

# PHA Plans

## Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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# Streamlined 5-Year Plan for Fiscal Years 2009 - 2013

## Streamlined Annual Plan for Fiscal Year 2009

# MACON HOUSING AUTHORITY

**NOTE:** This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

## Streamlined Five-Year PHA Plan Agency Identification

**PHA Name:** Macon Housing Authority

**PHA Number:** GA-007

**PHA Fiscal Year Beginning:** 01/2009

**PHA Programs Administered:**

**Public Housing and Section 8**

**Section 8 Only**

**Public Housing Only**

Number of public housing units: **2,013**

Number of S8 units:

Number of public housing units:

Number of S8 units: **2,760**

**PHA Consortia: (check box if submitting a joint PHA Plan and complete table)**

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**

**(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

**Display Locations for PHA Plans and Supporting Documents**

The PHA Plans and attachments (if any) are available for public inspection at:

- 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)

## Streamlined Five-Year PHA Plan

### PHA FISCAL YEARS 2009 - 2013

[24 CFR Part 903.12]

#### **A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The mission of the Housing Authority of the City of Macon, Georgia is to add value to our community and the lives of those we serve through quality housing, support services, and community development. To this end, our broad goals are to:
- Offer the quality affordable housing of choice
  - Create opportunities for homeownership
  - Promote the economic and social upward mobility of public housing residents
  - Create and support healthy, socially viable neighborhoods
  - Operate in a fiscally responsible manner
  - Serve as the lead community development partner of our city and the community
  - Impact homelessness
  - Promote equal housing opportunity for all

#### **B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

#### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

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

#### **Goal 1: Operate the Macon Housing Authority's Public Housing and Section 8 programs to industry standards.**

- A. Obtain no less than "Standard Performer" designation based on the Public Housing Assessment System (PHAS).**
- B. Obtain no less than "Standard Performer" designation based on the Section 8 Management Assessment Program (SEMAP).**
- C. Operate all federally funded housing programs with no unresolved review findings carried over between reviews.**
- D. Operate all MHA programs in compliance with all applicable fair housing and equal opportunity regulations.**
- E. Maintain a Section 8 Administration Plan and a Public Housing Admissions and Continued Occupancy Policy in compliance with current regulations.**

#### **Goal 2: Provide Homeownership opportunities for low and moderate-income families.**

- A. Assist the City and non-profit developers in their efforts to provide first time homeownership.**
- B. Install and operate a Section 8 homeownership program.**
- C. Offer lease purchase homeownership program through HOPE VI (when and if awarded).**

#### **Goal 3: Operate MHA's federally funded housing programs in a fiscally responsible manner.**

- A. Maintain PH operating reserves at a level of at least 30% of one year's total routine expenditures. This assumes adequate funding which is defined as 90% or more of Operating Fund eligibility. Below that level, the objective is 20% of total routine expenditures.**
- B. Maintain Section 8 Administrative operating reserve to HUD standard levels.**
- C. Operate without any unresolved fiscal audit findings carried over between fiscal audits.**

**Goal 4: Provide a safe and opportunity-rich living environment in MHA Public Housing neighborhoods.**

- A. Provide opportunities for social and economic development, leading to increased self-sufficiency and independence for families, senior, and the handicapped.**
- B. If funding is provided, operate the Family Self-Sufficiency Program for Public Housing residents and Section 8 residents.**
- C. Maintain on-site services leases and MOAs with at least twenty agencies.**
- D. Operate the Family Investment Center so as to offer the services of at least ten agencies to 700 people per year.**
- E. Develop and maintain viable Resident Associations in non-scattered MHA sites. Objective is accomplished when five sites meet MHA funding criteria.**
- F. Implement and administer the ROSS Elderly/Persons with Disability program and the ROSS Family and Homeownership program to 300 or more public housing residents.**
- G. Apply to HUD for Public Housing Neighborhood Network funding, if available.**

**Goal 5: Impact homelessness.**

- A. Maintain a local homeless preference system and referral MOUs with local agencies.**
- B. Operate Grove Park Village as a 40-unit permanent supportive housing development.**

**Goal 6: Maintain the Public Housing physical plant in satisfactory condition.**

- A. Obtain PHAS unit inspection score of no less than 20 points.**
- B. Complete all preventive maintenance routines in accordance with system plan.**
- C. Complete 99% of emergency work requests within 24 hours.**
- D. Complete 90% of non-emergency work orders before year-end.**
- E. Expend Capital Grant Program Funds within four years of award.**

# Streamlined Annual PHA Plan

## PHA Fiscal Year 2009

[24 CFR Part 903.12(b)]

### Table of Contents

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

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

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<input type="checkbox"/>	14. Other (List below, providing name for each item)	

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

**Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;**

**Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.**

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

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

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

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

**Executive Summary (optional)**

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

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

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

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

<b>Housing Needs of Families on the PHA’s Waiting Lists</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>2,798</b>		<b>586</b>
Extremely low income <=30% AMI	<b>2,729</b>	<b>.98</b>	
Very low income (>30% but <=50% AMI)	<b>66</b>	<b>.02</b>	
Low income (>50% but <80% AMI)	<b>3</b>	<b>.001</b>	
Families with children	<b>1,702</b>	<b>.61</b>	
Elderly families	<b>39</b>	<b>.01</b>	
Families with Disabilities	<b>127</b>	<b>.05</b>	
Race/ethnicity: African American	<b>2,592</b>	<b>.93</b>	
Race/ethnicity: Caucasian	<b>188</b>	<b>.07</b>	
Race/ethnicity: Hispanic	<b>2</b>	<b>.001</b>	
Race/ethnicity: American Indian	<b>16</b>	<b>.006</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>1,082</b>	<b>.39</b>	
2 BR	<b>1,038</b>	<b>.37</b>	
3 BR	<b>488</b>	<b>.17</b>	
4 BR	<b>180</b>	<b>.065</b>	
5 BR	<b>10</b>	<b>.005</b>	
5+ BR	<b>0</b>	<b>0</b>	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,221		244
Extremely low income <=30% AMI	1,733	.78	
Very low income (>30% but <=50% AMI)	444	.20	
Low income (>50% but <80% AMI)	44	.02	
Families with children	1,488	.67	
Elderly families	200	.09	
Families with Disabilities	821	.37	
Race/ethnicity: African American	2,066	.93	
Race/ethnicity: Caucasian	133	.06	
Race/ethnicity: Otherc	22	.01	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? Twelve (12) months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>Homeless/displaced, per local preference/Disability Connections referrals.</b>			

**B. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**PH admission preferences for the elderly**

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**PH admission preferences for disabled and Disability Connections referrals**

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations

- Other: (list below)  
Develop a broad range of affordable housing opportunities in inner-city, mid-town, and suburban locations.

**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)

**MHA’s long term commitment to providing housing choices while reducing low income concentration.**

**2. Statement of Financial Resources**

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

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grants)</b>		
a) Public Housing Operating Fund	<b>\$7,879,245</b>	
b) Public Housing Capital Fund	<b>3,755,655</b>	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	<b>12,533,812</b>	
f) Resident Opportunity and Self-Sufficiency Grants	<b>126,400</b>	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
Graduation Incentive Bonus Program	<b>104,000</b>	<b>PH Supportive Services</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Capital Fund FY 2006	<b>100,430</b>	<b>PH Capital Improvements</b>
Capital Fund FY 2007	<b>1,984,584</b>	<b>PH Capital Improvements</b>
Capital Fund FY 2008	<b>3,194,109</b>	<b>PH Capital Improvements</b>
<b>3. Public Housing Dwelling Rental Income</b>	<b>2,039,061</b>	<b>PH Operations</b>
<b>4. Other income (list below)</b>		
Miscellaneous Income	<b>150,000</b>	<b>PH Operations</b>
<b>5. Non-federal sources (list below)</b>		
Interest Income	<b>99,675</b>	<b>PH Operations</b>
<b>Total resources</b>	<b>\$31,328,808</b>	

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

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

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: **Varies by market conditions; usually less than one month prior to offer, when size of waiting list allows.**

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)

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 **(At select properties, usually mixed-finance and/or those managed by private property firms)**
- Other (describe)

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

- PHA main administrative office
- PHA development site management office **(Site offices of developments with site-based waiting lists)**
- Other (list below)

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? **Yes**  
If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
2009 Vineville	01/14/2005	70% Black / 30% White	78% Black / 21% White / 1% Asian	+8% Black /-9% White / +1% Asian
Tattnall Place	01/01/2006	74% Black / 26% White	67% Black / 33% White	-7% Black /+7% White

2. What is the number of site based waiting list developments to which families may apply at one time? **Two**

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? **Three**

4.  Yes  No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

**Pending fair housing complaint involving MHA’s refusal to allow Section 8 participant to remain in the Section 8 Program without valid proof of U.S. citizenship or legal immigration status. Case has no relation to site-based waiting lists since the Section 8 waiting list is centralized.**

d. Site-Based Waiting Lists – Coming Year

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

1. How many site-based waiting lists will the PHA operate in the coming year? **Two.**  
**However, MHA may, at its sole discretion and upon further research, institute more site-based waiting lists in 2009 and beyond, depending upon local market conditions and Board approval.**
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? **Two, that is if both of the two are available.**
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)  
**Site office at developments with site-based waiting lists.**

**(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: **Obviously, the two developments with site-based waiting lists can only make a single offer.**

**(4) Admissions Preferences**

- a. Income targeting:
  - Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or

below 30% of median area income?

b. Transfer policies:

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

- Emergencies
- Over-housed (**By two bedrooms or more**)
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: **Please note that the Annual Plan format does not allow an adequate description of the transfer mechanism. By definition, a transfer (including the over-housed and under-housed) represents a choice to give the transfer a priority over a possible admission from the waiting list. In general, MHA processes those transfers by development, when vacancies and turnover are low.**

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
**See Attachment J (ga007j01)**

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. **See Attachment J (ga007j01). Also, see income categories on MHA’s waiting list on Page 8 of this plan.**

**(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): **Post and comment on new policies as required, combined with resident meetings as needed.**

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

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

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

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
NOT APPLICABLE			

**B. Section 8**

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

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
  - Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors):
  - Other (list below)  
**Previously evicted or has an outstanding debt with MHA.**
- 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)  
**Current and previous landlord information and addresses, when asked.**

**(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)

**At sites as determined by MHA and publicly advertised when the waiting list becomes open. As an alternative, MHA may also choose to announce application by telephone or other method.**

**(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:

**MHA issues all vouchers for an initial period of 120 days. Extensions beyond this are reviewed on a case-by-case basis, at MHA's discretion, and according to HUD policy and MHA's administrative plan.**

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

**Local homeless definition, local displacement definition, and disabled referred through local agency MOU. See Attachment K (ga007k01)**

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)

**Through outreach to agencies with which MHA may work from time to time as special circumstances/projects warrant.**

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

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

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one of the following two)

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

b. Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50

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

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

**If a hardship exists, tenant may request exemption. Exemptions are granted at MHA discretion with appropriate verification congruent with 24 CFR 5.630.**

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

3. Select the space(s) that best describes how you arrive at ceiling rents (select all that apply)

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

f. Rent re-determinations:

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

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

**Flat rent families report change in family composition at the time it occurs; changes in income are reported at recertification every three years. Income based rent families report a change in family composition or decrease in income at the time it occurs. Such families report increases in income at annual reexamination or at the times specified in the policy.**

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents

(ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

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

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

**Survey of similar units outside the neighborhood adjusted for market differences.**

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually

Other (list below)

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

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

## **(2) Minimum Rent**

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

- \$0  
 \$1-\$25  
 \$26-\$50

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

## **5. Capital Improvement Needs**

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

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

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

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

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

- a.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b.  Yes  No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI

and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

**(1) Hope VI Revitalization**

a.  Yes  No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)

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

Development name: **Oglethorpe Homes**

Development (project) number: **GA 7-1**

Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved **and completed**
- Activities pursuant to an approved Revitalization Plan

Development name: **Tindall Heights**

Development (project) number: **GA 7-2**

Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development  
**NOTE: MHA is in the process of developing a revitalization plan for Tindall Heights. It is expected that this plan will involve mixed-financing and HOPE VI. This will depend on the status of the HOPE VI program, the probable competitiveness of Tindall Heights within the NOFA, and the feasibility of other alternatives.**
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

c.  Yes  No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:  
**Tindall Heights (See note in b above)**

d.  Yes  No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:  
**HOPE VI or other mixed-finance revitalization of Tindall Heights**

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

## 6. Demolition and Disposition

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

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

- a.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)
- The Macon Housing Authority is planning demolition and disposition activities for the revitalization of Tindall Heights, using HOPE VI funding, if available. Our preliminary planning, subject to change, envisions the complete or partial demolition and disposition of Tindall Heights (412 units) and its replacement on-site with mixed income, mixed finance, multi-family housing in significantly smaller numbers. MHA anticipates the development of additional off-site replacement units, most likely mixed-income multi-family units, elderly mixed-income units, and single family homeownership units.**

**The Macon Housing Authority is investigating the disposition of some or all of its public housing sites through a third party in order to gain the necessary mixed-finance capital to make the improvements required for an appropriate environment for Macon’s public housing residents. This process will be a multi-year process and engaged in only after a full discussion with MHA’s residents and HUD’s approval of the various mixed-finance transactions.**

Demolition/Disposition Activity Description
1a. Development name: <b>Tindall Heights</b>
1b. Development (project) number: <b>7-2</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <b>01/05/2009 Est.</b>
5. Number of units affected: <b>412</b>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>01/03/2010 Est.</b> b. Projected end date of activity: <b>31/03/2012 Est.</b>

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

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (1)  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

### **(2) Program Description**

a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option?  
If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

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:  
**In addition to previously established criteria, MHA has imposed eligibility criteria as found in Attachment L (ga007101).**

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

**MHA will continue to market the Section 8 Homeownership Program through its affiliate partners, Habitat for Humanity and Disability Connections, in addition to open market operations.**

### **(3) Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a.  Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b.  Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c.  Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d.  Demonstrating that it has other relevant experience (list experience below).

## **8. Civil Rights Certifications**

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

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

## **9. Additional Information**

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

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

*(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2008 - 2012.*

**See Attachment H (ga007h01)**

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

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

24 CFR Part 903.7(r)

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

- a. Substantial Deviation from the 5-Year Plan
- b. Significant Amendment or Modification to the Annual Plan  
**Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which also require formal approval of the Board of Commissioners. Ordinary changes in operating policies and procedures will not normally be considered to be substantial deviations or significant amendments or modifications, even if approved by the Board of Commissioners, nor will changes in the lease or other policies so long as these policies affecting residents have been exposed to the posting and comment process where required.**

### **C. Other Information**

[24 CFR Part 903.13, 903.15]

**(1) Resident Advisory Board Recommendations**

a.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?  
If yes, provide the comments below:  
**See Attachment G (ga007g01)**

b. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)

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

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

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

Yes  No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: JoAnn T. Fowler

Method of Selection:

Appointment  
**The term of appointment is (include the date term expires): Commissioner Fowler's full five-year term expires June 30, 2012.**

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

**Description of Resident Election Process**

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

Eligible candidates: (select one)

Any recipient of PHA assistance

- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member: **June 21, 2009**

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): **The Honorable Robert Reichert, Mayor of the City of Macon.**

### **(3) PHA Statement of Consistency with the Consolidated Plan**

[24 CFR Part 903.15]

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

#### **Consolidated Plan jurisdiction: City of Macon, Georgia**

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

- The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Other: (list below)  
**MHA properly notified the Local Jurisdiction of opportunities to provide input into the Agency Plan including, but not limited to, the public hearing.**

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

**The Consolidated Plan of the City of Macon supports MHA's Annual Plan by offering collaborative efforts to help MHA remove barriers to affordable housing when needed. The Consolidated Plan outlines its goals to help end homelessness and supports MHA's use of the local homeless preference.**

#### **(4) Violence Against Women Act (VAWA) Statement**

**In 2008, the MHA Board of Commissioners adopted policies satisfying all requirements of the Violence Against Woman Act VAWA, Public Law 109-162 (see Attachment M (ga007m01)). As part of its policies, MHA ensures that participants and residents are notified of their rights under VAWA by way of newsletters, bulletins, community billboards, and lease-up interviews.**

**Additionally, MHA entered into a Memorandum of Understanding (MOU) with the Violence Intervention and Prevention Program (VIPP) to accept referrals from MHA's public housing and Section 8 managers and caseworkers to assist individuals and families who may be confronted with domestic violence, dating violence, sexual assault, or stalking situations. The goal of VIPP is to prevent and end domestic violence and sexual assault through empowerment, education, awareness, and advocacy. Services are extended to men, women, and children.**

**Essentially, when an MHA employee learns of a situation involving domestic violence, dating violence, sexual assault, or stalking, under the terms of the MOU with VIPP, a referral will be made and VIPP will work to provide counseling, education and further referral services to other professional organizations for additional help, as needed.**

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

- a.  Yes  No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

**See Attachment I (ga007i01)**

- b.  Yes  No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units

- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

**Need to expand and/or preserve affordable housing opportunities for low to moderate income renters, both general occupancy and special needs groups, in a variety of neighborhoods.**

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

- Pearl Stephens Village, 54 units, Napier Ave.**
- Colony West Apartments, 26 units, Bloomfield Rd.**
- Vineville Christian Towers, 25 units, Vineville Ave.**
- Pinewood Park, 30 units, Mercer University Blvd.**
- Baltic Park, 26 units, Hightower Rd.**
- Grove Park Village, 40 units, Old Clinton Rd.**

### 11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
✓	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
✓	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
✓	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
✓	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
✓	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
✓	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
✓	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
✓	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
✓	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
✓	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
✓	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
✓	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
✓	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
✓	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
✓	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
✓	Policies governing any Section 8 Homeownership program (Section 19 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
✓	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
✓	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
✓	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
✓	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
✓	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
✓	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHAs response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

