provide a health van monthly.**

☐ 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:

☒ 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: **Continue modernization efforts to provide for a safe & sanitary living environment.**

☐ 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)

NONE

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Annual PHA Plan
PHA Fiscal Year 2008
[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 Ringgold Housing Authority has prepared the Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility act (QHWRA) of 1998 and the Final Rule for the Public Housing Agency Plans as published in the Federal Register on October 21, 1999.

The Housing Authority has established meaningful goals and measurable objectives to lead the Housing Authority through the next 5 fiscal years and to promote the long term viability of the Housing Authority and its assets and resources. Statutory requirements of the QWHRA have been implemented and certain discretionary policies are now in effect.

The Annual Plan programs and activities are consistent with the missions, goals and objectives outlined in the 5-Year Plan. The Annual Plan includes a statement related to housing needs, financial resources, policies, rent determination, capital improvements, demolition and/or disposition, designation of public housing for elderly families or families with disabilities or elderly families and families with disabilities, conversion of public housing, homeownership, safety and crime prevention and civil rights.

The Ringgold Resident Advisory Board, residents, other assisted families, the Board of Commissioners, local government officials and representatives of other local public and private sector entities were provided an opportunity to participate in the preparation of the Public Housing Agency Plan.

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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:

A ☒ Admissions Policy for Deconcentration

B ☒ FY 2008 Capital Fund Program Annual Statement

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☐ PHA Management Organizational Chart

C ☒ FY 2008 Capital Fund Program 5 Year Action Plan

☐ Public Housing Drug Elimination Program (PHDEP) Plan

☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☒ Other (List below, providing each attachment name)

D – Certifications/Board Resolutions
E – Statement of Consistency
F – VAWA Policy
G – FY 2007 P & E Report
H – FY 2006 P & E Report
I – Pet Policy-ga216a04
J – Operating Budget-ga216b04
K – Resident Membership/PHA Board
L – Resident Advisory Board
M – Progress Mission & Goals
N – Community Service Policy-ga216c04
O – Safety and Crime

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**
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: 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
✓	Consolidated Plan for the jurisdiction/s in which the PHA is 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	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 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 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
✓	Schedule of flat rents offered at each public housing development ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
✓	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
✓	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	resident services grant) grant program reports	Service & Self-Sufficiency
	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
✓	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
✓	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	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	**473**	**3**	**4**	**4**	**4**	**3**	**4**
Income >30% but <=50% of AMI	**404**	**3**	**3**	**3**	**4**	**3**	**3**
Income >50% but <80% of AMI	**307**	**2**	**3**	**2**	**4**	**3**	**3**
Elderly	**220**	**3**	**5**	**2**	**4**	**2**	**3**
Families with Disabilities	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Race/Ethnicity	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Race/Ethnicity	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Race/Ethnicity	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**
Race/Ethnicity	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**

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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: **2001 State of Georgia**
☒ 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) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	**9**		**3**
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)	**9**	**100%**	
Low income (>50% but <80% AMI)			
Families with children	**5**	**55%**	
Elderly families	**4**	**44%**	
Families with Disabilities			
Race/ethnicity	**9**	**100%**	

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Housing Needs of Families on the Waiting List			
White			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	**3**	**33%**	
2 BR	**2**	**22%**	
3 BR	**4**	**44%**	
4 BR			
5 BR			
5+ BR			

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.

Refer to the following strategies and reasons.

(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 **Continue practices already in place.**

☒ Reduce turnover time for vacated public housing units **Continue practices already in place.**

☐ 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

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☐ 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 **Determine feasibility within next 5 years.**
☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance. **Continue to maximize the number of affordable units available from all sources.**
☐ 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) **None**

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) **None**

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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) **Waiting list for elderly fluctuates between 60% & 8% of total list – continue to accommodate elderly actually by over housing.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

☐ Seek designation of public housing for families with disabilities
☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing **Continue to accommodate the disabled in units not previously designated handicapped.**
☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
☐ Affirmatively market to local non-profit agencies that assist families with disabilities
☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:
Select if applicable

☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☒ Other: (list below) **None**

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) **None**

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, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2008 grants)**		
a) Public Housing Operating Fund	**$55,760.00**	
b) Public Housing Capital Fund	**$45,339.00**	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

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Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
FFY08 Rental Income	**$51,720.00**	**Operations & Maintenance**
4. Other income (list below)		
Interest on Investments	**$600.00**	**Reserves & Operations**
Other Operating Receipts	**$3,440.00**	**Reserves & Operations**
4. Non-federal sources (list below)		
Total resources	**$156,859.00**	

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) **1**
☐ When families are within a certain time of being offered a unit: (state time)
☐ Other: (describe)

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)

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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**

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)

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(3) Assignment

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

☐ One
☐ Two
☒ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

☐ Emergencies
☒ 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**)

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)

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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.

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

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(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: 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?

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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

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)

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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

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 **(only if elderly or disabled).**
☒ 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

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

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

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

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

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☐ Other (list below)

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

(2) Flat Rents

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)

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B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

☐ Annually
☐ Other (list below)

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

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

(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:

The Management consists of the Executive Director and Maintenance Supervisor.

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	30	3
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)		

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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)

Disposition Policy, Capitalization Policy, Collection Losses/Charge-Off Policy, Investment Policy, Cash Overages/Shortages Policy, Personnel Policy, Standard Code of Conduct Policy, Record Retention Policy, Travel Policy, One Strike Your Out Policy, Rent Collection Policy, Pet Policy, Paint Policy, VAWA Policy, Procurement Policy, Transfer Policy, Grievance Policy, ACOP Policy, Swimming Pool Policy

(2) Section 8 Management: (list below)

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

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)

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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 **B**

-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 **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)

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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.)

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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: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 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: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ 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) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ 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: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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

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

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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

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☐ 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)

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(2) Family Self Sufficiency program/s

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

The Ringgold Housing Authority will comply with the Community Service requirement by coordinating with social service agencies, local schools, and the human resources offices in identifying a list of volunteer community service positions. The Ringgold Housing Authority may create volunteer positions if needed to support its Community Service requirement needs. See Attachment N-ga216c04 for the Housing Authorities Community Service Policy.

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13. PHA Safety and Crime Prevention Measures See Attachment "O"

[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)

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 and Drug 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)

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

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)

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.

☐ 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)]

See Attachment I & ga216a03

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.

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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
☐ Provided below:

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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.)

3. Description of Resident Election Process

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)

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☐ 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)

☐ Other: (list below)

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

D. Other Information Required by HUD

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

Definitions for a substantial deviation from a 5-Year Plan and a significant amendment or modification to a 5-Year Plan and Annual Plan:

a. Substantial Deviation from the 5-Year Plan

Substantial deviations are defined as discretionary in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners or as may be required by HUD.

b. Significant Amendment or Modification to the Annual Plan

Significant amendments or modifications are defined as discretionary in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners or as may be required by HUD.

Attachments

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

A - ADMISSIONS POLICY FOR DECONCENTRATION

B - FY 2008 CAPITAL FUND PROGRAM ANNUAL STATEMENT

C - FY 2008 CAPITAL FUND PROGRAM 5 YEAR ACTION PLAN

D – PHA CERTIFICATIONS & BOARD RESOLUTIONS

E – STATEMENT OF CONSISTENCY WITH THE CONSOLIDATED PLAN.