## **12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report**

**Attachment A (ga007a01) – FFY 2009 (GA06P00750109)**

**Attachment B (ga007b01) – FFY 2009 (GA06R00750109)**

**Attachment D (ga007d01) – FFY 2008 (GA06P00750108)**

**Attachment E (ga007e01) – FFY 2007 (GA06P00750107)**

**Attachment F (ga007f01) – FFY 2006 (GA06P00750106)**

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

**Attachment C (ga007c01) – Five Year Action Plan**

**Attachment A (ga007a01)**

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

<b>PHA Name:</b> Housing Authority of the City of Macon, Georgia		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:		<b>Capital Fund Program</b> GA06P00750109 N/A	<b>Federal FY of Grant:</b> FFY 2009
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> 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	\$116,800			
3	1408 Management Improvements Soft Costs	\$40,000			
	Management Improvements Hard Costs	\$0			
4	1410 Administration	\$375,565			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$250,000			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$376,500			
10	1460 Dwelling Structures	\$2,362,790			
11	1465.1 Dwelling Equipment—Nonexpendable	\$24,000			
12	1470 Non-dwelling Structures	\$5,000			
13	1475 Non-dwelling Equipment	\$0			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$180,000			
18	1499 Development Activities	\$25,000			
19	1501 Collateralization Expenses or Debt Service	\$0			
20	1502 Contingency	\$0			
21	<b>Amount of Annual Grant: (sum of lines 1 thru 20)</b>	<b>\$3,755,655</b>			
22	Amount of line 21 Related to LBP Activities	\$80,000			
23	Amount of line 21 Related to Section 504 compliance	\$28,700			
24	Amount of line 21 Related to Security –Soft Costs	\$5,000			
25	Amount of Line 21 related to Security--Hard Costs	\$5,000			
26	Amount of line 21 Related to Energy Conservation Measures	\$0			

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750109 N/A		Federal FY of Grant: FFY 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	<b><u>OPERATIONS</u></b>							
	MHA Operations	1406.00	L.S.	\$90,000.00				
	Tattnall Place Operations	1406.00	L.S.	\$6,000.00				
	2009 Vineville Housing Operations	1406.00	L.S.	\$20,800.00				
	<b>Sub Total</b>			<b>\$116,800.00</b>				
PHA-WIDE	<b><u>MANAGEMENT IMPROVEMENTS</u></b>							
	Resident Job Development	1408.00	L.S.	\$5,000.00				
	Minority Business Enterprise/ Section 3 Involvement	1408.00	L.S.	\$20,000.00				
	Consultant Fee/ Staff Training/ Incidentals	1409.00	L.S.	\$5,000.00				
	Lead Based Paint Risk Assessment	1408.00	L.S.	\$5,000.00				
	Security	1408.00	L.S.	\$5,000.00				
<b>Sub Total</b>			<b>\$40,000.00</b>					
PHA-WIDE	<b><u>ADMINISTRATION</u></b>							
	Staff Salaries and Fringe Benefits	1410.00		\$375,565.00				
	<b>Sub Total</b>			<b>\$375,565.00</b>				
GA 7-2/ 2A Tindall Heights	<b><u>ARCHITECTURAL &amp; ENGINEERING FEES</u></b>							
	Architectural and Planning Consultant Costs	1430.00	L.S.	\$250,000.00				
	<b>Sub Total</b>			<b>\$250,000.00</b>				

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750109 N/A		Federal FY of Grant: FFY 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PHYSICAL IMPROVEMENTS</b>								
GA 7-2 Tindall Heights Phase (I)	Landscaping	1450.00	L.S.	\$60,000.00				
GA 7-2 Tindall Heights Phase (I)	Replace sidewalks, add fencing, rework playground, resurface parking areas.	1450.00	L.S.	\$275,000.00				
GA 7-2 Tindall Heights Phase (I)	Abate lead based paint	1460.00	50 Units	\$75,000.00				
GA 7-2 Tindall Heights Phase (I)	Handicap units (504 Compliance)	1460.00	50 Units	\$28,700.00				
GA 7-2 Tindall Heights Phase (I)	Replace Flooring	1460.00	50 Units	\$99,510.00				
GA 7-2 Tindall Heights Phase (I)	Replace Entry locks	1460.00	50 Units	\$12,850.00				
GA 7-2 Tindall Heights Phase (I)	Install New window shades	1460.00	50 Units	\$12,850.00				
GA 7-2 Tindall Heights Phase (I)	Repair Exterior Door Jambs	1460.00	50 Units	\$12,850.00				
GA 7-2 Tindall Heights Phase (I)	Installed vented range hood	1460.00	50 Units	\$32,620.00				
GA 7-2 Tindall Heights Phase (I)	Interior Painting	1460.00	50 Units	\$79,100.00				
GA 7-2 Tindall Heights Phase (I)	Replace Screen Doors and Hardware	1460.00	50 Units	\$23,800.00				
GA 7-2 Tindall Heights Phase (I)	Modernization of Bathrooms	1460.00	50 Units	\$187,800.00				
GA 7-2 Tindall Heights Phase (I)	Modernization of Kitchens	1460.00	50 Units	\$158,150.00				
GA 7-2 Tindall Heights Phase (I)	Misc. Electrical	1460.00	50 Units	\$79,160.00				
GA 7-2 Tindall Heights Phase (I)	Misc. Plumbing lines	1460.00	50 Units	\$108,725.00				
GA 7-2 Tindall Heights Phase (I)	Replace Hot Water Heaters	1460.00	50 Units	\$36,575.00				
GA 7-2 Tindall Heights Phase (I)	Reconfigure dwelling units	1460.00	50 Units	\$48,350.00				
GA 7-2 Tindall Heights Phase (I)	Replace Weather-stripping on exterior doors	1460.00	50 Units	\$44,500.00				
GA 7-2 Tindall Heights Phase (I)	Replace interior doors	1460.00	50 Units	\$52,900.00				
GA 7-2 Tindall Heights Phase (I)	Hydronic Heating	1460.00	50 Units	\$139,400.00				
GA 7-2 Tindall Heights Phase (I)	Air-conditioning	1460.00	50 Units	\$74,650.00				
GA 7- 2A Tindall Heights	Roof Replacement	1460.00	94 Units	\$115,000.00				
GA 7-2/ 2A Tindall Heights	Relocation	1495.10	LS	\$180,000.00				
	<b>Sub Total</b>			<b>\$1,937,490.00</b>				

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750109 N/A		Federal FY of Grant: FFY 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PHYSICAL IMPROVEMENTS ( Contd.)</b>								
GA 7-5 Pendleton Homes	Replace Kitchen Cabinets, Faucets	1460.00	125 Units	\$150,000.00				
GA 7-5 Pendleton Homes	Replace Floor Tiles	1460.00	50 Units	\$50,000.00				
GA 7-5 Pendleton Homes	Misc. Plumbing Repairs	1460.00	125 Units	\$150,000.00				
GA 7-6 Felton Homes	Upgrade Building Exteriors	1460.00	100 Units	\$50,000.00				
GA 7-6 Felton Homes	Replace Roofs	1460.00	100 Units	\$184,800.00				
GA 7-7 Mounts Homes	Replace Roofs	1460.00	86 Units	\$162,000.00				
GA 7-9 Davis Homes	Landscaping	1450.00	L.S.	\$5,000.00				
GA 7-10 Anthony Homes	Landscaping	1450.00	L.S.	\$5,000.00				
GA 7-14 Scattered Sites	Landscaping	1450.00	L.S.	\$5,000.00				
GA 7-21 Bobby Jones/ Shakespeare	Landscaping	1450.00	L.S.	\$15,000.00				
GA 7-24 Martin Place	Landscaping	1450.00	L.S.	\$5,000.00				
GA 7-15 Willingham Courts	Replace Refrigerators	1465.10	24 Units	\$12,000.00				
GA 7-17 Roff/Markwalter	Replace Refrigerators	1465.10	25 Units	\$12,000.00				
GA 7-25 2009 Vineville Ave	Site Work	1450.00	L.S.	\$6,500.00				
GA 7-25 2009 Vineville Ave	Install new Washers & Dryers	1460.00	104 Units	\$120,000.00				
GA 7-25 2009 Vineville Ave	Dryer Vents, Entrance Canopy	1460.00	L.S.	\$73,500.00				
PHA Wide	Security Improvements Various Sites	1470.00	L.S.	\$5,000.00				
	<b>Sub Total</b>			<b>\$1,010,800.00</b>				
PHA- WIDE	Mod used for Development	1499.00	L.S.	\$25,000.00				
	<b>GRAND TOTAL</b>			<b>\$3,755,655.00</b>				

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: <b>GA06P00750109</b> Replacement Housing Factor Grant No: <b>N/A</b>			Federal FY of Grant:		<b>FFY 2009</b>
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>PHA- WIDE</b>							
Management Improvements	9/30/2011			9/30/2013			
Administration Cost	9/30/2011			9/30/2013			
Fees and Costs	9/30/2011			9/30/2013			
<b>PHYSICAL IMPROVEMENTS:</b>							
GA 7-4 Murphey Homes	Restore Non- Dwelling units to Dwelling Units	9/30/2011		9/30/2013			
GA 7-5 Pendleton Homes	Replace Kitchen Cabinets, Faucets	9/30/2011		9/30/2013			
GA 7-5 Pendleton Homes	Replace Floor Tiles	9/30/2011		9/30/2013			
GA 7-5 Pendleton Homes	Misc. Plumbing Repairs	9/30/2011		9/30/2013			
GA 7-6 Felton Homes	Restore Non- Dwelling units to Dwelling Units	9/30/2011		9/30/2013			
GA 7-6 Felton Homes	Renovation/ Addition of Community Space	9/30/2011		9/30/2013			
GA 7-6 Felton Homes	Renovate Office space in the existing AMC Building & replace	9/30/2011		9/30/2013			
GA 7-9 Davis Homes	Replace Refrigerators	9/30/2011		9/30/2013			
GA 7-11 McAfee Tower	Replace Roof	9/30/2011		9/30/2013			
GA 7-11 McAfee Tower	Replace HWH	9/30/2011		9/30/2013			
GA 7-14 Scattered Sites	Replace Refrigerators	9/30/2011		9/30/2013			
GA 7-19 Bloomfield Way	Replace Roof	9/30/2011		9/30/2013			
GA 7-21 Bobby Jones/ Shakespeare	Replace Refrigerators	9/30/2011		9/30/2013			
GA 7-25 2009 Vineville Ave	Misc. Improvements	9/30/2011		9/30/2013			
GA 7-11 McAfee Tower	Replace Elevators Equipment Security Improvements Various Sites	9/30/2011		9/30/2013			
PHA Wide	Sites	9/30/2011		9/30/2013			

Attachment B (ga007b01)

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

<b>PHA Name:</b> Housing Authority of the City of Macon, Georgia		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:		<b>Capital Fund Program</b> N/A GA06R00750109	<b>Federal FY of Grant:</b> FFY 2009
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement ( revision no: __)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$0			
3	1408 Management Improvements Soft Costs	\$0			
	Management Improvements Hard Costs	\$0			
4	1410 Administration	\$0			
5	1411 Audit	\$0			
6	1415 Liquidated Damages	\$0			
7	1430 Fees and Costs	\$0			
8	1440 Site Acquisition	\$0			
9	1450 Site Improvement	\$0			
10	1460 Dwelling Structures	\$0			
11	1465.1 Dwelling Equipment—Nonexpendable	\$0			
12	1470 Non-dwelling Structures	\$0			
13	1475 Non-dwelling Equipment	\$0			
14	1485 Demolition	\$0			
15	1490 Replacement Reserve	\$0			
16	1492 Moving to Work Demonstration	\$0			
17	1495.1 Relocation Costs	\$0			
18	1499 Development Activities	\$44,416			
19	1501 Collateralization Expenses or Debt Service	\$0			
20	1502 Contingency	\$0			
21	<b>Amount of Annual Grant: (sum of lines 1 thru 20)</b>	<b>\$44,416</b>			
22	Amount of line 21 Related to LBP Activities	\$0			
23	Amount of line 21 Related to Section 504 compliance	\$0			
24	Amount of line 21 Related to Security –Soft Costs	\$0			
25	Amount of Line 21 related to Security-- Hard Costs	\$0			
26	Amount of line 21 Related to Energy Conservation Measures	\$0			

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

PHA Name: <b>Housing Authority of the City of Macon, Georgia</b>		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program N/A GA06R00750109		Federal FY of Grant: <b>FFY 2009</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>PHA- WIDE</b>	<b>Mod used for Development</b>	1499.00	L.S..	<b>\$44,416.00</b>				
	<b>GRAND TOTAL</b>			<b>\$44,416.00</b>				

**Capital Fund Program Five-Year Action Plan  
Part I: Summary**

PHA Name		<input checked="" type="checkbox"/> Original 5-Year Plan			
The Housing Authority of city of Macon, Georgia		Revision No:			
Development Number/ Name/HA-Wide	Year 1 FFY Grant : 2009	Work Statement for Year 2 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 3 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 4 FFY Grant: 2012 PHA FY: 2012	Work Statement for Year 5 FFY Grant: 2013 PHA FY: 2013
	<b>Annual Statement ( Attached )</b>				
<i>PHA- Wide Operations</i>		\$116,800.00	\$116,800.00	\$116,800.00	\$116,800.00
<i>PHYSICAL IMPROVEMENTS:</i>					
GA 7-2/2A Tindall Heights		Revitalization/ Reconstruction Phase (II) \$1,405,653.00	Revitalization/ Reconstruction Phase (III) \$2,602,490.00	Revitalization/ Reconstruction Phase (IV) \$3,193,290.00	Revitalization/ Reconstruction Phase (V) \$2,953,440.00
GA 7-2/ 2A Tindall Heights		\$0.00	\$0.00	\$0.00	\$0.00
GA 7-3 Bowden Homes		\$118,000.00	\$0.00	\$0.00	\$0.00
GA 7-4 Murphey Homes		\$0.00	\$0.00	\$0.00	\$82,350.00
GA 7-5 Pendleton Homes		\$550,000.00	\$0.00	\$0.00	\$112,500.00
GA 7-6 Felton Homes		\$51,500.00	\$0.00	\$0.00	\$45,000.00
GA 7-7 Mounts Homes		\$0.00	\$0.00	\$0.00	\$0.00
GA 7-8 Davis Homes		\$17,100.00	\$0.00	\$0.00	\$0.00
GA 7-9 Davis Homes		\$37,200.00	\$0.00	\$0.00	\$0.00
GA 7-10 Anthony Homes		\$685,000.00	\$550,000.00	\$0.00	\$0.00
GA 7-11 McAfee Tower		\$0.00	\$0.00	\$0.00	\$0.00
GA 7-14 Scattered Sites		\$21,500.00	\$0.00	\$0.00	\$0.00
GA 7-15 Willingham Courts		\$0.00	\$7,000.00	\$0.00	\$0.00
GA 7-17 Roff/ Markwalter		\$0.00	\$7,000.00	\$0.00	\$0.00
GA 7-19 Bloomfield Way		\$25,000.00	\$0.00	\$0.00	\$0.00
GA 7-21 Bobby Jones/ Shakespeare		\$0.00	\$26,800.00	\$0.00	\$0.00
GA 7-24 Martin Place		\$14,000.00	\$0.00	\$0.00	\$0.00
Security Improvements Various Sites		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
<i>TOTAL for Physical Improvements</i>		<b>\$2,929,953.00</b>	<b>\$3,198,290.00</b>	<b>\$3,198,290.00</b>	<b>\$3,198,290.00</b>
<i>Mod used for Development</i>		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<i>A &amp; E Fees</i>		\$75,000.00	\$0.00	\$0.00	\$0.00
<i>Management Improvements</i>		\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
<i>Administration Costs</i>		\$375,565.00	\$375,565.00	\$375,565.00	\$375,565.00
<i>Relocation Costs</i>		\$193,337.00	\$0.00	\$0.00	\$0.00
<b>CFP Funds Listed for 5-year Planning</b>	<b>\$3,755,655.00</b>	<b>\$3,755,655.00</b>	<b>\$3,755,655.00</b>	<b>\$3,755,655.00</b>	
<b>Replacement Housing Factor Funds</b>	<b>\$44,416.00</b>	<b>\$44,416.00</b>	<b>\$44,416.00</b>	<b>\$44,416.00</b>	

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1 FFY 2009	Activities for Year : 2 FFY Grant: 2010 PHA FY: 2010			Activities for Year: 3 FFY Grant: 2011 PHA FY: 2010		
	Development Number/ Name	Major Work Categories	Estimated Cost	Development Number/ Name	Major Work Categories	Estimated Cost
Annual Statement ( Attached )	<u>PHA - WIDE</u>	Operations	\$ 116,800.00	<u>PHA - WIDE</u>	Operations	\$ 116,800.00
	<b>PHYSICAL IMPROVEMENTS:</b>			<b>PHYSICAL IMPROVEMENTS:</b>		
	<u>GA 7-2 Tindall Heights</u>  ( Phase II )	Landscaping Replace sidewalks, add fencing, rework playground, resurface parking areas. Abate lead based paint Handicap units (504 Compliance) Replace Flooring Replace Entry locks Install New window shades Repair Exterior Door Jamb Installed vented range hood Interior Painting Replace Screen Doors and Hardware Renovate Bathrooms Renovate Kitchens Misc. Electrical Misc. Plumbing lines Replace Hot Water Heaters Reconfigure dwelling units Replace Weather-stripping on exterior doors Replace interior doors Hydronic Heating Air-conditioning Misc. ( Contingency )	\$ 128,540.00 \$ 119,564.00 \$ 29,897.00 \$ 21,374.00 \$ 141,473.00 \$ 6,630.00 \$ 8,845.00 \$ 6,630.00 \$ 22,106.00 \$ 55,265.00 \$ 14,370.00 \$ 132,628.00 \$ 110,522.00 \$ 55,265.00 \$ 55,265.00 \$ 25,642.00 \$ 106,967.00 \$ 30,937.00 \$ 35,364.00 \$ 198,944.00 \$ 53,050.00 \$ 46,375.00	<u>GA 7-2 Tindall Heights</u>  ( Phase III )	Landscaping Replace sidewalks, add fencing, rework playground, resurface parking areas. Abate lead based paint Handicap units (504 Compliance) Replace Flooring Replace Entry locks Install New window shades Repair Exterior Door Jamb Installed vented range hood Interior Painting Replace Screen Doors and Hardware Renovate Bathrooms Renovate Kitchens Misc. Electrical Misc. Plumbing lines Replace Hot Water Heaters Reconfigure dwelling units Replace Weather-stripping on exterior doors Replace interior doors Hydronic Heating Air-conditioning Misc. ( Contingency )	\$ 231,560.00 \$ 242,590.00 \$ 298,160.00 \$ 27,740.00 \$ 183,480.00 \$ 8,590.00 \$ 11,470.00 \$ 8,590.00 \$ 28,675.00 \$ 71,670.00 \$ 18,640.00 \$ 172,010.00 \$ 143,340.00 \$ 71,680.00 \$ 71,685.00 \$ 33,260.00 \$ 158,790.00 \$ 40,130.00 \$ 45,860.00 \$ 258,030.00 \$ 68,800.00 \$ 407,740.00
		<b>Sub Total</b>	<b>\$ 1,405,653.00</b>		<b>Sub Total</b>	<b>\$ 2,602,490.00</b>
	<u>GA 7-5 Pendleton Homes</u> <u>GA 7-3 Bowden Homes</u> <u>GA 7-6 Felton Homes</u> <u>GA 7-6 Felton Homes</u>	Kitchen Cabinets, Floor Tiles, Plumbing Replace Roof Site Work Install Exhaust Fans in Bathrooms	\$ 550,000.00 \$ 118,000.00 \$ 25,000.00 \$ 26,500.00	<u>GA 7-10 Anthony Homes</u> <u>GA 7-15 Willingham Ct.</u> <u>GA 7-17 Roff Ave/Markwalter</u> <u>GA 7-21 B.J.J Shakespeare</u>	Replace covered twin storm pipes Replace Ranges Replace Ranges Replace Ranges	\$ 550,000.00 \$ 7,000.00 \$ 7,000.00 \$ 26,800.00
	<u>GA 7-10 Anthony Homes</u> <u>GA 7-10 Anthony Homes</u> <u>GA 7-19 Bloomfield Way</u> <u>GA 7-8 Davis Homes</u> <u>GA 7-9 Davis Homes</u> <u>GA 7-14 Scattered Sites</u>	Replace covered twin storm pipes Replace Refrigerators Replace Refrigerators Replace Ranges Replace Ranges Replace Ranges	\$ 550,000.00 \$ 135,000.00 \$ 25,000.00 \$ 17,100.00 \$ 37,200.00 \$ 21,500.00	<u>GA 7-24 MARTIN PLACE</u> <u>PHA Wide</u>	Replace Refrigerators Security Improvements	\$ 14,000.00 \$ 5,000.00
		<b>Sub Total for Physical Improvements</b>	<b>\$ 1,524,300.00</b>	<u>PHA Wide</u>	Security Improvements	\$ 5,000.00
	<u>GA 7-10 Anthony Homes</u>	Architectural & Engineering Fees	\$ 75,000.00		<b>Sub Total for Physical Improvements</b>	<b>\$ 595,800.00</b>
		<b>Sub Total</b>	<b>\$ 75,000.00</b>			
	<u>Management Improvements</u>	Resident Job Development Program Minority Business Enterprise/ Section 3 Involvement Consultant Fee/ Staff Training/ Incidentals Lead Based Paint Risk Assessment Security	\$ 5,000.00 \$ 20,000.00 \$ 5,000.00 \$ 5,000.00 \$ 5,000.00	<u>Management Improvements</u>	Resident Job Development Program Minority Business Enterprise/ Section 3 Involvement Consultant Fee/ Staff Training/ Incidentals Lead Based Paint Risk Assessment Security	\$ 5,000.00 \$ 20,000.00 \$ 5,000.00 \$ 5,000.00 \$ 5,000.00
		<b>Sub Total</b>	<b>\$ 40,000.00</b>		<b>Sub Total</b>	<b>\$ 40,000.00</b>
	<u>Administration Costs</u>	Staff Salaries	\$ 375,565.00	<u>Administration Costs</u>	Staff Salaries	\$ 375,565.00
	<u>Relocation Costs</u>	Relocation cost for residents	\$ 193,337.00			
	<u>PHA-WIDE</u>	<u>Mod For Development</u>	\$ 25,000.00	<u>PHA-WIDE</u>	<u>Mod For Development</u>	\$ 25,000.00
	<b>Total CFP Estimated Cost</b>			<b>Total CFP Estimated Cost</b>		
			<b>\$ 3,755,655.00</b>			<b>\$ 3,755,655.00</b>

Attachment C (ga007c01)

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

Activities for Year: 4 FFY Grant: 2012 PHA FY: 2012			Activities for Year: 5 FFY Grant: 2013 PHA FY: 2013		
Development Number/ Name	Major Work Categories	Estimated Cost	Development Number/ Name	Major Work Categories	Estimated Cost
PHA - WIDE	Operations	\$ 116,800.00	PHA - WIDE	Operations	\$ 116,800.00
<b>PHYSICAL IMPROVEMENTS:</b>			<b>PHYSICAL IMPROVEMENTS:</b>		
<b>GA 7-2 Tindall Heights</b> <b>( Phase IV )</b>	Landscaping Replace sidewalks, add fencing, rework playground, resurface parking areas. Abate lead based paint Handicap units (504 Compliance) Replace Flooring Replace Entry locks Install New window shades Repair Exterior Door Jambs Installed vented range hood Interior Painting Hardware Renovate Bathrooms Renovate Kitchens Misc. Electrical Misc. Plumbing lines Replace Hot Water Heaters Reconfigure dwelling units Replace Weather-stripping on exterior doors Replace interior doors Hydronic Heating Air-conditioning Misc. ( Contingency )	\$ 386,944.00 \$ 141,242.00 \$ 235,000.00 \$ 46,325.00 \$ 306,610.00 \$ 29,531.00 \$ 29,159.00 \$ 24,370.00 \$ 47,917.00 \$ 119,767.00 \$ 61,152.00 \$ 287,450.00 \$ 239,534.00 \$ 119,767.00 \$ 119,767.00 \$ 105,580.00 \$ 234,480.00 \$ 67,070.00 \$ 76,648.00 \$ 250,000.00 \$ 114,977.00 \$ 150,000.00	<b>GA 7-2 Tindall Heights</b> <b>( Phase V )</b>	Landscaping Replace sidewalks, add fencing, rework playground, resurface parking areas. Abate lead based paint Handicap units (504 Compliance) Replace Flooring Replace Entry locks Install New window shades Repair Exterior Door Jambs Installed vented range hood Interior Painting Hardware Renovate Bathrooms Renovate Kitchens Misc. Electrical Misc. Plumbing lines Replace Hot Water Heaters Reconfigure dwelling units Replace Weather-stripping on exterior doors Replace interior doors Hydronic Heating Air-conditioning Misc. ( Contingency )	\$ 292,373.00 \$ 390,646.00 \$ - \$ 44,643.00 \$ 295,460.00 \$ 13,857.00 \$ 18,463.00 \$ 13,847.00 \$ 46,160.00 \$ 115,409.00 \$ 30,000.00 \$ 276,987.00 \$ 230,817.00 \$ 115,409.00 \$ 115,409.00 \$ 53,555.00 \$ 255,678.00 \$ 64,633.00 \$ 73,866.00 \$ 218,296.00 \$ 110,792.00 \$ 177,140.00
	<b>Sub Total</b>	<b>\$ 3,193,290.00</b>		<b>Sub Total</b>	<b>\$ 2,953,440.00</b>
PHA Wide	Security Improvements	\$ 5,000.00	GA 7-4 Murphey Homes GA 7-5 Pendleton Homes GA 7-6 Felton Homes PHA Wide	Replace Refrigerators Replace Refrigerators Replace Refrigerators Security Improvements	\$ 82,350.00 \$ 112,500.00 \$ 45,000.00 \$ 5,000.00
	<b>Sub Total for Physical Improvements</b>	<b>\$ 5,000.00</b>		<b>Sub Total for Physical Improvements</b>	<b>\$ 244,850.00</b>
Management Improvements	Resident Job Development Program Consultant Fee/ Staff Training/ Incidentals Minority Business Enterprise/ Section 3 Involvement Lead Based Paint Risk Assessment Security	\$ 5,000.00 \$ 5,000.00 \$ 20,000.00 \$ 5,000.00 \$ 5,000.00	Management Improvements	Resident Job Development Program Consultant Fee/ Staff Training/ Incidentals Minority Business Enterprise/ Section 3 Involvement Lead Based Paint Risk Assessment Security	\$ 5,000.00 \$ 5,000.00 \$ 20,000.00 \$ 5,000.00 \$ 5,000.00
	<b>Sub Total</b>	<b>\$ 40,000.00</b>		<b>Sub Total</b>	<b>\$ 40,000.00</b>
Administration Costs	Staff Salaries	\$ 375,565.00	Administration Costs	Staff Salaries	\$ 375,565.00
PHA-WIDE	Mod For Development	\$ 25,000.00	PHA-WIDE	Mod For Development	\$ 25,000.00
	<b>Total CFP Estimated Cost</b>	<b>\$ 3,755,655.00</b>		<b>Total CFP Estimated Cost</b>	<b>\$ 3,755,655.00</b>

**Attachment D (ga007d01)**

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

<b>PHA Name:</b> Housing Authority of the City of Macon, Georgia		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:		<b>Capital Fund Program</b> GA06P00750108 N/A	<b>Federal FY of Grant:</b> FFY 2008
___Original Annual Statement ___Reserve for Disasters/ Emergencies ___X___Revised Annual Statement ( revision no: <u> 2 </u> )		_____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	\$116,800.00	\$116,800.00		
3	1408 Management Improvements Soft Costs	\$40,000.00	\$40,000.00		
	Management Improvements Hard Costs	\$0.00	\$0.00		
4	1410 Administration	\$273,000.00	\$375,565.00		
5	1411 Audit	\$0.00	\$0.00		
6	1415 Liquidated Damages	\$0.00	\$0.00		
7	1430 Fees and Costs	\$350,000.00	\$350,000.00		
8	1440 Site Acquisition	\$0.00	\$0.00		
9	1450 Site Improvement	\$0.00	\$0.00		
10	1460 Dwelling Structures	\$884,037.00	\$728,500.00		
11	1465.1 Dwelling Equipment—Nonexpendable	\$143,500.00	\$123,632.00		
12	1470 Non-dwelling Structures	\$1,646,925.00	\$1,719,765.00		
13	1475 Non-dwelling Equipment	\$276,393.00	\$276,393.00		
14	1485 Demolition	\$0.00	\$0.00		
15	1490 Replacement Reserve	\$0.00	\$0.00		
16	1492 Moving to Work Demonstration	\$0.00	\$0.00		
17	1495.1 Relocation Costs	\$0.00	\$0.00		
18	1499 Development Activities	\$25,000.00	\$25,000.00		
19	1501 Collateralization Expenses or Debt Service	\$0.00	\$0.00		
20	1502 Contingency	\$0.00	\$0.00		
21	<b>Amount of Annual Grant: (sum of lines 1 thru 20)</b>	<b>\$3,755,655.00</b>	<b>\$3,755,655.00</b>		
22	Amount of line 21 Related to LBP Activities	\$5,000.00	\$5,000.00		
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00		
24	Amount of line 21 Related to Security –Soft Costs	\$5,000.00	\$5,000.00		
25	Amount of Line 21 related to Security-- Hard Costs	\$5,000.00	\$5,000.00		
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00		

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750108 N/A		Federal FY of Grant: FFY 2008 Rev. # 2		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	<b><u>OPERATIONS</u></b>							
	MHA Operations	1406.00	L.S.	\$90,000.00	\$90,000.00			
	Tatnall Place Operations	1406.00	L.S.	\$6,000.00	\$6,000.00			
	2009 Vineville Housing Operations	1406.00	L.S.	\$20,800.00	\$20,800.00			
	<b>Sub Total</b>			<b>\$116,800.00</b>	<b>\$116,800.00</b>			
PHA-WIDE	<b><u>MANAGEMENT IMPROVEMENTS</u></b>							
	Resident Job Development	1408.00	L.S.	\$5,000.00	\$5,000.00			
	Minority Business Enterprise/ Section 3 Involvement	1408.00	L.S.	\$20,000.00	\$20,000.00			
	Consultant Fee/ Staff Training/ Incidentals	1409.00	L.S.	\$5,000.00	\$5,000.00			
	Lead Based Paint Risk Assessment	1408.00	L.S.	\$5,000.00	\$5,000.00			
	Security	1408.00	L.S.	\$5,000.00	\$5,000.00			
	<b>Sub Total</b>			<b>\$40,000.00</b>	<b>\$40,000.00</b>			
PHA-WIDE	<b><u>ADMINISTRATION</u></b>							
	Staff Salaries and Fringe Benefits	1410.00		\$273,000.00	\$375,565.00			
	<b>Sub Total</b>			<b>\$273,000.00</b>	<b>\$375,565.00</b>			
GA 7-2/ 2A Tindall Heights	<b><u>ARCHITECTURAL &amp; ENGINEERING FEES</u></b>							
	A & E Fee and Planning Consultant Costs	1430.00	L.S.	\$350,000.00	\$350,000.00			
	<b>Sub Total</b>			<b>\$350,000.00</b>	<b>\$350,000.00</b>			

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750108 N/A		Federal FY of Grant: FFY 2008 Rev. # 2		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
GA 7-4 Murphey Homes	Restore Non- Dwelling units to Dwelling Units	1460.00	2 Units	\$25,000.00	\$25,000.00			
GA 7-4 Murphey Homes	Replace Roofs	1460.00	182 Units	\$0.00	\$150,000.00			Fungibility, moved item from FY 2010
GA 7-5 Pendleton Homes	Replace Kitchen Cabinets, Faucets	1460.00	50 Units	\$150,000.00	\$0.00			Deleted, Moved to FY 2009
GA 7-5 Pendleton Homes	Replace Floor Tiles	1460.00	50 Units	\$150,000.00	\$0.00			Deleted, Moved to FY 2009
GA 7-5 Pendleton Homes	Misc. Plumbing Repairs	1460.00	50 Units	\$150,000.00	\$0.00			Deleted, Moved to FY 2009
GA 7-5 Pendleton Homes	Replace Roofs	1460.00	250 Units	\$0.00	\$165,000.00			Fungibility, moved item from FY 2009
GA 7-6 Felton Homes	Restore Non- Dwelling units to Dwelling Units	1460.00	10 Units	\$200,000.00	\$200,000.00			
GA 7-6 Felton Homes	Renovation/ Addition of Community Space	1470.00	L.S.	\$1,576,925.00	\$1,649,765.00			
GA 7-6 Felton Homes	Renovate Office space in the existing AMC Building & replace HVAC System	1470.00	LS	\$65,000.00	\$65,000.00			
GA 7-9 Davis Homes	Replace Refrigerators	1465.10	126 Units	\$62,500.00	\$53,347.00			Revised based on actual cost
GA 7-11 McAfee Tower	Replace Roof	1460.00	L.S.	\$50,000.00	\$50,000.00			
GA 7-11 McAfee Tower	Replace HWH	1460.00		\$3,500.00	\$3,500.00			
GA 7-14 Scattered Sites	Replace Refrigerators	1465.10	74 Units	\$36,000.00	\$31,274.00			Revised based on actual cost
GA 7-19 Bloomfield Way GA 7-21 Bobby Jones/ Shakespeare	Replace Roof	1460.00	L.S.	\$155,537.00	\$135,000.00			Contract awarded
GA 7-11 McAfee Tower	Replace Refrigerators	1465.10	91 Units	\$45,000.00	\$39,011.00			Revised based on actual cost
GA 7-11 McAfee Tower	Replace Elevators Equipment	1475.00	2	\$276,393.00	\$276,393.00			
PHA Wide	Security Improvements Various Sites	1470.00	L.S.	\$5,000.00	\$5,000.00			
	<b>Sub Total</b>			<b>\$2,950,855.00</b>	<b>\$2,848,290.00</b>			
PHA- WIDE	Mod used for Development	1499.00	L.S..	\$25,000.00	\$25,000.00			
	<b>GRAND TOTAL</b>			<b>\$3,755,655.00</b>	<b>\$3,755,655.00</b>			

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: <b>Capital Fund Program GA06P00750108</b>			Federal FY of Grant: Rev. # 2		FFY 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	
<b>PHA- WIDE</b>								
<b>Management Improvements</b>								
		6/12/2010			6/12/2012			
<b>Administration Cost</b>								
		6/12/2010			6/12/2012			
<b>Fees and Costs</b>								
		6/12/2010			6/12/2012			
<b>PHYSICAL IMPROVEMENTS:</b>								
Restore Non- Dwelling units to Dwelling Units								
<b>GA 7-4 Murphey Homes</b>		6/12/2010			6/12/2012			
<b>GA 7-4 Murphey Homes</b> Replace Roofs		6/12/2010			6/12/2012			
<b>GA 7-5 Pendleton Homes</b> Replace Roofs		6/12/2010			6/12/2012			
<b>GA 7-5 Pendleton Homes</b> Replace Kitchen Cabinets, Faucets		N/A			N/A			
<b>GA 7-5 Pendleton Homes</b> Replace Floor Tiles		N/A			N/A			
<b>GA 7-5 Pendleton Homes</b> Misc. Plumbing Repairs		N/A			N/A			
<b>GA 7-6 Felton Homes</b> Restore Non- Dwelling units to Dwelling Units		6/12/2010			6/12/2012			
<b>GA 7-6 Felton Homes</b> Renovation/ Addition of Community Space		6/12/2010			6/12/2012			
<b>GA 7-6 Felton Homes</b> Renovate Office space in the existing AMC Building & replace HVAC System		6/12/2010			6/12/2012			
<b>GA 7-9 Davis Homes</b> Replace Refrigerators		6/12/2010			6/12/2012			
<b>GA 7-11 McAfee Tower</b> Replace Roof		6/12/2010			6/12/2012			
<b>GA 7-11 McAfee Tower</b> Replace HWH		6/12/2010			6/12/2012			
<b>GA 7-14 Scattered Sites</b> Replace Refrigerators		6/12/2010			6/12/2012			
<b>GA 7-19 Bloomfield Way</b> Replace Roof		6/12/2010			6/12/2012			
<b>GA 7-21 Bobby Jones/ Shakespeare</b> Replace Refrigerators		6/12/2010			6/12/2012			
<b>GA 7-11 McAfee Tower</b> Replace Elevators Equipment		6/12/2010			6/12/2012			
<b>PHA Wide</b> Security Improvements Various Sites		6/12/2010			6/12/2012			