F – VAWA POLICY

G – FY 2007 P & E REPORT

H – FY 2006 P & E REPORT

I – PET POLICY-ga216a04

J – OPERATING BUDGET-ga216b04

K – RESIDENT MEMBERSHIP ON THE GOVERNING BOARD

L – MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

M – STATEMENT OF PROGRESS IN MEETING MISSION AND GOALS

N – IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENTS ga216c04

O – SAFETY AND CRIME PREVENTION MEASURES

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Expires: 03/31/2002

ATTACHMENT A

Admissions Policy for Deconcentration

DECONCENTRATION POLICY

It is Ringgold Housing Authority'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. Towards 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 Ringgold Housing Authority 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, the income levels of census tracts in which our developments are located, 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.

The Ringgold Housing Authority 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 non-discriminatory manner.

When the Ringgold Housing Authority 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 Ringgold Housing Authority 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 three (3) business days from the date the letter was mailed to contact the Ringgold Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have 24 hours to 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 Ringgold Housing Authority will send the family a letter documenting the offer and the rejection.

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Expires: 03/31/2002

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: The Housing Authority of the City of Ringgold, GA	Grant Type and Number Capital Fund Program Grant No: **GA06P21650108** Replacement Housing Factor Grant No:	Federal FY of Grant: **2008**

☒**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	**$4,089.00**			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	**$6,250.00**			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	**$27,500.00**			
11	1465.1 Dwelling Equipment—Nonexpendable	**$7,500.00**			
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)	**$45,339.00**			
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	**$7,500.00**			

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

PHA Name: The Housing Authority of the City of Ringgold, GA		**Grant Type and Number** Capital Fund Program Grant No: **GA06P21650108** Replacement Housing Factor Grant No:				**Federal FY of Grant: 2008**		
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	
	OPERATIONS							
PHA Wide	Operations	1406	30	$4,089.00				
	SUBTOTAL			**$4,089.00**				
	FEES & COSTS							
GA216-1	a. Architects fee to prepare bid and	1430.1	30 Units	$4,750.00				
	contract documents, drawings,							
	specifications and assist the PHA at							
	bid opening, awarding the contract, and							
	to supervise the construction work							
	on a periodic basis. Fee to be negotiated							
	Contract Labor							
	Subtotal			**$4,750.00**				
GA216-1	b. Consulting fees for Agency Plan	1430.2	30 Units	$1,500.00				
	preparation.							
	Subtotal			**$1,500.00**				
	SUBTOTAL			**$6,250.00**				
	DWELLING STRUCTURES							
GA216-1	a. Ceiling repairs (Phase I)	1460	10 Units	$10,000.00				
	Subtotal			**$10,000.00**				
GA216-1	b. Replace water heaters (Phase II)	1460	15 Units	$7,500.00				
	Subtotal			**$7,500.00**				
GA216-1	c. Replace HVAC ductwork (Phase I)	1460	10 Units	$10,000.00				
	Subtotal			**$10,000.00**				
	SUBTOTAL			**$27,500.00**				

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

PHA Name: The Housing Authority of the City of Ringgold, GA		**Grant Type and Number** Capital Fund Program Grant No: **GA06P21650108** Replacement Housing Factor Grant No:				**Federal FY of Grant: 2008**		
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							
	NON-EXPENDABLE							
GA216-1	a. Replace ranges (Phase II)	1465.1	5 Units	$2,500.00				
	Subtotal			**$2,500.00**				
GA216-1	b. Replace refrigerators (Phase I)	1465.1	10 Units	$5,000.00				
	Subtotal			**$5,000.00**				
	SUBTOTAL			**$7,500.00**				
	GRAND TOTAL			**$45,339.00**				

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

PHA Name: The Housing Authority of the City of Ringgold, GA	**Grant Type and Number** Capital Fund Program No: **GA06P21650108** Replacement Housing Factor No:	**Federal FY of Grant: 2008**

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	
GA216-1	9/13/10			9/13/12			

GA216-=30 Units

ATTACHMENT C

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name: Housing Authority of the City of Ringgold, GA				☒ **Original 5-Year Plan** ☐ **Revision No:**	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
HA Wide	Annual Statement	**$14,339.00**	**$32,339.00**	**$14,339.00**	**$14,339.00**
GA216-1		**$31,000.00**	**$13,000.00**	**$31,000.00**	**$31,000.00**
CFP Funds Listed for 5-year planning		**$45,339.00**	**$45,339.00**	**$45,339.00**	**$45,339.00**
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: 2 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
See	PHA Wide	Operations	$9,339.00	PHA Wide	Operations	$9,339.00
Annual	PHA Wide	Fees & Costs	$5,000.00	PHA Wide	Fees & Costs	$5,000.00
Statement		**SUBTOTAL**	**$14,339.00**	PHA Wide	Non-Dwelling Renovations	$15,000.00
				PHA Wide	Energy Audit Update	$3,000.00
	GA216-1	Flooring	$23,000.00		**SUBTOTAL**	**$32,339.00**
		Replace HVAC Ductwork (Phase II)	$8,000.00			
		SUBTOTAL	**$31,000.00**	GA216-1	Ext. Sewer Lines (Phase IV) (7 Units)	$10,000.00
					Replace HVAC Ductwork (Phase III)	$3,000.00
					SUBTOTAL	**$13,000.00**
Total CFP Estimated Cost			**$45,339.00**			**$45,339.00**

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year: 4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	**Major Work Categories**	**Estimated Cost**	**Development Name/Number**	**Major Work Categories**	**Estimated Cost**
PHA Wide	Operations	$4,339.00	PHA Wide	Operations	$4,339.00
PHA Wide	Fees & Costs	$5,000.00	PHA Wide	Fees & Costs	$5,000.00
	Replace Ranges (Phase III)	$5,000.00	PHA Wide	Replace Refrigerators (Phase II)	$5,000.00
	SUBTOTAL	**$14,339.00**		**SUBTOTAL**	**$14,339.00**
GA216-1	Playground	$5,000.00	GA216-1	Bathrooms	$9,000.00
	Interior Doors	$13,000.00		Kitchens	$9,000.00
	Wall/Ceiling Repairs (Phase II)	$13,000.00		Interior Water/Sewer Lines	$8,000.00
	SUBTOTAL	**$31,000.00**		Drainage/Landscaping	$5,000.00
				SUBTOTAL	**$31,000.00**
Total CFP Estimated Cost		**$45,339.00**			**$45,339.00**

ATTACHMENT D

PHA Certifications and Board Resolutions

Originals forwarded to local HUD office under separate cover.

ATTACHMENT E

Statement of Consistency with the Consolidated Plan

Originals forwarded to local HUD office under separate cover.

ATTACHMENT F

VAWA Policy

ADDENDUM TO DWELLING LEASE
EFFECTIVE JANUARY 11, 2007

The Housing Authority will promote and abide by the VIOLENCE AGAINST WOMEN ACT (VAWA) that was signed by President Bush on January 5, 2006. The Housing Authority will support or assist victims of domestic violence, dating violence, sexual assault and/or others as required by law to prevent them from losing their HUD-assisted housing as a consequence of the abuse of which they were the victim. The Housing Authority will adhere to HUD requirements regarding the VAWA pertaining to Public Housing.