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

<b>PHA Name:</b> Housing Authority of the City of Macon, Georgia		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:		<b>Capital Fund Program</b> GA06P00750107 N/A		<b>Federal FY of Grant:</b> FFY 2007	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 2 )							
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/2008 <input type="checkbox"/> Final Performance and Evaluation Report							
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost			
		Original	Revised	Obligated	Expended		
1	Total non-CFP Funds						
2	1406 Operations	\$66,800.00	\$111,800.00	\$101,800.00		\$26,800.00	
3	1408 Management Improvements Soft Costs	\$40,000.00	\$40,000.00	\$0.00		\$0.00	
	Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00		\$0.00	
4	1410 Administration	\$260,000.00	\$352,373.00	\$352,373.00		\$352,373.00	
5	1411 Audit	\$0.00	\$0.00	\$0.00		\$0.00	
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00		\$0.00	
7	1430 Fees and Costs	\$460,000.00	\$470,000.00	\$217,837.16		\$97,487.00	
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00		\$0.00	
9	1450 Site Improvement	\$205,000.00	\$99,007.50	\$99,007.50		\$99,007.50	
10	1460 Dwelling Structures	\$0.00	\$0.00	\$0.00		\$0.00	
11	1465.1 Dwelling Equipment—Nonexpendable	\$28,600.00	\$28,600.00	\$0.00		\$0.00	
12	1470 Non-dwelling Structures	\$2,288,330.00	\$2,246,949.50	\$595,894.31		\$35,500.00	
13	1475 Non-dwelling Equipment	\$150,000.00	\$150,000.00	\$0.00		\$0.00	
14	1485 Demolition	\$0.00	\$0.00	\$0.00		\$0.00	
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00		\$0.00	
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00		\$0.00	
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00		\$0.00	
18	1499 Development Activities	\$25,000.00	\$25,000.00	\$0.00		\$0.00	
19	1501 Collateralization Expenses or Debt Service	\$0.00	\$0.00	\$0.00		\$0.00	
20	1502 Contingency	\$0.00	\$0.00	\$0.00		\$0.00	
21	<b>Amount of Annual Grant: of lines 1 thru 20) (sum</b>	<b>\$3,523,730.00</b>	<b>\$3,523,730.00</b>	<b>\$1,366,911.97</b>		<b>\$611,167.50</b>	
22	Amount of line 21 Related to LBP Activities	\$5,000.00	\$5,000.00	\$0.00		\$0.00	
23	Amount of line 21 Related to Section 504 compliance	\$115,000.00	\$25,000.00	\$21,800.00		\$20,042.99	
24	Amount of line 21 Related to Security –Soft Costs	\$5,000.00	\$5,000.00	\$0.00		\$0.00	
25	Amount of Line 21 related to Security-- Hard Costs	\$0.00	\$0.00	\$0.00		\$0.00	
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00		\$0.00	

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750107 N/A		Federal FY of Grant: FFY 2007 Revision # 2		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	<b><u>OPERATIONS</u></b>							
	MHA Operations	1406.00	L.S.	\$40,000.00	\$85,000.00	\$75,000.00	\$0.00	Work in progress
	Tattnall Place Operations	1406.00	L.S.	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	Completed
	2009 Vineville Housing Operations	1406.00	L.S.	\$20,800.00	\$20,800.00	\$20,800.00	\$20,800.00	Completed
	<b>Sub Total</b>			<b>\$66,800.00</b>	<b>\$111,800.00</b>	<b>\$101,800.00</b>	<b>\$26,800.00</b>	
PHA-WIDE	<b><u>MANAGEMENT IMPROVEMENTS</u></b>							
	Resident Job Development	1408.00	L.S.	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Minority Business Enterprise/ Section 3 Involvement	1408.00	L.S.	\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	Consultant Fee/ Staff Training/ Incidentals	1409.00	L.S.	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Lead Based Paint Risk Assessment	1408.00	L.S.	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	Security	1408.00	L.S.	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
	<b>Sub Total</b>			<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
PHA-WIDE	<b><u>ADMINISTRATION</u></b>							
	Staff Salaries and Fringe Benefits	1410.00		\$260,000.00	\$352,373.00	\$352,373.00	\$352,373.00	
	<b>Sub Total</b>			<b>\$260,000.00</b>	<b>\$352,373.00</b>	<b>\$352,373.00</b>	<b>\$352,373.00</b>	
GA 7-2/ 2A Tindall Heights GA 7-5 Pendleton Homes PHA Wide PHA Wide	<b><u>ARCHITECTURAL &amp; ENGINEERING FEES</u></b>							
	A & E Fee and Planning Consultant Costs	1430.00	L.S.	\$245,000.00	\$245,000.00	\$180,037.16	\$77,444.01	In Progress
	A & E Fee and Planning Consultant Costs	1430.00	L.S.	\$100,000.00	\$100,000.00	\$16,000.00	\$0.00	In Progress
	Consultant Fee Asset Management study	1430.00	L.S.	\$100,000.00	\$100,000.00	\$0.00	\$0.00	
	Consultant Costs for Section 504 study	1430.00	L.S.	\$15,000.00	\$25,000.00	\$21,800.00	\$20,042.99	In Progress
	<b>Sub Total</b>			<b>\$460,000.00</b>	<b>\$470,000.00</b>	<b>\$217,837.16</b>	<b>\$97,487.00</b>	

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750107 N/A		Federal FY of Grant: FFY 2007 Revision # 2		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>PHYSICAL IMPROVEMENTS</b>							
GA 7-2 Tindall Heights	Replacement of HVAC Equipment in AMC Building	1470.00	LS	\$15,000.00	\$14,765.00	\$14,765.00	\$14,765.00	Completed
GA 7-5 Pendleton Homes	Replacement of HVAC Equipment in AMC Building	1470.00	LS	\$15,000.00	\$0.00	\$0.00	\$0.00	Deleted
GA 7-6 Felton Homes	Renovation/ Addition of Community Space	1470.00	L.S.	\$2,248,330.00	\$2,211,449.50	\$560,394.31	\$0.00	Contract Awarded
GA 7-7 Mounts Homes	Replacement of HVAC Equipment in AMC Building	1470.00	LS	\$10,000.00	\$20,735.00	\$20,735.00	\$20,735.00	Completed
GA 7-8 Davis Homes	Replace Refrigerators	1465.10	58 Units	\$28,600.00	\$28,600.00	\$0.00	\$0.00	In Progress
GA 7-11 McAfee Tower	Landscaping	1450.00	L.S.	\$105,000.00	\$99,007.50	\$99,007.50	\$99,007.50	Completed
PHA Wide	Modifications of side walks for accessibility to Comply with Section 504 Requirements	1450.00	L.S.	\$100,000.00	\$0.00	\$0.00	\$0.00	Deleted
PHA Wide	Upgrade Computer System	1475.00	L.S.	\$150,000.00	\$150,000.00	\$0.00	\$0.00	
	<b>Sub Total</b>			<b>\$2,671,930.00</b>	<b>\$2,524,557.00</b>	<b>\$694,901.81</b>	<b>\$134,507.50</b>	
PHA- WIDE	<b>Mod used for Development</b>	1499.00	L.S..	<b>\$25,000.00</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>GRAND TOTAL</b>			<b>\$3,523,730.00</b>	<b>\$3,523,730.00</b>	<b>\$1,366,911.97</b>	<b>\$611,167.50</b>	

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: <b>GA06P00750107</b> Replacement Housing Factor Grant No: <b>N/A</b>			Federal FY of Grant: Revision #		FFY 2007 2
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b>PHA- WIDE</b>							
Management Improvements	9/12/2009			9/12/2011			
Administration Cost	9/12/2009			9/12/2011			
Fees and Costs	9/12/2009			9/12/2011			
<b>PHYSICAL IMPROVEMENTS:</b>							
GA 7-5 Pendleton Homes	Replace Clothelines	N/A		N/A			
GA 7-2 Tindall Heights	Replacement of HVAC Equipment in AMC Building	9/12/2009		9/12/2011			
GA 7-5 Pendleton Homes	Replace Kitchen Cabinets, Faucets	N/A		N/A			
GA 7-5 Pendleton Homes	Replace Floor Tiles	N/A		N/A			
GA 7-5 Pendleton Homes	Misc. Plumbing Repairs	N/A		N/A			
GA 7-5 Pendleton Homes	Replacement of HVAC Equipment in AMC Building	9/12/2009		9/12/2011			
GA 7-6 Felton Homes	Addition of Community Space	9/12/2009		9/12/2011			
GA 7-7 Mounts Homes	Replacement of HVAC Equipment in AMC Building	N/A		N/A			
GA 7-11 McAfee Tower	Landscaping	9/12/2009		9/12/2011			
PHA Wide	Modifications to Comply with Section 504 Requirements	9/12/2009		9/12/2011			
GA 7-8 Davis Homes	Replace Refrigerators	9/12/2009		9/12/2011			
PHA Wide	Upgrade Central Computer System	9/12/2009		9/12/2011			

**Attachment F (ga007f01)**

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

PHA Name: Housing Authority of the City of Macon, Georgia	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Gran	Capital Fund Program GA06P00750106 N/A	Federal FY of Grant: FFY 2006
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Original Annual Statement   
  Reserve for Disasters/ Emergencies   
  Revised Annual Statement ( revision no: 5 )  
 Performance and Evaluation Report for Period Ending: 6/30/2008   
  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	\$51,800.00	\$51,800.00	\$37,300.00	\$34,530.37
3	1408 Management Improvements Soft Costs	\$40,000.00	\$40,000.00	\$22,256.50	\$18,000.02
	Management Improvements Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
4	1410 Administration	\$287,000.00	\$240,525.29	\$240,525.29	\$240,525.29
5	1411 Audit	\$0.00	\$0.00	\$0.00	\$0.00
6	1415 Liquidated Damages	\$0.00	\$0.00	\$0.00	\$0.00
7	1430 Fees and Costs	\$400,000.00	\$435,000.00	\$363,321.02	\$229,471.44
8	1440 Site Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
9	1450 Site Improvement	\$0.00	\$0.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$30,000.00	\$31,918.67	\$29,662.17	\$29,662.17
11	1465.1 Dwelling Equipment—Nonexpendable	\$0.00	\$0.00	\$0.00	\$0.00
12	1470 Non-dwelling Structures	\$2,713,284.00	\$2,722,840.04	\$2,722,840.04	\$841,096.01
13	1475 Non-dwelling Equipment	\$0.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition	\$0.00	\$0.00	\$0.00	\$0.00
15	1490 Replacement Reserve	\$0.00	\$0.00	\$0.00	\$0.00
16	1492 Moving to Work Demonstration	\$0.00	\$0.00	\$0.00	\$0.00
17	1495.1 Relocation Costs	\$0.00	\$0.00	\$0.00	\$0.00
18	1499 Development Activities	\$0.00	\$0.00	\$0.00	\$0.00
19	1501 Collateralization Expenses or Debt Service	\$0.00	\$0.00	\$0.00	\$0.00
20	1502 Contingency	\$0.00	\$0.00	\$0.00	\$0.00
21	<b>Amount of Annual Grant: (sum of lines 1 thru 20)</b>	<b>\$3,522,084.00</b>	<b>\$3,522,084.00</b>	<b>\$3,415,905.02</b>	<b>\$1,393,285.30</b>
22	Amount of line 21 Related to LBP Activities	\$0.00	\$0.00	\$0.00	\$0.00
23	Amount of line 21 Related to Section 504 compliance	\$0.00	\$0.00	\$0.00	\$0.00
24	Amount of line 21 Related to Security --Soft Costs	\$5,000.00	\$5,000.00	\$0.00	\$0.00
25	Amount of Line 21 related to Security-- Hard Costs	\$0.00	\$0.00	\$0.00	\$0.00
26	Amount of line 21 Related to Energy Conservation Measures	\$0.00	\$0.00	\$0.00	\$0.00

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750106 N/A		Revision # 5		Federal FY of Grant: FFY 2006	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
PHA-WIDE	<b><u>OPERATIONS</u></b>								
	MHA Operations	1406.00	L.S.	\$25,000.00	\$25,000.00	\$10,500.00	\$7,730.37		
	Tatnall Place Operations	1406.00	L.S.	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00		
	2009 Vineville Housing Operations	1406.00	L.S.	\$20,800.00	\$20,800.00	\$20,800.00	\$20,800.00		
	<b>Sub Total</b>			<b>\$51,800.00</b>	<b>\$51,800.00</b>	<b>\$37,300.00</b>	<b>\$34,530.37</b>		
PHA-WIDE	<b><u>MANAGEMENT IMPROVEMENTS</u></b>								
	Resident Job Development	1408.00	L.S.	\$5,000.00	\$5,000.00				
	Minority Business Enterprise/ Section 3 Involvement	1408.00	L.S.	\$20,000.00	\$25,000.00	\$22,256.50	\$18,000.02		
	Lead Based Paint Risk Assessment	1408.00	L.S.	\$0.00	\$0.00				
	Consultant Fee/ Staff Training/ Incidentals	1408.00	L.S.	\$10,000.00	\$5,000.00				
	Security	1408.00	L.S.	\$5,000.00	\$5,000.00				
	<b>Sub Total</b>			<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$22,256.50</b>	<b>\$18,000.02</b>		
PHA-WIDE	<b><u>ADMINISTRATION</u></b>								
	Clerical	1410.10	1	\$33,000.00	\$34,288.50	\$34,288.50	\$34,288.50		
	Custodians	1410.10	1	\$25,000.00	\$0.00	\$0.00	\$0.00		
	Modernization Coordinator	1410.20	1	\$78,500.00	\$80,535.92	\$80,535.92	\$80,535.92		
	Resident Inspector	1410.20	1	\$65,000.00	\$66,344.96	\$66,344.96	\$66,344.96		
	Fringe Benefits	1410.19	3	\$85,500.00	\$59,355.91	\$59,355.91	\$59,355.91		
	<b>Sub Total</b>			<b>\$287,000.00</b>	<b>\$240,525.29</b>	<b>\$240,525.29</b>	<b>\$240,525.29</b>		
GA 7-2/ 2A Tindall Heights GA 7-6 Felton Homes	<b><u>ARCHITECTURAL &amp; ENGINEERING FEES</u></b>								
	A & E Fee and Planning Consultant Costs	1430.00	L.S.	\$150,000.00	\$150,000.00	\$81,321.02	\$52,933.42	In Progress	
	A & E Fee Costs	1430.00	L.S.	\$250,000.00	\$285,000.00	\$282,000.00	\$176,538.02	In Progress	
	<b>Sub Total</b>			<b>\$400,000.00</b>	<b>\$435,000.00</b>	<b>\$363,321.02</b>	<b>\$229,471.44</b>		

Attachment F (ga007f01)

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No:		Capital Fund Program GA06P00750106 N/A		Revision # 5		Federal FY of Grant: FFY 2006	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
<b>GA 7-6 Felton Homes</b>	Addition of Community Space	1470.00	L.S.	\$1,880,874.00	\$1,971,335.20	\$1,971,335.20	\$89,591.17	Contract Awarded	
<b>MHA</b>	Roof Replacement on Central Office Building	1470.00	L.S.	\$53,974.00	\$53,974.00	\$53,974.00	\$53,974.00	Completed	
<b>GA 7-2 Tindall Heights</b>	Renovation of Community Space	1470.00	L.S.	\$8,520.00	\$8,520.00	\$8,520.00	\$8,520.00	Completed	
<b>GA 7-3 Bowden Homes</b>	Renovation of Community Space	1470.00	L.S.	\$24,699.00	\$24,699.00	\$24,699.00	\$24,699.00	Completed	
<b>GA 7-6 Felton Homes</b>	Renovation of Community Space	1470.00	L.S.	\$14,155.00	\$14,155.00	\$14,155.00	\$14,155.00	Completed	
<b>GA 7-9 Davis Homes</b>	Renovation of Community Space	1470.00	L.S.	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	Completed	
<b>GA 7-10 Anthony Homes</b>	Renovation of Community Space	1470.00	L.S.	\$37,500.00	\$37,500.00	\$37,500.00	\$37,500.00	Completed	
<b>GA 7-11 McAfee Tower</b>	Upgrade cable and Security System	1460.00	L.S.	\$30,000.00	\$31,918.67	\$29,662.17	\$29,662.17	In Progress	
<b>GA 7-11 McAfee Tower</b>	Renovation/ Addition of Common Space	1470.00	L.S.	\$674,562.00	\$593,656.84	\$593,656.84	\$593,656.84	Completed	
	<b>Sub Total</b>			<b>\$2,743,284.00</b>	<b>\$2,754,758.71</b>	<b>\$2,752,502.21</b>	<b>\$870,758.18</b>		
<b>PHA- WIDE</b>	<b>Mod used for Development</b>	1499.00	L.S..	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
	<b>GRAND TOTAL</b>			<b>\$3,522,084.00</b>	<b>\$3,522,084.00</b>	<b>\$3,415,905.02</b>	<b>\$1,393,285.30</b>		

**Attachment F (ga007f01)**

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

PHA Name: Housing Authority of the City of Macon, Georgia		Grant Type and Number Capital Fund Program Grant No: <b>GA06P00750106</b> Replacement Housing Factor Grant No: <b>N/A</b>			Federal FY of Grant: <b>FFY 2006</b> Revision # 5		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
<b><u>PHA- WIDE</u></b>							
<b>Management Improvements</b>	7/18/2008			7/18/2010			
<b>Administration Cost</b>	7/18/2008			7/18/2010			
<b>Fees and Costs</b>	7/18/2008			7/18/2010			
<b><u>PHYSICAL IMPROVEMENTS:</u></b>							
<b>GA 7-2 Tindall Heights</b>	Revitalization/ Reconstruction	N/A		N/A			
<b>GA 7-4 Murphey Homes</b>	Site Work	N/A		N/A			
<b>GA 7-6 Felton Homes</b>	Site Work	N/A		N/A			
<b>MHA</b>	Roof Replacement on Central Office Building	7/18/2008		7/18/2010			
<b>GA 7-3 Bowden Homes</b>	Renovation of Community Space	7/18/2008		7/18/2010			
<b>GA 7-6 Felton Homes</b>	Addition of Community Space	7/18/2008		7/18/2010			
<b>GA 7-9 Davis Homes</b>	Renovation of Community Space	7/18/2008		7/18/2010			
<b>GA 7-10 Anthony Homes</b>	Renovation of Community Space	7/18/2008		7/18/2010			
<b>GA 7-11 McAfee Towers</b>	Renovation/ Addition of Community Space	7/18/2008		7/18/2010			

**Attachment G (ga007g01)**

**MINUTES OF  
CAPITAL FUND PROGRAM  
PRESENTATION TO  
MACON HOUSING AUTHORITY  
RESIDENT ADVISORY BOARD  
SEPTEMBER 11, 2008**

The presentation was held at 9:00 AM in the Felton Homes Community Center.