The Housing Authority will take action to protect the safety and welfare of all our residents when repeated offenses occur. In the event the victim being protected shows a willingness to continue relationships with such abusers, continues to have them as guests in their home and incidents continue to occur, the victim could be evicted in order to protect other residents.

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: The Housing Authority of the City of Ringgold, GA	Grant Type and Number Capital Fund Program Grant No: **GA06P21650107** Replacement Housing Factor Grant No:	Federal FY of Grant: **2007**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 1)**
☒ **Performance and Evaluation Report for Period Ending: 3/31/08** ☐ **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	**$4,309.00**	**$4,309.00**	**$4,309.00**	**$0.00**
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	**$6,000.00**	**$3,780.00**	**$3,780.00**	**$1,205.00**
8	1440 Site Acquisition				
9	1450 Site Improvement	**$15,000.00**	**$38,220.00**	**$38,220.00**	**$0.00**
10	1460 Dwelling Structures	**$13,500.00**	**$0.00**	**$0.00**	**$0.00**
11	1465.1 Dwelling Equipment—Nonexpendable	**$7,500.00**	**$0.00**	**$0.00**	**$0.00**
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)	**$46,309.00**	**$46,309.00**	**$46,309.00**	**$1,205.00**
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	**$7,500.00**	**$0.00**	**$0.00**	**$0.00**

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/08
Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Ringgold, GA		**Grant Type and Number** Capital Fund Program Grant No: **GA06P21650107** 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	
	OPERATIONS							
PHA Wide	Operations	1406	30	$4,309.00	$4,309.00	$4,309.00	$0.00	In Progress
	SUBTOTAL			**$4,309.00**	**$4,309.00**	**$4,309.00**	**$0.00**	
	FEES & COSTS							
GA216-1	a. Architects fee to prepare bid and	1430.1	30 Units	$4,750.00	$2,530.00	$2,530.00	$0.00	Contracted
	contract documents, drawings,							
	specifications and assist the PHA at							
	bid opening, awarding the contract, and							
	to supervise the construction work							
	on a periodic basis. Fee to be negotiated							
	Contract Labor							
	Subtotal			**$4,750.00**	**$2,530.00**	**$2,530.00**	**$0.00**	
GA216-1	b. Consulting fees for Agency Plan	1430.2	30 Units	$1,250.00	$1,250.00	$1,250.00	$0.00	Obligated
	preparation.							
	Subtotal			**$1,250.00**	**$1,250.00**	**$1,250.00**	**$0.00**	
	SUBTOTAL			**$6,000.00**	**$3,780.00**	**$3,780.00**	**$0.00**	
	SITE IMPROVEMENTS							
GA216-1	a. Exterior Sanitary Sewer Lines	1450	5 Units	$8,500.00	$25,809.00	$25,809.00	$0.00	In Progress
	(Phase III)							
	Subtotal			**$8,500.00**	**$25,809.00**	**$25,809.00**	**$0.00**	
GA216-1	b. Add parking (Phase II)	1450	5 Units	$6,500.00	$12,411.00	$12,411.00	$0.00	Obligated
	Subtotal			**$6,500.00**	**$12,411.00**	**$12,411.00**	**$0.00**	
	SUBTOTAL			**$15,000.00**	**$38,220.00**	**$38,220.00**	**$0.00**	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/08
Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Ringgold, GA		**Grant Type and Number** Capital Fund Program Grant No: **GA06P21650107** 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	
	DWELLING STRUCTURES							
	a. Vinyl soffits (Phase III)	1460	10 Units	$6,000.00	$0.00	$0.00	$0.00	Deferred
	Subtotal			**$6,000.00**	**$0.00**	**$0.00**	**$0.00**	
	b. Replace water heaters (Phase II)	1460	15 Units	$7,500.00	$0.00	$0.00	$0.00	Deferred
	Subtotal			**$7,500.00**	**$0.00**	**$0.00**	**$0.00**	
	SUBTOTAL			**$13,500.00**	**$0.00**	**$0.00**	**$0.00**	
	DWELLING EQUIPMENT							
	NON-EXPENDABLE							
GA216-1	a. Replace ranges (Phase II)	1465.1	5 Units	$2,500.00	$0.00	$0.00	$0.00	Deferred
	Subtotal			**$2,500.00**	**$0.00**	**$0.00**	**$0.00**	
GA216-1	b. Replace refrigerators (Phase I)	1465.1	10 Units	$5,000.00	$0.00	$0.00	$0.00	Deferred
	Subtotal			**$5,000.00**	**$0.00**	**$0.00**	**$0.00**	
	SUBTOTAL			**$7,500.00**	**$0.00**	**$0.00**	**$0.00**	
	GRAND TOTAL			**$46,309.00**	**$46,309.00**	**$46,309.00**	**$1,205.00**	

Table Library

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/08
Part III: Implementation Schedule

PHA Name: The Housing Authority of the City of Ringgold, GA	**Grant Type and Number** Capital Fund Program No: **GA06P21650107** Replacement Housing Factor No:	**Federal FY of Grant: 2007**

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	
GA216-1	9/13/09	9/12/09	3/31/08	9/13/10	9/12/11		Per LOCC's Contract Dates

GA216-=30 Units

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: The Housing Authority of the City of Ringgold, GA	Grant Type and Number Capital Fund Program Grant No: **GA06P21650106** Replacement Housing Factor Grant No:	Federal FY of Grant: **2006**

☐ **Original Annual Statement** ☐ **Reserve for Disasters/ Emergencies** ☒ **Revised Annual Statement (revision no: 3)**
☒ **Performance and Evaluation Report for Period Ending: 3/31/08** ☐ **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	**$3,443.00**	**$3,443.00**	**$3,443.00**	**$3,443.00**
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	**$3,660.00**	**$3,660.00**	**$3,660.00**	**$1,250.00**
8	1440 Site Acquisition				
9	1450 Site Improvement	**$17,138.00**	**$23,138.00**	**$23,138.00**	**$0.00**
10	1460 Dwelling Structures	**$13,500.00**	**$7,500.00**	**$7,500.00**	**$1,315.98**
11	1465.1 Dwelling Equipment—Nonexpendable	**$7,500.00**	**$7,500.00**	**$7,500.00**	**$1,710.00**
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)	**$45,241.00**	**$45,241.00**	**$45,241.00**	**$7,718.98**
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	**$7,500.00**	**$7,500.00**	**$7,500.00**	**$1,315.98**