The following residents were present: Annie Walker, Tindall Heights; David Scott, Bowden Homes; Barbara Josey, Murphey Homes; Vondell Powell, Pendleton Homes; Beverly Nesbitt, Felton Homes; Chanda Williams, Davis Homes; Mary Chester and Ruby Smith, Anthony Homes; Constance Graham and Richard Rhone, McAfee Towers; and Susan Thomas, Bloomfield Way. Every MHA neighborhood except Mounts Homes was represented.

Those present other than residents were staff, Executive Director John Hiscox; Director of Technical Services Tracy Barlow; Director of Housing Management Michael Colbert; Modernization Coordinator Mohan Aggarwal; Resident Organization Specialist Trysha Stephens; and Executive Assistant/Planning Coordinator Kathy Rowlands.

Executive Director John Hiscox thanked everyone for attending the meeting and for their participation on the Advisory Board. He stated that the purpose of the meeting was to obtain resident input regarding the Authority's 2009 Agency Plan, comprised of the Annual Plan and Five-Year Capital Fund Plan (CFP), and that most of today's discussion would focus on the Five-Year Plan.

Mr. Hiscox stated that resident involvement is very important when planning for the future of MHA. He noted that, although resident input for the Five-Year Plan is now a HUD requirement, MHA has been soliciting resident input for years. He explained that many components of the CFP are present because experience has shown that they are essential, but Management recognizes that many important projects have originated from residents. He cited one such example was the expenditure of \$7 million on air conditioning our neighborhoods because our residents told us that it was important. Also, the modernization of McAfee Towers and neighborhood community centers was the result of resident input. He acknowledged that Management values resident input for MHA plans and programs, and reminded the group that decisions made today affect the future of their neighborhoods in terms of how they look and operate.

Mr. Colbert reported that one component of the Annual Plan under consideration for change was the use of site-based waiting lists instead of the current system of accepting applications at the Central Office only. He explained that an applicant who prefers an apartment at Anthony Homes would go to the Anthony office to apply. Mr. Hiscox stated that MHA does not currently transfer residents to another neighborhood without a compelling reason, as transfers are very costly due to the necessity of prepping two apartments. He added that it is possible that, at some point in the future, residents may be able to apply for an apartment at a different site, where their name would be placed on a waiting list just anyone applying from the outside. He noted that

such a system would align public housing to be more like private apartment complexes and would also be a step toward treating our customers more like customers instead of clients.

The consensus of those present was that they liked the idea of site-based waiting lists. Mr. Colbert stated that the new system would likely be tested in a pilot program prior to implementation in MHA properties. He added that any changes to the wait-list policy would require review of the Authority's Admissions and Continued Occupancy Plan (ACOP) and may require changes to the dwelling lease. Mr. Hiscox explained that any changes to the Agency Plan would likely include broad, generic language that would allow us to proceed with changes, but he assured residents that they would be involved every step of the way through the Advisory Council and Inter-Neighborhood Association, plus posting for comment.

Mr. Colbert reported that another component of the Annual Plan being considered was the application of different rules/policies for traditional public housing and mixed-income properties. He explained that, under the current Agency Plan, different rules apply for properties managed by a third party; Management has realized that the real distinction is not who manages the property, but rather how it is managed. If residents concur, we will amend the Agency Plan in such a way that if we took over the management of Tattall Place, we could operate it in the same way as similar properties, regardless of the property manager. Mr. Colbert added that the proposal would require changes to the ACOP.

Moving on to the Five-Year Capital Fund Plan, Mr. Hiscox stated that work was underway on our 2009 submission and each year we roll forward to add another year. He explained the term of "fungibility", which means that, as a High-Performer agency, HUD allows flexibility to transfer funds around from item to item, in any year, and for any project within the five-year plan, which is adjusted annually. He introduced Modernization and Development Coordinator Mohan Aggarwal to review the proposal and report on improvements planned for the next five years.

Mr. Aggarwal distributed copies of Budget Revisions and Performance & Evaluation Reports for Federal Fiscal Years (FFYs) 2006 and 2007; Budget Revision for FFY 2008; First Increment Replacement Housing Factor Grants for FFYs 2006, 2007, and 2008; and the Capital Fund Program Proposed Budget for FFYs 2009 through 2013.

Mr. Aggarwal asked the group to review the handout with him. He explained that the following work took place under the Capital Fund Program (CFP) for FFY 2006: Renovation of community space at Tindall Heights, Bowden Homes, Felton Homes, Davis Homes, and Anthony Homes; Central Office building roof replacement; cable and security system upgrades at McAfee Towers; renovation and addition of common space at McAfee Towers; and partial funding for the addition of community space at Felton Homes (Armory). Mr. Aggarwal noted that most of the work under this program had been completed, with exception of the Armory, which would be spread over three years.

McAfee Towers resident Richard Rhone asked for clarification of what was involved in architect/engineering fees. Mr. Hiscox explained that the line item in reference included expenses for architects, engineers, environmental consultants, soil testing, concrete samples, and similar professional work. At \$1.2 million over three years, Mr. Hiscox noted that we make

every effort to negotiate contracts at fees reasonable for the particular industry to maximize funds for physical improvements.

Next, Mr. Aggarwal explained work items under the CFP for FFY 2007 which included replacement of air conditioning equipment at Tindall Heights, Felton Homes, and Mounts Homes; partial funding for the Armory community center at Felton; scheduled replacement of refrigerators at Davis Homes; and landscaping at McAfee Towers. Mr. Aggarwal pointed out that funding set aside for upgrading the Authority's computer system had not been obligated and, hence, may be moved to future years. Referring to the funding for modification of sidewalks to comply with Section 504 handicap requirements, Mr. Aggarwal reported that a recent study revealed that our sidewalks were in compliance, but community center kitchens were not, so those funds would be used for kitchen modification.

Mr. Rhone also inquired about emergency preparedness, relative to the series of tornados that struck the local area in May. Mr. Hiscox responded that when the electricity goes out, elevators and air conditioning are affected, while emergency lighting kicks in for exit signs and corridors. Mr. Rhone expressed a need for a backup plan to get residents evacuated from McAfee. Mr. Hiscox responded that the emergency lighting was a backup and anything else would be extremely expensive, as well as unreliable, particularly relating to the elevators. Mr. Colbert interjected that, because MHA management has an exceptional relationship with Georgia Power officials, McAfee got power long before any other buildings in the area. He added that cases of water were delivered to residents, a backup plan that was executed immediately. Ms. Graham responded that she had water, canned goods and a small stove available, the result of counseling by MHA staff. She added that McAfee residents had more than enough water and that anytime anything like that happens, MHA has always been there, but that individuals should share in the responsibility for their own well being. She also commended MHA for the (117) cameras at McAfee, saying that she believed they were well worth the expense.

Next, Mr. Aggarwal reviewed the CFP for FFY 2008, explaining that this is the funding recently received. He reviewed the following projects under this program: Restoration of units at Murphey and Felton, previously used for office/agency space, to dwelling units; replacement of roofs at Murphey, Pendleton, Bloomfield Way, and McAfee Towers; replacement of floor tiles, miscellaneous plumbing repairs, and replacement of kitchen cabinets and faucets at Pendleton homes; partial funding for the Felton community center (Armory); replacement of refrigerators at Davis Homes, Bobby Jones, Shakespeare, and scattered sites; and replacement of hot water heaters and elevator equipment at McAfee Towers.

Regarding roof replacements, Mr. Hiscox mentioned that the Authority's insurer, Housing Authority Insurance Group, had given us a favorable settlement because MHA did so much of the work in the aftermath of the recent tornados. He went on to explain that, due to soaring oil/gas prices, Mr. Barlow issued an emergency bid for a warehouse full of shingles, even before the work was bid, in order to hedge skyrocketing costs; as a result, Mr. Barlow saved the Authority some \$200,000 in materials and \$500,000 in labor. The group applauded Mr. Barlow for his foresight.

McAfee residents wanted to know how long the elevators would be out of operation during the planned replacement. Mr. Barlow responded that residents would be inconvenienced for up to

12 weeks, but the result would be elevators that would work better and be more reliable in the long run. Mr. Hiscox noted that roof replacements, scheduled and funded for 2010, were moved forward as a result of the May tornadoes.

The next program reviewed was Replacement Housing Factor (RHF). Mr. Aggarwal stated that anytime we demolish a housing unit that is not replaced, we get replacement housing funds from HUD, which totaled \$44,416 for FFY 2008. He explained that, because the amount is too small to build even one house, HUD allows us to bank RHF funds until it can be leveraged with additional funds, and which point it will likely be used to build single family homes.

Mr. Aggarwal proceeded to review the proposed Capital Fund Program for FFYs 2009-2013. He explained that 'soft costs' are anything other than bricks and mortar, such as salaries, operating costs, computer-related costs, and the like. He then went through each proposed project, year by year. Mr. Hiscox noted that we had not yet heard back from HUD regarding our recent HOPE VI application, but expected announcements to be made at any moment. Mr. Hiscox noted that almost \$12 million had been earmarked for Tindall Heights, and while we certainly hope for another HOPE VI, we would be working on a plan for Tindall either way and that it would be transformational. He also reported that, when renovating Tindall Heights and the Armory, we also want to provide exterior facelifts to Felton, a project that would cost much more than the \$50,000 placeholder. Mr. Aggarwal stated that the Pendleton Homes partial modernization, which had been put off for many years, would begin in 2009. New appliances will be replaced at several developments on a scheduled basis.

Referring to the 5-Year Capital Fund Program budget, Mr. Hiscox explained that it was based on current year allocations, and should that figure could change, we would adjust accordingly. Considering current economic conditions, Mr. Hiscox stated that he expects funding to be less than last year. He then asked the Advisory Board for approval regarding funding for the program. By a show of hands, Advisory Board members expressed unanimous agreement with the Capital Fund Plan as presented.

Mr. Hiscox concluded the meeting by thanking Advisory Board members for their service. He asked for additional comments or questions. There being none, he thanked the residents and staff for attending. Mr. Hiscox noted that the Inter-Neighborhood Resident Association meeting would take place immediately following this meeting at 11:00 AM and invited all attendees to stay for that meeting, as well. All Advisory Board Meeting attendees remained.

The meeting was adjourned in order to convene the Inter-Neighborhood Resident Association meeting.

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**MINUTES OF  
CAPITAL FUND PROGRAM  
PRESENTATION TO  
INTER-NEIGHBORHOOD RESIDENT ASSOCIATION  
SEPTEMBER 11, 2008**

The presentation was held at 11:00 AM in the Felton Homes Community Center.

The following residents were present: Annie Walker, Tindall Heights; David Scott, Bowden Homes; Barbara Josey, Murphey Homes; Vondell Powell, Pendleton Homes; Beverly Nesbitt, Felton Homes; Chanda Williams, Davis Homes; Mary Chester and Ruby Smith, Anthony Homes; Constance Graham and Richard Rhone, McAfee Towers; and Susan Thomas, Bloomfield Way. Every MHA neighborhood except Mounts Homes was represented.

Those present other than residents were staff, Executive Director John Hiscox; Director of Technical Services Tracy Barlow; Director of Housing Management Michael Colbert; Modernization Coordinator Mohan Aggarwal; Executive Assistant/Planning Coordinator Kathy Rowlands, and Resident Organization Specialist Trysha Stephens.

Executive Director John Hiscox welcomed everyone to the special meeting called to discuss MHA's Agency Plan for 2009. He indicated that because all attendees were present for the preceding Resident Advisory Board meeting for the 2009 Agency Plan, an abbreviated version of the Plan would be presented at this time, but that he would be happy to stop for any questions at any time.

Mr. Hiscox explained the difference between the Annual Plan and the Five-Year Capital Fund Plan, which combined make up the Agency Plan. The Annual Plan consists of MHA's collection of policies and procedures affecting residents, whereas the Capital Fund Program is Authority's plan for its properties over the next five years.

Mr. Colbert reviewed the first proposed change to the Annual Plan for 2009, the provision of site-based waiting lists. He stated that we would most likely perform a pilot program before implementing such policy throughout the MHA. He then stated that the other change proposed for the Annual Plan related to the application of different policies for public housing and mixed-income properties. He explained that, in the current Plan, the rules are different for properties managed by a third-party. Management has come to realize that the real distinction is not who manages the property, but rather how it is managed. Mr. Colbert stated that, with the Association's approval, we will clean up the wording so that if MHA should take over the management of Tattnall Place, or any other mixed-income property, it could be run in the same way, regardless of the property manager. He stated that such policy change would also require modification of the MHA Admissions and Continued Occupancy Plan (ACOP).

Mr. Hiscox reviewed highlights of the Five-Year Capital Fund Plan for FFYs 2009-2013. He stated that the Felton Corridor community center (Armory) had turned out to be more costly than originally planned, resulting in budget adjustments. In addition, a series of tornadoes that struck in the area in May resulted in anticipated expenses for several properties.

Because all of the Capital Fund Plan information had been covered in the previous meeting, residents stated that there was no need to continue the meeting. Mr. Hiscox concluded the meeting by thanking everyone present for the work they do in the Inter-Neighborhood Resident Association and for attending the 2009 Agency Plan presentation.

The meeting was adjourned.

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## Statement of Progress in Meeting the 5-Year Plan Mission and Goals

### **Goal 1: Operate the Macon Housing Authority's Public Housing and Section 8 Programs to Industry Standards.**

The Macon Housing Authority achieved all of its stated objectives. MHA exceeded the "Standard Performer" designation for both the Public Housing Assessment System and SEMAP, actually achieving "High Performer" in both. MHA operated our Public Housing and Section 8 programs with no unresolved review findings and in compliance with the Fair Housing and Equal Opportunity Regulations. To the best of our knowledge, our Section 8 Administration Plan and Public Housing Continued Admissions and Occupancy policy comply with the latest regulations, including those which followed the passage of QHWRA.

### **Goal 2: Provide Homeownership Opportunities for Low and Moderate Income Families.**

The Authority has acquired 148 parcels for transmittal to developers of single family housing for first-time homebuyers, including In-Fill Housing, Inc., a subsidiary of MHA. This has resulted in 96 new houses being built and/or sold to first-time homebuyers.

Furthermore, MHA has previously completed both the HOPE 3 program and the 5(h) Program. MHA's HOPE 3 program enabled 20 very low-income families to become first-time homeowners, and resulted in significant improvements to a low income neighborhood. Through MHA's 5(h) program, 15 public housing units were sold to low-income or very low-income first-time homeowners.

Finally, the feasibility analysis for a possible MHA-sponsored Section 8 Homeownership program was completed and Board action on the Section 8 Homeownership Program plan took place in October, 2006. The first closing occurred before the end of 2006. To date, MHA has issued four (4) Section 8 Homeownership Vouchers.

### **Goal 3: Operate MHA's Federally Funding Housing Programs in a Fiscally Responsible Manner.**

The Authority has exceeded all of its objectives. Operating reserves for both Public Housing and Section 8 exceed target and there are no unresolved fiscal audit findings carried over between fiscal years.

### **Goal 4: Provide a Safe Living Environment in PHA Public Housing Neighborhoods.**

The Macon Housing Authority has met the individual list of objectives. The Family Investment Center, the Family Self-Sufficiency, Resident Opportunity and Self Sufficiency (ROSS), the Resident Association program, and programs operated through cooperating agencies are all offered as described in the objectives.

### **Goal 5: Impact Homelessness.**

The Macon Housing Authority provides a local homeless preference system and referral MOUs with local agencies. Using non-public housing funds, MHA has developed and successfully operates Grove Park Village, a 40-unit permanent supportive housing complex for formerly homeless families with a mental health and/or substance abuse history.

**Goal 6: Maintain the Public Housing Physical Plant in Satisfactory Condition.**

The Authority has achieved all of its described objectives. The most recent PHAS physical score was 29 out of a possible 30 points. All targets for preventive, emergency and non-emergency maintenance work were met. All comprehensive grant program funds are expended in less than three years after allocation.

## Section 8 PHA Project-Based Assistance

### Macon Housing Authority's Use of Project-Based Assistance:

The Macon Housing Authority (MHA) continues to diversify its housing programs in order to provide much needed housing assistance in ways that traditional assisted housing programs have not. In 2000, MHA created a subsidiary non-profit, In-Fill Housing, Inc. (In-Fill), which has been involved in a variety of new housing initiatives. In-Fill is the managing General Partner for Baltic Park, L.P., which developed an 80-unit Low Income Housing Tax Credit apartment community (Baltic Park Apartments) for seniors and others aged 55 or older. Baltic Park Apartments was completed in 2003.

Another MHA-affiliated non-profit, Grove Park Village, Inc. borrowed \$3.2 million in Permanent Supportive Housing Program funds from the Georgia Department of Community Affairs (DCA) for a 40-unit development known as Grove Park Village. Grove Park Village was completed in 2005. In-Fill was also the developer of Grove Park Village.

For both of these developments, the use of Project-Based Assistance (PBA) was needed. For Baltic Park Apartments, In-Fill's application for tax credits included the use of PBA for 8 of the 80 units. Baltic Park Apartments is located in south Macon, which has had no new multi-family units in more than 30 years. MHA wanted to make certain that at least a minimal number of units were available and affordable for lower income people. MHA later allocated 28 PBA units to Baltic Park in September 2003, ensuring affordability for at least that many very low income families.