Annual Statement/Performance and Evaluation Report Budget Revision #3
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/08
Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Ringgold, GA		**Grant Type and Number** Capital Fund Program Grant No: **GA06P21650106** 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	
	OPERATIONS							
PHA Wide	Operations	1406	30	$3,443.00	$3,443.00	$3,443.00	$3,443.00	Completed
	SUBTOTAL			**$3,443.00**	**$3,443.00**	**$3,443.00**	**$3,443.00**	
	FEES & COSTS							
GA216-1	a. Architects fee to prepare bid and	1430.1	30 Units	$2,410.00	$2,410.00	$2,410.00	$0.00	Contracted
	contract documents, drawings,							
	specifications and assist the PHA at							
	bid opening, awarding the contract, and							
	to supervise the construction work							
	on a periodic basis. Fee to be negotiated							
	Contract Labor							
	Subtotal			**$2,410.00**	**$2,410.00**	**$2,410.00**	**$0.00**	
GA216-1	b. Consulting fees for Agency Plan	1430.2	30 Units	$1,250.00	$1,250.00	$1,250.00	$1,250.00	Completed
	preparation.							
	Subtotal			**$1,250.00**	**$1,250.00**	**$1,250.00**	**$1,250.00**	
	SUBTOTAL			**$3,660.00**	**$3,660.00**	**$3,660.00**	**$1,250.00**	
	SITE IMPROVEMENTS							
GA216-1	a. Exterior Sanitary Sewer Lines	1450	5 Units	$8,500.00	$15,802.21	$15,802.21	$0.00	In Progress
	(Phase II)							
	Subtotal			**$8,500.00**	**$15,802.21**	**$15,802.21**	**$0.00**	
GA216-1	b. Add parking (Phase I)	1450	10 Units	$11,638.00	$7,335.79	$7,335.79	$0.00	Reduced
	Subtotal			**$11,638.00**	**$7,335.79**	**$7,335.79**	**$0.00**	
	SUBTOTAL			**$20,138.00**	**$23,138.00**	**$23,138.00**	**$0.00**	

Annual Statement/Performance and Evaluation Report — Budget Revision #3
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/08
Part II: Supporting Pages

PHA Name: The Housing Authority of the City of Ringgold, GA	Grant Type and Number Capital Fund Program Grant No: **GA06P21650106** 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							
GA216-1	a. Repair ceilings (Phase I)	1460	6 Units	$0.00	$0.00	$0.00	$0.00	Defer to 2010
	Subtotal			**$0.00**	**$0.00**	**$0.00**	**$0.00**	In 5-YAP
	b. Vinyl soffits (Phase II)	1460	5 Units	$3,000.00	$0.00	$0.00	$0.00	Deferred
	Subtotal			**$3,000.00**	**$0.00**	**$0.00**	**$0.00**	
	c. Replace water heaters (Phase I)	1460	15 Units	$7,500.00	$7,500.00	$7,500.00	$1,315.98	In Progress
	Subtotal			**$7,500.00**	**$7,500.00**	**$7,500.00**	**$1,315.98**	
	SUBTOTAL			**$13,500.00**	**$13,500.00**	**$7,500.00**	**$1,315.98**	
	DWELLING EQUIPMENT							
	NON-EXPENDABLE							
GA216-1	Replace ranges (Phase I)	1465.1	15 Units	$7,500.00	$7,500.00	$7,500.00	$1,710.00	In Progress
	SUBTOTAL			**$7,500.00**	**$7,500.00**	**$7,500.00**	**$1,710.00**	
	GRAND TOTAL			**$45,241.00**	**$45,241.00**	**$45,241.00**	**$7,718.98**	

Annual Statement/Performance and Evaluation Report — Budget Revision #3
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) 3/31/08
Part III: Implementation Schedule

PHA Name: The Housing Authority of the City of Ringgold, GA	**Grant Type and Number** Capital Fund Program No: **GA06P21650106** 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	
GA216-1	7/17/08		6/30/07	7/17/10			

GA216-=30 Units

Table Library

ATTACHMENT I

Pet Policy

See ga216a04

ATTACHMENT J

Operating Budget

See ga216b04

ATTACHMENT K

Resident Membership on PHA Governing Board

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

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

☒ Yes ☐ No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: **Pat Sizemore**

Method of Selection:
☒ Appointment

The term of appointment is (include the date term expires): Expires 2/1/2009 - 1 Year Term

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

ATTACHMENT L

Membership of the Resident Advisory Board

The Housing Authority does not have a Resident Advisory Board. The Housing Authority consists of 30 units and has tried to form a Resident Advisory Board but did not receive any interest from the residents. The Housing Authority will continue to gain interest from its resident and will form a Resident Advisory Board should there be enough participants.

ATTACHMENT M

Statement of Progress in Meeting Mission and Goals

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
☒ Acquire or build units or developments **Determine feasibility within next 5 years.**
The PHA has determined that this goal is not feasible.

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
☒ Improve public housing management: (PHAS score) **Increase 1% over 5 year period**
The PHA PHAS score has dropped due to being designated Troubled and hopes to improve its PHAS score from a current 72 to a Standard 80 by the end of 2008.

☒ Increase customer satisfaction: **Continue to respond to resident concerns and requests regarding safety and communication.**
The PHA is currently meeting this goal.

☒ Renovate or modernize public housing units: **Goal – Utilize 25% of Annual Capital Funds for unit Improvements.**
The PHA is currently budgeting 60% of its 2008 CFP Grant funds to unit improvements.

☒ PHA Goal: Increase assisted housing choices
Objectives:
☒ Convert public housing to vouchers: **Determine feasibility within next 5 years.**
The PHA has determined that this goal is not feasible.

☒ PHA Goal: Provide an improved living environment
Objectives:
☒ Other: (list below) **Implement measures to deconcentrate proverty: Increase families at flat rents within lower income developments, by 1% per every 5 year period.**
The PHA only has one 30 unit project and has taken steps to deconcentrate poverty and will continue to monitor concentration and adjust as necessary.

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
☒ Increase the number and percentage of employed persons in assisted families: **Continue to network between community business owners and unemployed residents.**
All PHA residents are currently working, receive Social Security or Disability.

☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities. **Continue to provide a mobile optical exam van annually, and provide a nurse through the "family collaborative" on a monthly basis & provide a health van monthly.**
The PHA is currently meeting this goal and is currently in the process of having all elderly residents sign up for "Health Force"

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

- ☒ 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: **Continue modernization efforts to provide for a safe & sanitary living environment.**

The PHA is currently meeting this goal by budgeting 60% of its 2008 CFP Grant funds to unit improvements.

ATTACHMENT N

Community Service Policy

See ga216c04

ATTACHMENT O

Safety and Crime Prevention Measures

The Housing Authority consists of 30 units in 15 building with one street which circles the interior of the property. The Housing Authority main office is centrally located at the project. During the last 20 years there have not been any major incidences of crime, drug related activities, vandalism nor graffiti. The Housing Authority staff has a very good line of communication with its residents. If at some point there crime or violence becomes an issue, appropriate measures will be taken to ensure the safety of its residents.

RINGGOLD HOUSING AUTHORITY
PET POLICY
ADOPTED MARCH 23, 1999
EFFECTIVE MAY 1, 1999
AMENDED BY BORAD OF COMMISSIONERS
MARCH-2006

Any resident exercising his/her rights to own a pet may request to do so in accordance with these pet rules:

(A) Definition of common household pets: Common household pets shall include the following domesticated animals, such as a dog, cat, bird, fish or turtle, that is traditionally kept in the home for pleasure. The size of dogs or cats are as follows; dogs no larger than 15-20 lbs. and cats no larger than 12 lbs.

(B) Limitation on number of pets allowed per apartment. The maximum number of pets allowed in any one unit shall be only one of either type listed in Section (A).