Baltic Park Apartments offers numerous amenities attractive to lower income seniors, including a variety of supportive services from local agencies. Although the unit rents are well below market--\$405 for a 1BR unit and \$470 for a 2BR—they still exceed the rent that a fixed-income senior can afford. The use of PBA for this development is therefore consistent with the MHA Agency Plan and MHA's mission to provide new affordable housing for lower income families.

For Grove Park Village, the use of PBA was a DCA program requirement. Grove Park Village is for special needs populations—people with a disability and who have also been homeless, and who cannot afford a market rate unit. DCA's requirement that Permanent Supportive Housing Program developments receive PBA assistance is to ensure the availability of these units for very low income families.

In 2006, a third new PBA-assisted multi-family housing development in Macon opened. Located at 4755 Mercer University Drive, Pinewood Park Apartments has received 30 units of Project-Based Assistance from MHA. This development also received tax credits and HOME funds from DCA and is a welcome addition to the Mercer University Drive area.

Future plans for PBA: MHA is supporting two tax credit projects that received 2006 allocations from the Georgia Dept. of Community Affairs. Pearl Stephens Village is a planned renovation of

an older elementary school, located on Napier Avenue in west Macon. This 61-unit development will include 54 PBA units for very low income seniors aged 62 and older.

Colony West Apartments is an existing 76-unit development located on Bloomfield Road in south Macon. MHA will provide 26 units of PBA for this development.

MHA's Board of Commissioners authorized management to seek proposals for PBA from interested owners and managers. Those applications were received on August 9, 2006 and rated/reviewed by MHA staff soon thereafter. MHA welcomes and encourages proposals for PBA from the Macon community. This process led to the selection of Vineville Christian Towers, an elderly high-rise development which will receive 25 PBA units. Vineville Christian Towers is not affiliated with MHA.

MHA is committed to the careful strategic use of PBA to expand and/or preserve affordable housing supply, as well as providing assistance to affordable housing development identified as high priority in our community. This includes worthy projects proposed by non-profit or for-profit third parties, whether or not affiliated with MHA.

General locations: Baltic Park Apartments is located in south Macon at 860 Hightower Road. Grove Park Village is located at 1505 Old Clinton Road, near the intersection of Old Clinton Road and Shurling Drive. Pinewood Park Apartments is located at 4755 Mercer University Drive, less than ½ mile from the Macon Mall. Pearl Stephens Village will be located at 3321 Napier Avenue. Colony West Apartments is located at 5224 Bloomfield Road. Vineville Christian Towers is located at 2394 Vineville Avenue.

Projected number of units for PBA: MHA is well below the 20% unit limitation for PBA. MHA has allocated a total of 201 PBA vouchers for the developments described above. The maximum number of units that MHA can allocate PBA is 553.

Conformity to fair housing and nondiscrimination requirements: Ensuring decent affordable housing and promoting new housing opportunities for people with disabilities is consistent with MHA's mission and the Agency Plan. MHA certifies that all PBA developments were selected in conformance with the PBA selection requirements, and particularly, in accordance with the requirements of the January 16, 2001 Federal Register Notice which was in effect at that time for Baltic Park, Grove Park Village and Pinewood Park. MHA certifies that the October 13, 2005 requirements in the PBA Final Rule have been followed for the most recent developments, including Pearl Stephens Village, Colony West Apartments and Vineville Christian Towers.

## MHA Public Housing Admissions Preferences

The Macon 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. Incentives are expected to be used primarily to encourage working families to accept a unit in lower income developments where such families are underrepresented. Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner. Specific incentives will be individually approved by the Board of Commissioners.

It is the policy of the Macon Housing Authority to fully implement the rental choice provisions of QHWRA (flat rents) to insure that the market based rents of the lowest income developments reflect the actual value of such units. This will enable such developments to compete more effectively with internal and external competition for the working poor. This policy is also intended to ameliorate disincentives to employment and encourage existing residents to increase their incomes.

### 1. Application Ranking (ADOPTED 3/2003)

The Macon Housing Authority at its sole discretion hereby adopts admission preferences provided by the May 1, 2001 Federal Register (24 CFR Part 960.206).

Applications will be filed first by unit size and by unit type required (regular, elderly or handicapped). Within each category of unit size and type, the order of preference to select applications is as follows:

#### A. First Preference

Applicant families, otherwise eligible, who are elderly, handicapped or disabled families as defined in 24 CFR 5.603 who are receiving Social Security, SSI benefits or other disability benefits as a result of their inability to work.

#### B. Second Preference

Applicant families, otherwise eligible, who are currently employed and have been employed for 90 days or more and working an average of 20 hours per week as of the date on the application. "Employed" is defined as working for legal monetary compensation.

#### C. Third Preference

Applicant families, otherwise eligible, who are currently employed but have been employed less than 90 days and/or working an average of less than 20 hours a week as of the date on the application.

#### D. Fourth Preference

Applicant families, otherwise eligible, with income from Temporary Aid to Needy Families (TANF).

E. Fifth Preference

All other families.

2. Homeless Priority Within Each Preference

Applicant families, otherwise eligible, who meet the definition of homeless. "Homeless" is defined as:

Any individual or family who:

A. Lacks a fixed, regular, and adequate nighttime residence, AND

B. Is living in a homeless shelter (or other temporary housing provided by an agency serving the homeless) both at the time of application as well as at the time of selection. The applicant must be living in a homeless shelter (or other temporary housing shelter provided by an agency serving the homeless) that is controlled in whole by an agency that has a current Memorandum of Understanding on file with the Macon Housing Authority. An applicant family must also be referred by such agency. Referrals in this regard must be accompanied by an official certification by the referring agency as to the homeless status of the applicant.

This priority cannot be claimed by:

1. An individual or family who is residing with relatives
2. An individual or family who has created a homeless situation for the sole purpose of obtaining the priority. Creating a homeless situation includes, but is not limited to:
  - a. purposely setting fire to existing shelter
  - b. being evicted from a rental unit for violation of the lease
  - c. voluntarily moving from an otherwise suitable unit

An applicant family, who qualifies for this priority will receive only one offer for a public housing unit. If this offer is refused, the homeless priority is void and the applicant will be ranked in the preference category for which they qualify.

Within each preference, applications will be ranked by priority along with the date and time of application as described in Section C7.0(2) of this policy.

MHA reserves the right to enter into a Memorandum of Understanding with any homeless agency at its sole discretion. The existence of homeless shelters in addition to the existence of a homeless priority does not create a property right actual or implied by any homeless shelter or related agency to enter into a Memorandum of Understanding with the Macon Housing Authority. The specific terms of any agreement are detailed by the Memorandum of Understanding itself.

None of the above preferences create a property right to claim a preference actual or implied for applicant families. The burden to provide verification for any preference claimed rests solely on

the applicant individual or family. Failure to provide verification will result in denial of claimed preference.

If MHA determines that an individual or family does not qualify for a claimed preference, the procedures found in Section C7.0 (4) of this policy, "Grounds for Denial of Preference" will be followed.

## 2. Dwelling Unit Offers

Matching the "ranking rentable unit" to the applicant at the top of the waiting list will be accomplished by offering that applicant the rental unit of the appropriate bedroom size that has been vacant the longest. However, the applicant is allowed the choice of any "available unit" in the applicant's appropriate bedroom size in that neighborhood where the "ranking rentable unit" is located. "Available unit" means any vacancy that has been prepared for re-occupancy and for which there is no other applicant commitment or acceptance of any previous MHA offer. The second-ranked applicant will be offered the rental unit of the appropriate bedroom size that is the next-longest vacancy. Matching other units to other applicants will proceed in this manner.

However, other provisions of this Section notwithstanding, homeless applicants within each priority will receive only one offer for the "ranking rentable unit" available at the time their eligibility is determined. If such applicants reject this offer, their priority (based on documented homelessness) will no longer be valid. In these instances such applications will be assigned to the appropriate classification, for continued processing in accordance with this Section.

When the applicant at the top of the waiting list is matched to the specific ranking unit, that dwelling unit becomes "unrentable" until the offer is made and accepted, or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

- A. As an application moves near the top of the waiting list, the MHA will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as utility deposits, security deposits, deadlines, etc. For an applicant on a short waiting list, this may be included in the process of taking the complete application.
- B. Upon offer of an apartment, the applicant shall have one business day to accept or reject the apartment. An additional business day may be granted, if necessary, to allow the applicant to inspect the apartment. The applicant's failure to give an answer within this time period shall be counted as rejection of the offer. The Resident Services Coordinator (RSC) is required to make a reasonable effort to show the vacant apartment to the applicant during this time period.
- C. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint unit inspection, home visit by the RSC, establishment of utility services, leasing interview, and lease execution. Normally, this deadline will be

within three working days of acceptance of the offer but may be extended to a maximum of five additional days at the discretion of the MHA when it believes it necessary to alleviate hardship.

Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

### 3. Refusal by Applicant of an Offer

When an applicant refuses the offer of the "ranking rentable unit," the applicant will be offered at that time the longest vacant unit in all other neighborhoods, not otherwise obligated, that is ready for occupancy, and for which the applicant is eligible based on bedroom size. If this second offer is refused, a third offer in the same manner will be made to the applicant. This offer will be the next unit, vacant the longest and ready for occupancy in a neighborhood different from the first two, not otherwise obligated, for which the applicant is eligible based on bedroom size. As with the first offer, the applicant is allowed the choice of any "available unit" located in the neighborhoods where the second and/or third offer is made.

If all these offers are refused, the application shall be returned to the waiting list, with the "third offer rejection date" serving as the new "date of application." Provided, however, if the applicant presents satisfactory evidence that acceptance of any offered unit will result in undue hardship not related to race, color or national origin, the refusal will not count. Valid "hardship" includes: lack of transportation to employment when no automobile is owned; special school, health, child care or elderly needs are unavailable in the offered neighborhood's location; or, an employer has location requirements as to proximity of residence to the place of employment. Upon return to the top of the waiting list, three offers will again be made as noted above. If these three offers are refused, the application will be removed from the waiting list and placed in a permanent, inactive status. The applicant will be informed of the need to re-apply for housing assistance.

When a second or third offer cannot be immediately made because no unobligated vacancies exist at that time, the application will be placed in a "pending" status. When vacancies do occur for which that applicant will be eligible, second and third offers will be made to that applicant, prior to any initial offer being made to a family on the waiting list.

### 4. Grounds for Denial of Preference and Opportunity for Hearing

If the MHA determines that an applicant does not meet the criteria for receiving a claimed preference, the MHA will promptly provide the applicant with written notice of the determination. The Notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with the MHA's designee to review it. The person designated by the MHA to conduct the informal hearing may be the person who made or reviewed the determination. The applicant may exercise other rights if the applicant believes that he or she has been discriminated against on the basis of race, color, religion, sex, handicap, familial status or national origin.

## **Attachment K (ga007k01)**

### **ESTABLISHING PREFERENCES AND MAINTAINING MHA'S SECTION 8 WAITING LIST**

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

#### **INTRODUCTION**

MHA's objective is to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the three local preferences which MHA has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains MHA's system of applying them. Placement on the waiting list in no way guarantees acceptance to the Section 8 program. MHA reserves the right to remove any individual or family from the waiting list for supplying false information, or not supplying MHA with requested information.

By maintaining an accurate waiting list, MHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

#### **A. WAITING LIST [24 CFR 982.204]**

MHA uses a single waiting list for admission to its Section 8 tenant-based assistance program.

Except for special admissions, applicants will be selected from the MHA waiting list in accordance with policies and preferences and income targeting requirements defined in this chapter.

The waiting list contains the following information for each applicant listed as listed on each pre-application:

1. Applicant name
2. Family unit size (number of bedrooms family qualifies for under MHA subsidy standards)
3. Date and time of application
4. Qualification for any local preference
5. Racial or ethnic designation of the head of household, for demographic research purposes only
6. Annual (gross) family income
7. Number of persons in family
8. Any other information which MHA or HUD may require from time to time

MHA reserves the right to stop application-taking at any time. The existence of a waiting list does not guarantee placement on the list. Placement on the waiting list only occurs when MHA opens the waiting list for application-taking. MHA opens the list at its discretion when it is estimated that additional applications can be processed in a timely manner, generally within the next eighteen months to two years.

## **B. SPECIAL ADMISSIONS [24 CFR 982.203]**

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. MHA maintains separate records of these admissions.

These types of admissions only occur when HUD awards MHA special funding that is targeted to specific families for specific reasons. Additionally meeting the following criteria for special admissions does not guarantee admission to the Section 8 program. Special admission applicants must otherwise qualify for admission to the program. Some examples of special admissions include:

1. A family displaced because of demolition or disposition of a public or Indian housing project as outlined in the Displacement Preference Policy;
2. A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project as outlined in the Displacement Preference Policy;
3. For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
4. A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and
5. A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Additionally, the HUD office of the Inspector General and/or the U.S. Attorney's Office from time to time, contacts MHA wanting to house families or individuals under the Witness Protection Program. In these types of situations, MHA will at its discretion enter into an agreement with the Inspector General's Office or the U.S. Attorney's Office to house individuals who must otherwise qualify for Section 8. The HUD Inspector General may waive other provisions under this and HUD policy as it deems necessary to accomplish its purposes.

## **C. LOCAL PREFERENCES [24 CFR 982.207]**

MHA has three local (not to be confused with any Federal definitions) preferences:

1. Homeless Preference
2. Displacement Preference
3. Disabled Preference

## **D. HOMELESS PREFERENCE**

1. For purposes of this policy, a homeless family lacks a fixed, regular and adequate night time residence; AND
2. Has a primary night time residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

### **Memoranda of Understanding:**

All individuals or families who claim a homeless preference must present a letter from an agency that has a memorandum of understanding with MHA to certify that the particular individuals or families are homeless with respect to the above definition. Memoranda of understanding are currently on file with the following agencies:

1. Bibb County Department of Family & Children's Services
2. Macon-Bibb County Economic Opportunity Council, Inc.
3. Macon Rescue Mission, Elderly Division
4. Macon Rescue Mission, Women's Division
5. Macon Outreach

MHA reserves the right to add or remove agencies from this list at any time. MHA retains the sole right to determine whether an applicant meets the criteria for the homeless preference and may consider any other available information in making this determination.

### **E. DISPLACEMENT PREFERENCE:**

From time to time, there is a need for low-income families to obtain a Section 8 voucher because their current place of residence (either a unit rented or owned by a low-income individual or family), is being considered for purchase to be demolished by an agency of the United States or by any state or local governmental body or agency, including the Macon Housing Authority (MHA), for the purpose of developing a public improvement program. When this occurs, MHA may offer assistance through the Section 8 rental assistance program in accordance with this policy.

#### **Policy:**

1. At its sole discretion, MHA may enter into a memorandum of understanding, contract, or other type of agreement with Federal, state or local governments or agencies who are in the process of purchasing and disposing of homes or rental units for the purpose of developing public improvement programs.

When an agreement is reached between MHA and an appropriate agency, MHA will give preference to those families or individuals who are or will be affected by displacement action imposed by that Federal, state or local government or agency.

- a) "Displacement" means that a low-income individual or family will not have a suitable place of residence to reside in if action is taken to acquire and/or demolish their home or rental unit.
- b) "Preference" means that an individual or a family, who is or will be affected by displacement action, will be given the opportunity to apply for a Section 8 voucher without having to be placed on the regular Section 8 waiting list and will receive a higher ranking than others on the waiting list, regardless of date of application. Among families equally qualified under this preference, those with the earliest date and time of application will normally be selected first, but MHA reserves the right to coordinate the actual issuance of vouchers to meet the scheduling needs of the cooperating agency, or for other business reasons.

2. If the individual or family is determined to be eligible, and has provided proper certification that displacement will occur, the individual or family will be issued a voucher to find Section 8 housing. The family or individual may also be issued a voucher to find Section 8 housing because of MHA initiated displacement.
  - a) “Eligible” means that an individual or family meets all the requirements found at CFR 982.201, Subpart E, and any other requirements as specified in the MHA Administrative Plan and memorandum of understanding, contract or agreement between MHA and the entity engaging in action which will displace a low-income family. Also, to be eligible, a low-income individual or family must provide proper certification that they will be displaced. MHA retains the sole right to determine eligibility.
  - b) “Proper Certification” means that the low income individual or family must obtain a letter, with such supporting documentation as MHA may require, from the agency with which MHA has entered into a signed agreement. The letter must include a statement that the low-income individual or family will be displaced because of the actions undertaken by the agency. The letter must also include a recommendation that the individual or family receive the displacement preference. MHA retains the sole right to determine the adequacy of the certification.
  - c) “MHA Initiated Displacement” means that MHA may cause displacement of Section 8 eligible families as a result of its own housing or redevelopment programs. In such cases, MHA shall document the displacement and determine eligibility at the outset of the project on an individual basis in the same manner as with an outside agency.
3. If a low income individual or family is approved for Section 8 rental assistance, the individual or family will be required to adhere to all Federal regulations and MHA policy pertaining to Section 8 continued occupancy.
4. Nothing in this policy creates a property right for any individual or family to receive the displacement preference. Additionally, this policy does not create a right for any governmental body or agency to enter into a memorandum of understanding, agreement or contract with MHA to provide the displacement preference.
5. When a need has been identified, MHA will develop an agreement which will include specific time limits, eligibility requirements, and any other lawful requirements which must be met before MHA will allow a low-income individual or family who is being displaced to apply for Section 8 assistance and receive a displacement preference.

#### **F. DISABLED PREFERENCE**

1. For the purposes of this policy, a person or family must meet the following definition for disabled to be considered for admission to the Section 8 program under this preference [24 CFR 5.403]:
  - (a) Has a disability, as defined in 42 U.S.C. 423;
  - (b) Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
    - (i) Is expected to be of long-continued and indefinite duration;

- (ii) Substantially impedes his or her ability to live independently, and
  - (iii) Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
  - (iv) Has a developmental disability as defined in 42 U.S.C. 6001.
  - (v) Does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome;
  - (vi) For purposes of qualifying for low-income housing, does not include a person whose disability is based solely on any drug or alcohol dependence; and
  - (vii) Means “individual with handicaps”, as defined in §8.3 of this title, for purposes of reasonable accommodation and program accessibility for persons with disabilities.
2. In addition to the above criteria, any agency which MHA has entered into a MOU with, must also certify that the applicant in question would be able to live independently only with the housing assistance.
  3. Any person or family claiming this preference must obtain a letter from an agency that has a Memorandum of Understanding with MHA to certify that the particular individual or family has a disability with respect to the above definitions in (1) and (2) above. Currently, MHA has a Memorandum of Understanding with Disability Connections, Inc., but may from time to time enter into Memorandum of Understandings with other agencies as circumstances warrant.