© Deposit requirements; Prior to moving a cat or dog into the unit, the resident must first make application to RHA for permission to keep a dog or a cat, and must pay in advance a non-refundable pet deposit of $100.00 to be paid in full, this is in addition to the security deposit. All pets must be registered at residents annual-re-examination. No pet shall be permitted unless and until it is properly registered and approved.

(D) Residents must present to RHA a certificate from a Veterinarian stating that the dog or cat has been spayed or neutered.

(E) Residents must present to RHA a current certificate of inoculation from a Veterinarian.

(F) All pets must be housebroken.

(G) Leashes Required; Cats or dogs must be leashed at al times and under the owner's control, when not inside the unit. They may not be tied outside the unit or let out to roam around.

(H) Pets are not allowed in common areas. Common areas include the community room, offices and maintenance shop.

(I) Requirements for cleanliness and disposal of pet wastes. Under terms of the Dwelling Lease, the tenant is responsible for keeping his or her unit in clean and sanitary conditions. In order to keep pets in the unit, the resident must do anything and everything necessary to maintain the unit in such a manner that the keeping of a pet will not cause a hardship to their residents or the RHA. The following minimum requirements and standards shall apply:

(1) Bottom of cages containing birds must be lined at all times with an absorbent material. The cages must be cleaned daily, and wastes must be tied securely in a plastic bag and placed in garbage can. Under no circumstances are you to throw it in the yard.

(2) Dead fish and/or turtles must be removed promptly from an aquarium and disposed of in the same manner as provided on Section I(1).

(3) A litter box must be provided by the resident for a cat. The litter must be changed no less than one time per week, and disposed of in the same manner as provided in Section I(!)

(4) The resident must provide a tool or tools suitable for picking up any waste from the dog which occurs while dog is being exercised and must be disposed of in the manner as provided in Section I (1).

(5) In the event a dog or cat messes on the floor or wall of any part of the unit or building, the owner shall be responsible for immediate complete cleaning and deodorizing of the area involved. If the owner fails to adhere to this rule and it becomes necessary for the RHA to remove the pet waste, a minimum charge of $5.00 per occurrence shall apply.

(6) The resident shall be responsible for control of fleas, ticks and/ or other parasites caused by keeping pets in the unit, and shall bear cost of any fumigation required.

(7) The resident agrees to be responsible for reimbursing RHA for any damages whatsoever caused by resident's pet to resident's unit or any portion of building or grounds.

(J) NOISE AND ODOR: The resident shall be responsible for controlling noise and odor caused by the pet.

(K) PETS LEFT UNATTENDED: No pets may be left alone in the unit for a period of time sufficient to cause hardship or stress to the pet.

(L) RULES VIOLATIONS: Failure by the resident to adhere to these pet rules or to any other applicable provisions of the dwelling lease will be cause for RHA to demand that the resident remove pet immediately from the premises. Refusal by the resident to remove the pet upon demand will result in eviction proceedings initiated in accordance with Dwelling Lease and Grievance Procedure.

Any complaints received from other residents in regards to odor, fleas, ticks or any other pet related problem must be made in accordance with RHA's Grievance Procedure which is posted in the office and is part of your lease.

PET REGISTRATION

OWNERS NAME_____

OWNERS ADDRESS_____

PET NAME_____

TYPE OF PET_____

IDENTIFICATION(COLOR,BREED,ETC.)_____

****

IMMUNIZATION(CERTIFICATES ATTACHED)

RABIES_____ DISTEMPER_____OTHER_____

PLEASE NOTIFY THE FOLLOWING PERSON IF I AM UNABLE TO CARE FOR MY PET.

NAME_____

ADDRESS_____

TELEPHONE_____

****

I UNDERSTAND THAT I AM ENTIRELY RESPONSIBLE FOR MY PETS BEHAVIOR AND HEREBY RELEASE THE RINGGOLD HOUSING AUTHORITY FROM LIABILITY, FINANCIAL OR OTHERWISE, FROM ACTIONS ARISING FROM MY KEEPING THIS PET. I ALSO UNDERSTAND THAT I MUST ABIDE BY ALL FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS REGARDING PET OWNERSHIP,AS THEY MAY BE CHANGED FROM TIME TO TIME. I ALSO AGREE TO IMMEDIATELY REMOVE ANY ANIMAL 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 GRIEVANCE HEARING.

SIGNED_____

DATE_____

HOUSING AUTHORITY REPRESENTATIVE_____

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Ringggold Housing Authority PHA Code: GA216

PHA Fiscal Year Beginning: October 1, 2007 Board Resolution Number: 230

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

		DATE
☒	Operating Budget approved by Board resolution on:	9-8-07
☐	Operating Budget submitted to HUD, if applicable, on:	
☐	Operating Budget revision approved by Board resolution on:	
☐	Operating Budget revision submitted to HUD, if applicable, on:	

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Don Clark	Don Clark	9-8-07

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 9/30/2006)

See page four for Instructions and the Public reporting burden statement

a. Type of Submission	b. Fiscal Year Ending	c. No. of months	d. Type of HUD assisted project(s)
[X] Original [ ] Revision No. :	September 30, 2008	[X] 12 mo.	01 [X] PHA/IHA-Owned Rental Housing
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA)			02 [ ] IHA Owned Mutual Help Homeownership
Ringgold housing Authority			03 [ ] PHA/IHA Leased Rental Housing
f. Address (city, State, zip code)			04 [ ] PHA/IHA Owned Turnkey III Homeownership
			05 [ ] PHA/IHA Leased Homeownership
g. ACC Number **A 3905**	h. PAS/LOCCS Project No. **GA21600108S**		i. HUD Field Office
j. No. of Dwelling Units 30	k. No. of Unit Months Available 360	m. No. of Projects	

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. **2006** PUM (2)	[X] Estimates [ ] or Actual Current Budget Yr. **2007** PUM (3)	Requested Budget Estimates: PHA/IHA Estimates PUM (4)	PHA/IHA Estimates Amount (To Nearest $10) (5)	HUD Modifications PUM (6)	HUD Modifications Amount (To Nearest $10) (7)
Homebuyers Monthly Payments for:								
010	7710	Operating Expenses						
020	7712	Earned Home Payments Account						
030	7714	Nonroutine Maintenance Reserves						
040	**Total**	Break-Even Amount (sum of lines 010, 020, and 030)						
050	7716	Excess (or Deficit) in Break-Even Amount						
060	7790	Homebuyers Monthly Payments (Contra)						
Operating Receipts								
070	3110	Dwelling Rentals	$139.18	$117.46	$145.70	$51,720		
080	3120	Excess Utilities			$0.00	$0		
090	3190	Nondwelling Rentals			$0.00	$0		
100	**Total**	Rental Income (sum of lines 070, 080, and 090)	$139.18	$117.46	$145.70	$51,720		
110	3610	Interest on General Fund Investments	$1.31	$1.87	$1.67	$600		
120	3690	Other Operating Receipts	$1.93	$21.39	$9.56	$3,440		
130	**Total**	Operating Income (sum of lines 100, 110, and 120)	$142.42	$140.72	$156.93	$55,760		
Operating Expenditures - Administration:								
140	4110	Administrative Salaries	$74.86	$77.34	$79.42	$28,590		
150	4130	Legal Expense			$0.00	$0		
160	4140	Staff Training			$0.00	$0		
170	4150	Travel		$2.38	$4.17	$1,500		
180	4170	Accounting Fees		$16.69	$9.78	$3,520		
190	4171	Auditing Fees	$11.11	$11.11	$11.11	$4,000		
200	4190	Other Administrative Expenses	$34.70	$21.36	$33.22	$11,960		
210	**Total**	Administrative Expense (sum of line 140 thru 200)	$120.67	$128.88	$137.70	$49,570		
Tenant Services:								
220	4210	Salaries	$0.00	$0.00	$0.00	$0		
230	4220	Recreation, Publications and Other Services		$1.94	$1.94	$700		
240	4230	Contract Costs, Training and Other			$0.00	$0		
250	**Total**	Tenant Services Expense (sum of lines 220, 230, 240)	$0.00	$1.94	$1.94	$700		
Utilities:								
260	4310	Water	$0.27	$0.56	$0.56	$200		
270	4320	Electricity	$7.85	$8.33	$9.72	$3,500		
280	4330	Gas	$4.52	$5.56	$5.56	$2,000		
290	4340	Fuel	$0.00	$0.00	$0.00	$0		
300	4350	Labor	$0.00	$0.00	$0.00	$0		
310	4390	Other utilities expense	$0.32	$0.00	$0.00	$0		
320	**Total**	Utilities Expense (sum of line 260 thru line 310)	$12.96	$14.45	$15.84	$5,700		

Name of PHA / IHA	Fiscal Year Ending
Ringgold housing Authority	**September 30, 2008**

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2006 PUM (2)	[X] Estimates [ ] or Actual Current Budget Yr. 2007 PUM (3)	Requested Budget Estimates: PHA/IHA Estimates PUM (4)	PHA/IHA Estimates Amount (To Nearest $10) (5)	HUD Modifications PUM (6)	HUD Modifications Amount (To Nearest $10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	$74.53	$64.44	$74.50	$26,820		
340	4420	Materials	$17.11	$27.78	$19.44	$7,000		
350	4430	Contract Costs	$2.28	$3.33	$5.56	$2,000		
360	**Total**	Ordinary Maintenance & Operation Expense (lines 330 to 350)	$93.92	$95.55	$99.50	$35,820		
Protective Services:								
370	3110	Labor	$0.00	$0.00	$0.00	$0		
380	3120	Materials	$0.00	$0.00	$0.00	$0		
390	3190	Contract Costs	$0.20		$0.00	$0		
400	**Total**	Protective Service Expense (sum of lines 370 to 390)	$0.20	$0.00	$0.00	$0		
General Expense:								
410	4510	Insurance	$22.60	$25.00	$25.83	$9,300		
420	4520	Payments in Lieu of Taxes	$4.08	$10.14	$12.78	$4,600		
430	4530	Terminal Leave Payments			$0.00	$0		
440	4540	Employee Benefit Contributions	$43.59	$30.83	$45.67	$16,440		
450	4570	Collection Losses	$0.64	$0.83	$0.83	$300		
460	4590	Other General Expense	$0.00	$0.00	$0.00	$0		
470	**Total**	General Expense (sum of lines 410 to 460)	$70.91	$66.80	$85.11	$30,640		
480	**Total**	Routine Expense (sum of lines 210,250,320,360,400, and 470)	$298.66	$307.62	$340.09	$122,430		
Rent for Leased Dwellings:								
490	4710	Rents to Owners of Leased Dwellings						
500	**Total**	Operating Expense (sum of lines 480 and 490)						
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance		$0.00	$0.00	$0		
520	7520	Replacement of Nonexpendable Equipment		$0.00	$0.00	$0		
530	7540	Property Betterments and Additions		$0.00	$0.00	$0		
540	**Total**	Nonroutine Expenditures (sum of lines 510, 520, and 530)	$0.00	$0.00	$0.00	$0		
550	**Total**	Operating Expenditures (sum of lines 500 and 540)	$298.66	$307.62	$340.09	$122,430		
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Receipts	$0.00	$0.00	$0.00	$0		
Other Expenditures:								
570		Deficiency in Residual Receipts at End of Preceding Fiscal Year						
580	**Total**	Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus 570)	$298.66	$307.62	$340.09	$122,430		
590		Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)	($156.24)	($166.90)	($183.16)	($66,670)		
HUD Contributions:								
600	8010	Basic Annual Contribution Earned - Leased Projects:Current Yr						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	**Total**	Basic Annual Contribution (line 600 plus or minus line 610)						
630	8020	Contributions Earned - Op.Sub:-Cur.Yr. (before year-end adj)	$128.34	$160.92	$172.69	$62,170		
640		Mandatory PFS Adjustments (net):			$0.00	$0		
650		Other (specify):						
660		Other (specify):						
670		Total Year-end Adjustments/Other (plus or minus 640-660)	$0.00	$0.00	$0.00	$0		
680	8020	Total Operating Subsidy-current year (630 plus or minus 670)	$128.34	$160.92	$172.69	$62,170		
690	**Total**	HUD Contributions (sum of lines 620 and 680)	$128.34	$160.92	$172.69	$62,170		
700		Residual Receipts (or Deficit) (sum of line 590 plus line 690) Enter here and on line 810	($27.90)	($5.98)	($10.47)	($4,500)		

Name of PHA / IHA	Fiscal Year Ending
Ringgold housing Authority	September 30, 2008

		Operating Reserve	PHA/IHA Estimates	HUD Modifications
		Part I - Maximum Operating Reserve - End of Current Budget Year		
740	2821	**PHA / IHA-Leased Housing - Section 23 or 10(c)** 50% of Line 480, column 5, form HUD-52564	$61,215	

		Part II - Provision for and Estimated or Actual Operating Reserve at FY End		
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date): Sept2006	$9,968	
790		Provision for Operating Reserve - Current Budget Year (check one) [X] Estimated for FYE September 30,2007 [ ] Actual for FYE September 30,2007	($2,447)	
800		Operating Reserve at End of Current Budget Year (check one) [X] Estimated for FYE September 30,2007 [ ] Actual for FYE September 30,2007	$7,521	
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE September 30, 2008 Enter Amount from Line 700	($4,500)	
820		Operating Reserve at End of Requested Budget Year Estimated for FYE September 30, 2008 (Sum of lines 800 and 810)	$3,021	
830		Cash Reserve Requirement: **17%** % of line 480		

Comments

PHA / IHA Approval

Name _____

Title _____

Signature _____ Date _____

Field Office Approval

Name _____

Title _____

Signature _____ Date _____

Operating Budget
Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Name of Housing Authority: Ringgold housing Authority

Locality: PO Box 547, Ringgold, GA 30736

Fiscal Year End: September 30, 2008

Position Title By Organizational Unit and Function	(1a)	Present Salary Rate As of (date) 8/1/2007	Requested Budget Year: Salary Rate	Estimated Payment: No. Months	Estimated Payment: Amount	Allocation of Salaries by Program: Management	Modernization	Development	Section 8 Programs	Other Programs	Longevity	Method of Allocation
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
MAINTENANCE STAFF:												
1) Maintenance Mechanic		$26,040	$26,821	12	$26,821	$26,821						
TOTAL MAINTENANCE LABOR					$26,821	$26,821	$0	$0	$0	$0	$0	

NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,3802)

Executive Director or Designated Official

Date

facsimile form HUD-52566 (3/95)
ref. Handbook 7475.1

Operating Budget
Schedule of All Positions and Salaries

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Name of Housing Authority: Ringgold housing Authority
Locality: PO Box 547, Ringgold, GA 30736
Fiscal Year End: September 30, 2008

Position Title By Organizational Unit and Function	(1a)	Present Salary Rate As of (date) 8/1/2007	Requested Budget Year: Salary Rate	Estimated Payment: No. Months	Estimated Payment: Amount	Management	Modernization	Development	Section 8 Programs	Other Programs	Longevity	Method of Allocation
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ADMINISTRATION:												
1) Executive Director		**$27,759**	**$28,592**	**12**	**$28,592**	**$28,592**						**Mgmt. = 60%, Sec. 8 = 40%**
TOTAL ADMINISTRATION					**$28,592**	**$28,592**	**$0**	**$0**	**$0**	**$0**	**$0**	
TENANT SERVICES												
TOTAL TENANT SERVICES					**$0**	**$0**						
UTILITY LABOR												
1)												
2)												
3)												
TOTAL UTILITY LABOR					**$0**	**$0**						
												NO HOUSING AUTHORITY EMPLOYEE IS SERVING IN A VARIETY OF POSITIONS WHICH EXCEED 100% OF HIS/HER TIME.

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
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Executive Director or Designated Official

Date

facsimile form HUD-52566 (3/95)
ref. Handbook 7475.1

Operating Budget
Schedule of Nonroutine Expenditures

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public Reporting Burden for this collection of information is estimated to average 0.75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and revie collection of information. Send comments regarding this burden estimate, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503. Do not send this completed form to either of the above addressees.

Local Housing Authority	Locality	Fiscal Year Ending
Ringgold housing Authority	PO Box 547, Ringgold, GA 30736	September 30, 2008

Extraordinary Maintenance and Betterments and Additions (Excluding Equipment Addidtions)							Equipment Requirements			
					Requested Budget Year			Requested Budget		
Work Project Number (1)	Description of Work Project (List Extraordinary Maintenance and Betterments and Additions separately) (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete Current Budget Year End (5)	Estimated Expenditure In Year (6)	Percent Complete Year End (7)	Description of Equipment Items (List Replacements and Additions separately) (8)	No. Of Items (9)	Item Cost (10)	Estimated Expenditure In Year (11)
	EXTRAORDINARY MAINTENANCE									
	5)			0%	$0	100%				
					$0					
	TOTAL EXTRAORDINARY MAINTENANCE:				========== $0					
							REPLACEMENT OF EQUIPMENT			
	None budgeted for 2007						TOTAL REPLACEMENT:			========== $0
							BETTERMENTS & ADDITIONS			
							TOTAL BETTERMENTS & ADDITIONS:			#REF!

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

facsimile form HUD-52567 (3/95)
ref. Handbook 7475.1

Operating Budget

Schedule of Administration
Expenses Other Than Salary

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6©(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority:	Locality:	Fiscal Year End:
Ringgold housing Authority	PO Box 547, Ringgold, GA 30736	September 30, 2008

	(1) Description	(2) Total	(3) Management	(4) Development	(5) Section 8	(6) Other
1	Legal Expense (see Special Note in Instructions)	$0	$0	$0	$0	$0
2	Training (list and provide justification)		$0	$0	$0	$0
3	Travel Trips to Conventions and Meetings (list and provide just.)	$600	$600	$0	$0	$0
4	Other Travel: Outside Area of Jurisdiction		$0	$0	$0	$0
5	Within Area of Jurisdiction R. Smith	$900	$900	$0	$0	$0
6	Total Travel	$1,500	$1,500	$0	$0	$0
7	Accounting	$3,520	$3,520	$0	$0	$0
8	Auditing	$4,000	$4,000	$0	$0	$0
9	Sundry Rental of Office Space	$0	$0	$0	$0	$0
10	Publications	$50	$50	$0	$0	$0
11	Membership Dues and Fees (list orgn. and amount)	$300	$300	$0	$0	$0
12	Telephone, Fax, Electronic Communications	$3,800	$3,800	$0	$0	$0
13	Collection Agent Fees and Court Costs		$0	$0	$0	$0
14	Administrative Services Contracts (list and provide just.)	$3,000	$3,000	$0	$0	$0
15	Forms, Stationary and Office Supplies	$1,810	$1,810	$0	$0	$0
16	Other Sundry Expense (provide breakdown)	$3,000	$3,000	$0	$0	$0
17	Total Sundry	$11,960	$11,960	$0	$0	$0
18	Total Administration Expense Other Than Salaries	$20,980	$20,980	$0	$0	$0

PERCENTAGE OF EXPENSES TO BE CHARGED TO MANAGEMENT: 100.00%
========

		Total	Management
line 14	computer suppot-Long	$3,000	$3,000
Line 7:	Accounting Costs =	$3,520	$3,520
		======	========
		$6,520	$6,520

$0

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of authorized representative and Date:

X

facsimile form HUD-52571 (3/95)
ref. Handbook 7475.1

Operating Budget

Summary of Budget Data
and Justifications

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

OMB Approval No. 2577-0026 (Exp. 9/30/2006)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. This information is required by Section 6©(4) of the Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. The information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending:
Ringgold housing Authority	PO Box 547, Ringgold, GA 30736	September 30, 2008

Operating Receipts

Dwelling Rental: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Monthly Rent Roll as of: 1-Jul 2007 equals 4,375 divided by 30 occupied units = $145.83 Avg. Monthly Dwelling Rental (AMDR)

times 1.03 Change Factor, X 97% Occupancy Rate, equals $ 145.7 times 355 Unit Months Available

equals $51,724

NOTE: HUD's Operating Fund Final Rule freezes Formula Income to FY 2004 actuals until at least FY 2010 (24 CFR 990.195) for subsidy computation purpose However, the format above is designed to forecast ACTUAL INCOME and assumes some amount of income escalation during the freeze period.

Excess Utilities: (NOT for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example: Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas [ ] Electricity [ ] Other [ ] (Specify)_____

2. Comments:

Excess Utility Income estimated in the amount of: for the period 7/1/____ to 6/30_____

Nondwelling Rent: (NOT for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example, Community Building Space - Nursery School - $50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.