#### **G. LOCAL PREFERENCE SUMMARY**

Individuals or families who claim any of the local preferences as defined by this policy do not assume an automatic right of acceptance to the MHA Section 8 program. All local preference claims will be verified by MHA staff. Once a local preference has been verified, the applicant must meet all other MHA and HUD prescribed eligibility criteria as defined in this policy. MHA reserves the right to reject any applicant who provides false information or fails to cooperate in obtaining information..

In the event that MHA receives applicants who claim one of MHA’s established local preferences (homeless, displaced, disabled) at the same time, MHA will process the applications on a first come, first serve basis, by date and time. Also, in the event that a natural disaster strikes creating too many applicants needing assistance through the local preference system as defined herein, to be processed timely, MHA reserves the right to freeze all applications and make ordinal decisions or modification to this policy as needed.

#### **H. TREATMENT OF SINGLE APPLICANTS**

Single applicants will be treated as any other eligible family on the waiting list.

## **I. INCOME TARGETING**

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year MHA will reserve a minimum of seventy-five percent of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." MHA will admit families who qualify under the Extremely Low-Income limit to meet the income-targeting requirement, regardless of preference.

MHA's income targeting requirement does not apply to low-income families continuously assisted as provided for under the 1937 Housing Act.

MHA is also exempted from this requirement where MHA is providing assistance to low income or moderate-income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out, as directed by HUD.

## **J. CROSS-LISTING OF DIFFERENT HOUSING PROGRAMS AND SECTION 8**

MHA will not merge its waiting lists. However, if the Section 8 waiting list is open and the applicant has been placed on the public housing waiting list, or any project-based, or any moderate rehabilitation program waiting list, MHA will offer to place the family on its tenant-based assistance list.

## **K. OTHER HOUSING ASSISTANCE** [24 CFR 982.205(b)]

Other housing assistance means a federal, state or local housing subsidy, as determined by HUD, including public housing. MHA will not take any of the following actions because an applicant has applied for, received, or refused other housing [24 CFR 982.205(b)]:

1. Refuse to list the applicant on the MHA waiting list for tenant-based assistance;
2. Deny any admission preference for which the applicant is currently qualified;
3. Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the MHA selection policy; or
4. Remove the applicant from the waiting list.

However, MHA may remove the applicant from the waiting list for tenant-based assistance if MHA has offered the applicant assistance under the voucher program.

## **L. ORDER OF SELECTION** [24 CFR 982.207(e)]

MHA's method for selecting applicants from a preference category is designed to have a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in this Administrative Plan. Selection from the waiting list will be made without regard to race, color, sex, religion, creed, national or ethnic origin, familial status, ancestry, place of birth, handicap, disability or source of income.

Applications are filed using a computer-generated lottery system. Applications are filed and selected as follows:

1. Applicants otherwise eligible who claim one of the three MHA local preferences are assigned the designation of “P2”.
2. Applicants otherwise eligible who do not claim any preference are assigned the designation of “P3”.
3. Applicants otherwise eligible who are already recipients of other assisted housing. “Assisted housing” means an applicant who is living in public housing or other Section 8 assisted housing (Section 236 properties, for instance). To be compliant with CFR 982.207(4), MHA will not deny a local preference or exclude a family from the program because the family is receiving subsidy assistance elsewhere. However, it is MHA’s policy to help families who are not receiving any assistance first. When MHA has exhausted all “P3” applications, MHA will then undertake to mail “still interested” cards to all those applicants who are determined to be “P4” applicants. The “still interested” cards will state the deadline by which applicants must respond. If an applicant fails to respond within the stated reasonable timeframe, the applicant will be considered uninterested and the application will be removed from the waiting list. Those applicants who do respond within the stated deadline will be processed according to the lottery ranking assigned.

**M. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]**

The waiting list will be purged approximately every two to three years by mailing a “still interested” card to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest. Any mailings to the applicant which require a response will state that failure to respond within ten days will result in the applicant's name being removed from the waiting list.

An extension of thirty days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability. However, an applicant who claims a disability bears the full burden of providing all requested information by MHA regarding the said disability.

If a letter is returned by the U.S. Postal Service without a forwarding address, the applicant will be removed without further notice and the envelope and letter will be maintained in the file.

If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Executive Director or the Housing Assistance Director determines there were circumstances beyond the person's control, such as severe life threatening situations of the applicant as documented by a physician.

**HOMEOWNERSHIP VOUCHER PROGRAM OPTION  
[24 CFR 982.625]**

**I. GENERAL PROVISIONS**

Under 24 CFR 982.625, PHAs may elect to provide Housing Choice Voucher assistance to an eligible family that purchases, rather than rents, a dwelling unit that will be occupied by the family. The homeownership option does not require, and HUD does not provide, additional or separate funding. Macon Housing Authority (MHA) will use the voucher program funding previously established under existing Annual Contributions Contracts (ACC) for the Housing Choice Voucher program to fund the Homeownership Voucher program option.

However, at any time, and at MHA's discretion, the homeownership option may be discontinued due to lack of funding or for any reason as determined by MHA.

Nothing in this chapter shall constitute a right by a Section 8 participant, financial institution, real estate developer, agent, or any other interested parties to participate in MHA's Section 8 homeownership option.

The program will provide additional affordable housing opportunities for low-income families who qualify and encourage self-sufficiency among Housing Choice Voucher Program participants.

**II. INITIAL ELIGIBILITY REQUIREMENTS**

A Housing Choice Voucher program applicant or participant, who wishes to utilize their voucher subsidy to purchase, rather than rent a home, must meet the following initial eligibility requirements:

1. A family must meet the general requirements for admission to or continued participation in the MHA Housing Choice Voucher program.
2. Current Housing Choice Voucher Program participants must be in full compliance with their lease and Housing Choice Voucher program requirements and must terminate their current lease arrangement in compliance with the lease (at least a 30-day notice is required).
3. The family must be "first-time homeowners", meaning that a family member must not have owned title to a principal residence in the last three (3) years. Residents of limited equity cooperatives are eligible for the homeownership program.
4. The head of household or spouse must be employed full-time (employment must average a minimum of 30 hours per week) and have been continuously employed before commencement of homeownership assistance. "Continuously employed" is defined as a person who has been employed for not less than one (1) year with not less than a four (4) week interruption (this includes a person who is self employed).
5. The family must have at least \$15,000 annual income. Public assistance income may not be used for meeting the income requirements when the family is not elderly or disabled. "Public assistance" includes federal housing assistance or the housing component of a welfare to work grant; TANF assistance, SSI that is

subject to an income eligibility test; food stamps; general or other assistance provided under a federal, state or local program that provides assistance available to meet family living or housing expenses. Seasonal employees such as teachers must be certified annually instead of on an interim basis when income decreases for a short period of time (i.e. summer vacation).

- a. A head of household who is elderly or disabled is not required to meet the employment requirement in #4 above. Additionally, an elderly or disabled head of household is not required to meet the income requirements in #5 above. An elderly or disabled head of household is only required to meet their lender's income/working requirements. Furthermore, if a family other than an elderly or disabled family includes a person with disabilities, MHA may grant an exemption from the employment requirement if MHA, at its sole discretion, determines that an exemption is needed as a reasonable accommodation to allow full access to the program.
  - b. There may be occasions when a family does not meet MHA's minimum income qualification. However, the family that can demonstrate that it has been pre-qualified or pre-approved for financing with their current income may use that income to qualify for participation in the program. However, the pre-qualified or pre-approved financing must meet MHA's established requirements for financing the purchase of the home. And, the pre-qualified or pre-approved financing amount must be sufficient to purchase housing that meets MHA's HQS standards in MHA's jurisdiction.
6. The family may not owe money to MHA or any other housing authority.
  7. A head of household or spouse who has previously defaulted on a mortgage obtained through the Homeownership Voucher program is not eligible to purchase another home with voucher assistance.
  8. A married head of household, who is physically separated (does not share residence) but not legally divorced from his or her spouse, must either divorce or include the spouse (and his/her income) in the household for the eligibility
  9. If an applicant wishes to buy a home with a co-applicant, the co-applicant must be included in the applicant's Housing Choice Voucher at the time of application.

### **III. PARTNER AGENCIES**

At its sole discretion, MHA may enter into a Memorandum of Understanding (MOU) with agencies that it determines will help MHA best achieve the goal of assisting qualified Section 8 residents to obtain homeownership.

This includes, but is not limited to, agencies who may have clients with special physical or mental needs. Additionally, by using a MOU, MHA, at its sole discretion, may waive certain provisions of this plan (with the exception of required HUD regulations or lender requirements), when, in the interest of a potential homebuyer or group of homebuyers, MHA determines that by waiving such provisions, the potential homeowner or group of potential homeowners along with the community will benefit by such action. Again, MOUs are entered into at the sole discretion of MHA. Nothing in this policy gives any

agency group or other interested party the right, implied or otherwise, to enter into a MOU for any reason.

#### **IV. HOMEBUYER EDUCATION**

HUD requires that families receive pre-purchase homebuyer education (8 hour minimum) before they are eligible to receive assistance through the Homeownership Voucher Program option. The family will not be considered eligible to use their voucher to purchase a home until they have completed the homebuyer education requirements and secured appropriate financing to purchase a home. All eligible applicants will be given information regarding a MHA approved agency that offers homebuyer education. At a minimum, the homebuyer education will include the following:

- Budgeting and money maintenance
- Credit counseling
- Knowing key personnel and their roles in the home buying process
- How to negotiate the purchase price
- Preparation for loan qualification and application
- How to obtain homeownership financing
- How to find a home
- Advantages of purchasing and how to locate a home in the area that does not have a high concentration of low-income families
- Maintaining a home
- Avoiding delinquencies, defaults, and foreclosures

Upon completion of the pre-purchase homebuyer education, MHA voucher holders should have an understanding of how to do the following:

- Determine if homeownership is right for them
- Budget and manage their credit
- Determine what they can afford to spend on a home
- Identify what they want and need in a home
- Shop for a home that meets their needs
- Decide how much to offer for a house
- Obtain and use a home inspection
- Shop for an affordable mortgage
- Know what to expect at closing and settlement
- Meet the ongoing financial obligations of homeownership and avoid default
- Care for the home after purchase
- Budget and save for expected and unexpected home repairs
- Take advantage of financial opportunities that come with homeownership

Once the applicant has successfully completed the homeownership program, the applicant must provide MHA with a certificate or other documentation verifying successful program completion.

**V. SECTION 8 HOMEOWNERSHIP COMMITTEE EVALUATION CRITERIA**

Once a participant has made application (in a form prescribed by MHA), the application will be forwarded to the Section 8 Homeownership Committee, hereafter known as the “Committee” for review.

The Committee shall consists of representatives from MHA and various agencies chosen by MHA, who, in MHA’s sole judgment are able to fairly apply the selection criteria as outlined herein. Nothing in this Plan gives any individual or agency the right to become a member of the committee. Committee members are chosen by MHA at its sole discretion.

The Committee shall apply the following affordability and suitability criteria when selecting potential homebuyers for the program:

*NOTE:* The scoring criteria contained in Sections 1(a) and 1(c) below will not be applied to an elderly or disabled head of household or to a household that contains a person with disabilities that has been determined by MHA, at its sole discretion, to be exempt from these requirements as a reasonable accommodation. Families who are in this category must meet all other requirements unless specifically noted, have sufficient income (in the sole judgment of MHA) to sustain homeownership, and will have to score within the applicable ranges contained in Sections 1(b) and 1(d) below.

1. Scoring Criteria: Each applicant will be evaluated using a system based on a one hundred (100) point scale as follows:
  2. a. Total Annual Income
    - Income at or above \$20,000 = 35 points
    - Income between \$18,000 and \$19,000 = 25 points
    - Income between \$17,000 and \$17,999 = 20 points
    - Income between \$16,000 and \$16,999 = 10 points
    - Income between \$15,000 and \$15,999 = 5 points
    - Income below \$15,000 = Not Eligible
  - b. Credit Scores

Credit scores will be assessed based on reports obtained from Equifax, Experian, and Transunion.

    - Beacon score of 600 or above = 35 points
    - Beacon score of 500 to 599 = 25 points
    - Beacon score of 400 to 499 = 15 points
    - Beacon score of less than 400 = Not Eligible
  - c. Employment History
    - Employed for more than 3 years = 15 points
    - Employed for more than 2 years = 10 points
    - Employed for more than 1 year = 5 points
    - Employed less than 1 year = Not Eligible

d. Section 8 Participant History

Participant has not had a counseling report filed with the Section 8 department at MHA and has not violated any Section 8 Family Obligations during the past 24 months and does not have a criminal record involving crimes of a physical violence nature against persons or property including drug related crimes in the past five (5) years.

- No history = 15 points
- History = 0 points

In addition to the scoring mechanism herein, the Committee will also review the applicant's initial eligibility requirements to determine eligibility. Once the Committee reaches a decision regarding a Section 8 Homeownership applicant, the applicant will be notified in writing within 10 business days. A favorable review by the Committee does not guarantee that an applicant will ultimately obtain a home since lenders, among other factors, have their own set of requirements that are separate from MHA's requirements. If an unfavorable decision is rendered, the applicant may request an informal hearing according to the provisions of this Administrative Plan.

## VI. FINANCING

Participating families are responsible for securing financing for the purchase of a home that is insured or guaranteed by the state or Federal government, complies with secondary mortgage market underwriting requirements, or complies with generally accepted private sector underwriting standards. Although MHA will not direct families to any particular lender, Rural Development, Fannie Mae, other lenders, and other non-profit entities currently offer affordable mortgages to low income families participating in the Homeownership Voucher program.

The proposed financing terms (HUD-1 Settlement) must be submitted to and approved by MHA prior to the close of escrow. MHA staff will review the terms of financing for each family to protect the family from predatory or abusive lending practices. The following terms are not acceptable:

- Loans that have total closing costs that exceed 6%
- Loans which have origination costs which exceed 1%
- Loans that include high credit insurance premiums
- Loans with balloon payments or adjustable rate mortgages (ARMS) that will not be paid of by the subsidy before maturity
- Loans with above-market interest rates or discount points
- Loans with pre-payment penalties
- Loans with excessive fees or fees that have not been adequately explained to the borrower
- Loans that are originated by sub prime lenders
- Loans that do not include amounts for tax and insurance escrows
- Loans that are seller financed (except in the case where, at MHA's sole discretion, MHA has entered into a Memorandum of Understanding with an agency or entity that owns homes and wishes to finance part or all of the sale)

**A. Financing Models**

Participating families may use one of three (3) financing models in the Homeownership Voucher program.

1. Mortgages Under the Section 8 Homeownership Option, General:

Mortgages under the Section 8 Homeownership option allow the Homeownership Voucher Program participant (borrower) to secure a first mortgage that covers the entire purchase price of the home. HUD’s September 7, 2001 Mortgagee Letter (2001-20), advises lenders to assume the housing assistance payment will continue for at least three years. The Mortgagee Letter (2001-20) also advises lenders of acceptable underwriting methods when working with Homeownership Voucher participants. The following are acceptable underwriting methods for loans made to Homeownership Voucher Program participants:

- Add the subsidy payment (HAP) to borrower’s income as an “other” source of income. The subsidy payment may be “grossed up” 25 percent.
- Deduct the subsidy payment (HAP) from the principle, interest, taxes, and insurance (PITI). Housing debt to income ratio is based upon the “net housing obligation” of the borrower.

The participant makes a payment for his portion of the monthly mortgage payment (approximately 30% of his monthly adjusted income) directly to the lender, and MHA pays the remainder of the mortgage payment directly to the lender or loan servicing company. At the end of the maximum term (15 years), the Housing Choice Voucher mortgage assistance payment ends, and the family is responsible for the full mortgage payment (for disabled families, the assistance payment continues for the loan term).

The following models are for illustrative purposes only and are intended to aid applicants and lenders in structuring loans and payment terms:

**Model #1 - Example of the 15 Year Mortgage Model:**

Mortgage Term:	15 years
Price of home:	\$80,000.00
Required down payment by purchaser:	\$ 800.00
Required down payment by other:	\$ 1,600.00
Loan amount:	\$77,600.00
Interest rate:	6%
Payment (P & I only):	\$ 654.83
Total Payment (T, I, PMI):	\$ 764.83

**Section 8’s Contribution (Model #1):**

Yearly income of head:	\$18,000.00
Deductions (2 children):	\$ 960.00
Adjusted yearly income:	\$17,040.00

Adjusted monthly income:	\$ 1,420.00
S8 total tenant payment (AMI x .30)	\$ 426.00
S8 payment to lender (PS – TTP)	\$ 326.00
Homeowner share:	\$ 438.83
Total monthly payment to lender:	\$ 764.83

**Model #2 - Example of the 30-Year Loan Model with Refinancing for 30 Additional Years @ Year 15:**

Original loan amount:	\$77,600
Total amount paid by HAP & owner @ end of year 15:	\$22,466
Loan balance @ end of year 15:	\$55,133
REFI @ 16 <sup>th</sup> year @ 6% for 30 years:	(360)
Payment (P & I):	\$330.56
Total payment (T & I):	\$365.00

**Section 8 Contribution for Model #2:**

Section 8's contribution would no longer apply in Model #2 once the initial 15 year amortization was complete. Refinancing at beginning of year 16 allows the homeowner to reduce total out of pocket monthly payments thus keeping the purchase affordable.