Space Rented	To Whom	Rental Terms

2. Comments

Nondwelling Rent estimated in the amount of: $0

Interest on General Fund Investments: State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Estimated Cash Avail. for Investment of times Estimated Average T-Bill Rate of 0.00%

equals $0 which is $0.00 PUM times 360 Unit Months Available

equals $0

Estimated investment income-- $600

Other Comments on Estimates of Oper. Receipts: Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

	Gross Amt.
Capital Fund to A/c 1406	3240
sales and services to tenants	$200
	==========
	$3,440 PUM equals $9.56

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to mgmt. at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. (8/10 + 7/10 + 5/10).
Column (3) Enter the portion of total salary expense shown in Column (5) or (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
Column (4) Enter the portion of total salary expense shown in Column (5) or (10), form HUD-52566, allocable to Section 23 Leased housing in management.
Column (5) Enter the portion of total salary expense shown in Column (5) or (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
Column (6) Enter the portion of total salary expense shown in Column (5) or (9), form HUD-52566, allocable to Section 8 programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation--Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program Salary Expense: Management (3)	Section 23 Leased Hsg. (4)	Modernization Programs (5)	Section 8 Program (6)
Administration--Nontechnical Salaries (1)	1	1.00	$28,592		$0	$0
Administration--Technical Salaries (1)						
Ordinary Maintenance and Operation--Labor (1)	1	1.00	$26,821			
Utilities--Labor (1)			$0			
Other (Specify) (Tenant Services, Legal, etc.) (1)			$0			
Extraordinary Maintenance Work Projects (2)						
Betterments and Additions Work Projects (2)						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget) the amount of salary expense shown in Column (4) on the corresponding line above.
2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

No New Positions

Salary Schedules reflect Cost of Living Adjustment (COLA) of 3.00%

Travel, Pu blications, Membership Dues and Fees, Teleph one and Telegraph and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each elements of these expenses.

Refer to HUD-52571 (Administrative Expenses Other Than Salaries)

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense".

Water/Sewer	$	200.00
Electricity	$	3,500.00
GAS	$	2,000.00

Ordinary Maintenance and Operation -- Materials: Give an explanation of substantial Requested Budget Year estimated PUM increases over the PUM rate of expenditures for materials in the Current Budget Year.

Materials Estimated at: $7,000

Ordinary Maintenance and Operation -- Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

$2,000

==========

TOTAL CONTRACTS: $2,000

Insurance Give an explanation of substantial Requested Budget Year estimated increases in the PUM rate of expenditures for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

Fire and Extended Coverage	$6,800
General Liability	
Automobile	
Workman's Compensation	$2,500
Fidelity Bond	
Public Official's Liability	
	==========
TOTAL INSURANCE:	$9,300

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA:	7.65% X Total Payroll of	$55,413		equals:	$4,239	per year
	========					
Hospitalization:				equals	$7,200	per year
Retirement:					$5,000	per year
	========					
Unemployment:	times 1st	$7,000	/person $	equals	$0	per year
	========				=========	
		TOTAL BENEFITS:			$16,439	

Collection Losses: State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Estimated at: $300 for the Requested Budget Year.
======

Extraordin ary Maintenance, Rep lacement, and Betterments and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

See HUD 52567 (Schedule of Nonroutine Expenditures)

Contracts: List all contracts, other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

N/A

Ringgold Housing Authority

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July 17, 2003

REINSTATEMENT OF THE COMMUNITY SERVICE AND SELF-SUFFICIENCY REQUIREMENT

On June 20, 2003, the U.S. Department of Housing and Urban Development issued Notice PIH 2003-17, reinstating the Community Service and Self Sufficiency Requirement contained in Section 512 of the Quality Housing and Work Responsibility Act of 1998.

Public Housing Authorities must provide a written notice about the reinstatements to all residents by July 31, 2003. This notification must inform the residents of the requirements and what they need to do in order to comply with the requirement. By October 31, 2003, Housing Authorities must ensure that all affected residents are performing their community service or self-sufficiency requirement.

Each non-exempt adult public housing resident (over 18 years of age) must contribute eight(8) hours of community service work or participate in a self-sufficiency program each month.

ALL NON-EXEMPT RESIDENTS MUST COMPLY WITH THE COMMUNITY SERVICE REQUIREMENTS OR THE RINGGOLD HOUSING AUTHORITY(RHA) MAY NOT RENEW FAMILY'S DWELLING LEASE.

RESIDENTS WHO ARE EXEMPT FROM THE COMMUNITY SERVICE REQUIREMENT INCLUDE:

- ☑ An adult who is 62 years or older;
- ☑ Is a person with vision impairment or other person with disabilities as defined under 216(i)(l) or 1614 of the Social Security Act(42 U.S.C. 416(i)(l)(1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
- ☑ Is engaged in a work activity, 30 hours or more a week, as defined under section 407(d) of the Social Security Act(42U.S.C. 607(d), as in effect after July 1, 1997; and
- ☑ Currently participating in a State administered welfare to work program.

This requirement will be effective September 1, 2003. The RHA will provide each family a written description of the community service requirement and of the process for claiming status as an exempt person. The RHA will also notify each head of household as to which family members are subject to and which a re exempt from the community service requirement.

Respectfully,

Sue Lane Helton
Executive Director

12.6 UTILITY ALLOWANCE

The Ringgold Housing Authority shall establish a utility allowance for all check-metered utilities and for all tenant paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Ringgold Housing Authority will review the actual consumption of the tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances,etc.) Allowances will be evaluated at least every 3 years as well as ant time rate changes by 10% o more since the last revision to the allowances.

The utility allowance will be subtracted from the family's formula or flat rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the housing authority. The amount of the utility allowance is then still available to the family to pay the cost of the utilities. Any utility cost above the allowance is the responsibility of the resident. Any savings resulting from utility costs below the amount of the allowance belongs to the resident.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

Families with high utility costs are encouraged to contact the Ringgold Housing Authority for any energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their cost.

12.7 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the office of the authority. Reasonable accommodations for this requirement will be made for persons with disabilities.

If the rent is not paid by the fifth business day of the month, a Notice to Vacate will be issued to the resident. In addition, a $15.00 late charge will be assessed to the resident. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus whatever charges are made by the bank.

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 GENERAL

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

13.2 EXEMPTIONS

The following adult family members of residents families are exempt from this requirement:

A. Family members who are 62 or older;
B. Family members who are blind or disabled;
C. Family members who are the primary care giver for someone who is blind or disabled;
D. Family members engaged in work activity;
E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare to work program;

F. Family members receiving assistance under a State program funded under part A, title IV of the Social Security Act or under any other State welfare program including welfare-to-work and who are in compliance with that program.

13.3 NOTIFICATION OF THE REQUIREMENT

The Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement.

The Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/99. For family's paying flat rent, the obligation begins on the date their annual reexamination would have been effective had an annual reexamination taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

13.4 VOLUNTEER OPPORTUNITIES

Community service included 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 councils, the Housing Authority may create volunteer positions such as litter patrols and supervising and record keeping for volunteers.

13.5 THE PROCESS

At the first reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Housing Authority will do the following:

A. Provide a list of volunteer opportunities to the family members.
B. Provide information about obtaining suitable volunteer positions.
C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.
D. Assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family members progress monthly and will meet with the family member as needed to best encourage compliance.

E. Thirty (30) days before the family's next lease anniversary date, the volunteer coordinator will advise the housing authority whether each applicable adult family member is in compliance with the community service requirement.

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Ringgold Housing Authority will notify any family found to be in noncompliance of the following:

A. The family member(s) has been determined to be in noncompliance;
B. That the determination is subject to the grievance procedure; and
C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated;

13.7 OPPORTUNITY FOR CURE

The Ringgold Housing Authority will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at that same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three(3) hours after three(3) months, the Ringgold Housing Authority shall take action to terminate the lease.

14.0 RECERTIFICATIONS

At least annually, the Ringgold Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

14.1 General

The Ringgold Housing Authority will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.