**Model #3 - Example of the 30 Year Model (Subsidy Ends at End of Year 15):**

Mortgage term:	30 years
Price of home:	\$80,000
Required down payment by purchaser:	\$ 800
Required down payment by other:	\$ 1,600
Loan amount:	\$77,600
Interest rate:	6%
Payment (P & I only):	\$465.25
Total payment (T, I, PMI):	\$575.25

**Section 8 Voucher Contribution for the 30 Year Model (Model #3):**

Yearly income of head:	\$18,000
Deductions (2 children):	\$ 960
Adjusted Yearly Income:	\$17,040
Adjusted Monthly Income:	\$ 1,420
S8 Total Tenant Payment (AMI x .30):	\$ 426
S8 payment to lender (PS – TTP):	\$326.40 until year 16
Owner share until year 16:	\$249.25 (\$575.25 @ year 16)
One mortgage payment:	\$575.25

**B. Down Payment**

A minimum down payment of three (3) percent of the purchase price is required for participation in the Homeownership Voucher program. At least one percent of

the purchase price must come from the family's personal resources. The family may use grants or any other type of resources or funding to cover the remainder of the down payment and the closing costs.

**VII. FINAL ELIGIBILITY DETERMINATION**

To ensure an accurate HAP figure for the lender, the family's income will be recertified again when MHA is notified of the loan closing date.

**VIII. VOUCHER ISSUANCE AND TIMEFRAME FOR UTILIZATION**

A voucher for homeownership purposes will be issued to the family following the final eligibility determination. Once the Homeownership Voucher is issued, the family will have a maximum of 120 days from the issue date of the voucher to find a home and enter into a "sales contract".

Any extensions beyond 120 days will be at the sole discretion of MHA's Director of Housing Assistance or the Executive Director and will be based on verifiable events that are beyond the participant's control (i.e., extended hospital stays, family emergencies, etc.).

**IX. SUBSIDY STANDARDS**

Because the family may not compensate for family composition changes by relocating without selling their home, an exception to the regular Housing Choice Voucher program subsidy standards is necessary. For purposes of the Homeownership Voucher Program and determining which payment standard to use in the calculation of the owner's portion, the family will not be required to share bedrooms. The subsidy standard will be one bedroom per household member unless it is determined that a family needs additional bedrooms as a reasonable accommodation.

**X. SALE CONTRACT AND INSPECTION REQUIREMENTS**

This section details the requirements of the "Sales Contract" and the inspection of units in the Homeownership Voucher program.

**A. Sales Contract**

Participants in the Homeownership Voucher program must complete a "Sales Contract" or Residential Purchase Agreement (herein "Agreement") with the owner of the property to be purchased. The Agreement should include at least the home's price and terms of sale, the purchaser's pre-purchase inspection requirements and notice that the sale is conditional on the purchaser's acceptance of the inspection report, and an agreement that the seller is obligated to pay for necessary repairs. The sales contract must be approved by MHA.

**B. Independent Inspection**

The participant must obtain an independent professional home inspection of the unit's major systems at the participant's expense. The inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical and heating systems.

### **C. Housing Quality Standards Inspection**

MHA will conduct a Housing Quality Standards (HQS) inspection according to the HUD guidelines and will review the independent professional inspection of the unit's major system to determine if the unit may be approved for program participation.

MHA will perform at least one additional HQS inspection at the family's first annual recertification. MHA may elect to conduct other HQS inspections at the request of a partner agency or lender (not to exceed three in a two-year period). Based on the inspection(s), the family will be sent a list of suggested repairs. MHA will not, however, conduct a re-inspection to determine if the repairs have been completed. In contrast to the rental assistance program, the family will not be considered non-compliant with the program if they fail to make repairs within a certain time frame. The HQS report may be shared with the lender at the lender's request to allow the lender to work with the family on securing financing for any major repairs necessary to maintain the quality of the home.

If the home was constructed within sixty (60) days of the Contract for Sale and has remained unoccupied during that time, the use and occupancy letter from the local code administrator can be substituted for the pre-purchase inspection.

MHA retains the right to disqualify the unit for inclusion in the homeownership program based on either the HQS inspection or the professional inspection report findings.

## **XI. PORTABILITY**

Families who are determined eligible for homeownership assistance may exercise their right to relocate outside of MHA's jurisdiction if the receiving public housing authority is administering a Homeownership Voucher program and is accepting new families into its Homeownership Voucher program.

However, in accordance with 24 CFR 982.353(2)(ii), a family wishing to exercise the portability option can only do so at the end of the initial twelve (12) month period from the time that the family first purchased the home ***IF*** the family purchased the home as a newly admitted participant to the Section 8 program. Otherwise, a family may choose to exercise the portability option at any other time if all other requirements have been satisfied that govern portability moves as well as continued Section 8 occupancy in general.

## **XII. PERMITTED UNIT TYPES**

The unit must be an existing dwelling (the foundation must be poured or the unit must be under construction) before the Contract of Sale is executed. Most single family unit types are eligible, such as single family homes, condominiums or town homes, manufactured homes (must have permanent foundation) or modular or pre-fabricated homes. If the family does not own fee title to the real property on which the home is located (e.g. manufactured housing on a land lease property), the family must have the right to occupy the site for a period of at least forty (40) years to qualify for participation. MHA will approve units on a case-by-case basis.

### **XIII. PERMITTED OWNERSHIP ARRANGEMENTS**

To be approved for the program, a home must either be under construction or already existing at the time MHA makes the final eligibility decision. The homeownership option may be utilized in the following two types of housing:

1. A unit owned by the family, where one or more family members hold title to the home, including homes previously occupied under a lease-purchase agreement;
2. A cooperative unit, where one or more family members hold membership shares in the cooperative (applies only to elderly and disabled persons as a reasonable accommodation).

The participant must determine and document whether or not the unit is in a flood hazard area. Units in flood hazard areas must be insured at the expense of the participant for flood damage.

### **XIV. HOMEOWNERSHIP ASSISTANCE PAYMENT**

The participant's monthly mortgage assistance payment will equal the lower of the following:

1. The voucher payment standard minus the Total Tenant Payment (TTP) (the greater of 30% of monthly adjusted income or 10% of monthly income); or
2. The monthly homeownership expenses minus the TTP.

Homeownership expenses include principal and interest on the mortgage debt, mortgage insurance premiums, real estate taxes and homeowner insurance, MHA allowance for utilities (as published by MHA at time of purchase, i.e., date of purchase contract), MHA allowance for Maintenance and Repairs and other costs as MHA determines necessary, including the cost of making the home accessible for a family member with disabilities if necessary as a reasonable accommodation.

Because the homeownership expenses as defined by HUD as found in 24 CFR 982.635(c) usually sum to be greater than the TTP, MHA will usually use the Payment Standard minus the TTP method in determining the HAP portion. However, to be compliant with 24 CFR 982.635(a), MHA will determine which method to use in determining the HAP amount on a case-by case basis.

Mortgage assistance payments will be made by MHA directly to the approved mortgage lender, loan servicing company, or other lender.

The household must include at least one employed member at all times during participation in the Homeownership Voucher program earning a minimum of \$15,000 annually, unless the head or spouse is disabled. The household is responsible for the first mortgage payment in full at all times.

In the event of a loss of employment that results in employment income of less than \$15,000 annually, the household will be offered six months to secure new employment earning at least \$15,000 annually. If at least one household member does not secure new employment income of at least \$15,000 annually with the six month time period, the assistance will be terminated.

An exception to the six month timeframe for securing new employment may be considered when a household member loses his job due to no fault of their own, such as a factory closing or layoff. An exception may also be considered for long-term medical incapacitation or as a reasonable accommodation. In this case, the household must send a letter requesting an exception to MHA's Director of Housing Assistance or its Executive Director. Documentation of the job loss or medical necessity or need for reasonable accommodation, will also be required.

**XV. PAYMENT STANDARD**

At initial move-in to the Homeownership Voucher program, the payment standard used for the family is the regular payment standard applicable by bedroom size in Bibb County.

The payment standard for subsequent years (after the initial year) will be based on the higher of the following:

1. The payment standard in effect at commencement of the homeownership assistance; or
2. The payment standard in effect at the most recent regular recertification of the family's income and size.

**XVI. REQUIRED HOME MAINTENANCE ESCROWS**

At the commencement of homeownership, homeowner shall place in escrow (savings account) monies on a monthly basis to be used for future major home repairs. The following items are considered by MHA to be "major" and require that monies be escrowed to repair/replace when needed:

- Hot water heater (gas or electric)
- Package heating and a/c unit
- Roof (shingles only)

The following schedule shall be followed and may be changed at any time due to inflation or general cost and price increases:

Refrigerator:	\$ 450
Hot water heater:	\$ 450
Package heating/air unit:	\$3000
Roof (shingles only):	<u>\$3000</u>
TOTAL:	\$6900
Monthly escrow:	\$6,900/15/12
	= \$6,000/15 = \$460
	= \$460/12 = \$38.00 per mo.

Therefore, homeowner will be required to place in escrow \$38.00 a month during the entire term of the Section 8 subsidy.

By requiring a Section 8 homeowner to maintain a maintenance escrow account, MHA does not warranty any of the work materials obtained by the homeowner in the course of procurement, replacement, or repair work.

**XVII. UTILITY ALLOWANCE**

The regular Housing Choice Voucher program utility allowance will only be utilized for the Homeownership Voucher program when it is determined that MHA must use the monthly homeowner expense minus the Total Tenant Payment method in determining the HAP portion of the monthly mortgage payment.

**XVIII. MAXIMUM SUBSIDY TERM**

Homeownership assistance will only be provided for the time period the family is in residence in the home. Housing Choice Voucher assistance may be provided for a maximum of fifteen (15) years if the initial mortgage secured to finance the purchase of the home has a term that is twenty (20) years or longer. Elderly and disabled families are exempt from the 15-year maximum time limit. The participant will be recertified on an annual basis to determine income eligibility. In the event that the participant's income increases to the point that they are no longer eligible to receive a mortgage subsidy (i.e. zero mortgage assistance payment), MHA will notify the lender(s) or loan servicing company of the family's increased financial responsibility for the payment. The family, however, remains eligible for the program, in the event that their income decreases, for 180 days from the date of the change (zero HAP period).

**XIX. FAMILY OBLIGATIONS**

Before commencement of homeownership assistance, the participant must execute a "Statement of Family Obligations for the Homeownership Program" in the form prescribed by MHA. To continue to receive homeownership assistance, a participant must comply with the following family obligations:

1. The participant must comply with the terms of any mortgage securing the debt incurred to purchase the home, and any refinancing of such debt.
2. During the period of time the participant is receiving homeownership assistance, the family may not sell, convey, or transfer any interest in the home to any entity or person other than a member of the assisted family residing in the home.
3. During the period of time the participant is receiving homeownership assistance, the family may not take out a home equity loan without the written consent of MHA (and mortgage lender).
4. During the period of time the participant is receiving homeownership assistance, the family must supply required information regarding income and family composition in a timely manner in order to calculate correctly total tenant payment and homeownership assistance.
5. During the period of time the participant is receiving homeownership assistance, the family must provide information on any mortgage or other debt incurred to purchase the home, and any refinancing of such debt, and any sale or other transfer of interest in the home.
6. During the period of time the participant is receiving homeownership assistance, the family must notify MHA if the family defaults on a mortgage securing any debt incurred to purchase the home.

7. During the period of time the participant is receiving homeownership assistance, the family must notify MHA before the family moves out of the home.
8. At annual recertification, the participant must document that he or she is current on mortgage, insurance, and utility payments.
9. At annual recertification, homeowner must present MHA with an accounting of required home maintenance escrows.
10. The household must include at least one employed member at all times during participation in the Homeownership Voucher program earning a minimum of \$15,000 annually, unless the head or spouse is elderly or disabled. In the event of loss of employment that results in annual income of less than \$15,000, the household will be offered six months to secure new employment.
11. The family must disclose and verify social security numbers as provided by 24 CFR Part 5, Subpart B and must sign and submit consent forms for obtaining information in accordance with the same.
12. The family must not sublease or otherwise rent the house.
13. Members of the family must not commit fraud, bribery, or any other corrupt or criminal act in connection with the Section 8 Housing Choice Voucher Homeownership program.
14. Members of the household may not engage in drug related criminal activity, violent activity, or other criminal activity that threatens the health, safety, and right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the home.
15. Members of the household must not abuse alcohol in a way that threatens the health, safety, or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the home.
16. Any and all information supplied by the family as it relates to the Section 8 Homeownership voucher must be true, complete, and accurate.

**XX. TERMINATION OF ASSISTANCE**

The family must comply with all Family Obligations as outlined in this Administrative Plan. Failure to comply with the Family Obligations of the Homeownership Voucher program may result in termination of the family's assistance.

In addition to a breach of the family obligations, the following will also be grounds for termination of assistance:

1. A participant defaults on his or her mortgage loan (i.e. fails to fulfill a monthly payment obligation as required by the Deed of Trust note on a timely basis), as determined by the lender.
2. The family is dispossessed from the home due to a judgment or order of foreclosure.
3. The family transfers or conveys the ownership of the home.

4. The family has been unemployed for six months.

If MHA proposes to terminate assistance, the family will be given an opportunity to have a hearing. Hearings will be offered and administered in compliance with the policies contained in this Administrative Plan.

If a family is terminated from the Homeownership Voucher program, they must reapply for the program in order to receive rental assistance under the general Section 8 Housing Choice Voucher program, at such a time as prescribed by MHA, i.e., when the waiting list is open.

**XXI. LEASE TO PURCHASE AGREEMENTS**

Lease-to-purchase agreements are considered rental property and subject to the normal Housing Choice Voucher program rules and regulations. The family will be subject to the homeownership requirements at the time the family is ready to exercise the homeownership option under any lease-to-purchase agreement.

**XXII. HOME SALE**

The family must sell their current home purchased as a “first time homebuyer” under the Section 8 Homeownership program in order to purchase another home with Homeownership Voucher assistance. If the family requests to purchase another home with Housing Choice Voucher assistance after they have sold their first home, they must meet the eligibility requirements for participation in the homeownership program (e.g. must meet income and employment requirements). The maximum term of homeownership assistance applies to the cumulative time the family receives homeownership assistance. The family may not move more than once in any twelve (12) month period.

**XXIII. ANNUAL RECERTIFICATION**

At least ninety (90) days prior to the family’s annual recertification date, MHA will contact the family and request updated income and other verification information and, when necessary, schedule an HQS inspection. The family must cooperate with the recertification process in order to remain eligible to receive assistance through the Homeownership Voucher program.

**XXIV. INTERIMS**

As a matter of practicality, MHA will not require that participants in the Section 8 Homeownership program report increases in their income on an interim basis. However, increases to income must be reported at annual recertification. Increases to the family’s portion due to an increase in income will become effective on the 1<sup>st</sup> day of the month following their recertification.

Decreases in income must be reported within ten (10) days of the occurrence. In the event that a participant fails to report a decrease in income timely, the resulting decrease in their portion of the mortgage payment will not become retroactive, but will become effective on the 1<sup>st</sup> day of the month after it is reported.

## MHA POLICY ADOPTING VAWA

### I. SUMMARY

On January 5, 2006, the Violence Against Women Act of 2005 (VAWA) was signed into law. The Act is intended to protect the rights of victims of domestic violence, dating violence, sexual assault, or stalking.

#### A. Notification

1. MHA shall provide notice to tenants of their rights under VAWA, including their right to confidentiality and the limits thereof, and to employees of MHA of their rights and obligations.
2. MHA shall provide notice to property owners who are Section 8 participants of their obligations and rights under VAWA.

#### B. Purpose

The purpose of this policy is to implement the provisions of the VAWA.

#### C. Applicability

MHA shall not deny admission or evict any person who is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for admission or continued participation.

#### D. Certification

1. MHA may request that an individual claiming relief under this section certify that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking. Upon request from the MHA, the individual shall provide documentation, signed by an employee, agent, or volunteer of a victim service provider, an attorney, a member of the clergy, a medical professional, or any other professional from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or the effects of abuse (or) provide a Federal, State, or local police or court record. Should the individual fail to provide the certification within 14 business days, assistance may be terminated or an eviction initiated.
2. Certification shall be provided on a HUD-approved certification form signed under penalty of perjury.

#### E. Confidentiality

All information provided to the MHA, including the fact that an individual is a victim of domestic violence, sexual assault, or stalking, shall be retained in confidence by the MHA, and shall not be entered into any shared database, nor provided to any related housing agency, assisted housing provider, owner, or manager, except to the extent that disclosure is either requested or consented to by the individual in writing; or otherwise required by applicable law.

## **F. Bifurcation of lease**

MHA may evict an individual perpetrator for such actions and continue to allow the victim or other household members to remain in the dwelling unit or receive housing assistance.

## **G. Termination**

MHA may terminate assistance or evict for any violation not involving domestic violence; or upon discovery of evidence that the individual alleging domestic violence failed to take necessary steps to support MHA action to protect the individual or other residents or employees of the MHA. Further, MHA may terminate assistance if an actual and imminent threat to other residents or those employed at or providing service to the property can be demonstrated.

## **H. Definitions**

The following definitions apply to the administration of the VAWA policies as outlined in both MHA's public housing Admissions and Continued Occupancy Plan (ACOP) and Section 8 Administration Plan.

- The term *domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Georgia, City of Macon, County of Bibb receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person,

(2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

- The term *immediate family member* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.

## II. PUBLIC HOUSING

The following sections are excerpts from ACOP Sections C2.0 and D1.0 and the Public Housing Lease, as amended to comply with VAWA.

### A. Purpose

The purpose of this policy (hereinafter the “Policy”) is to implement the provisions of the Violence Against Women Act of 2005 (VAWA) which Congress passed in 2006. This law protects the rights of applicants for public housing from discrimination based on acts of violence committed against them. The law also protects residents of public housing from eviction based on acts of violence committed against them. This policy shall be applicable to the administration by the MHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1937). This Policy is gender-neutral, and the protections provided herein are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

### B. Applicability

The MHA shall not deny housing to an applicant for public housing who is a victim of domestic violence, dating violence, sexual assault or stalking. Likewise, the MHA shall not evict a resident because that individual is a victim of domestic violence, dating violence, sexual assault or stalking.

However, the MHA may refuse assistance for public housing and initiate eviction proceedings to a victim of domestic violence for reasons other than being a victim of domestic violence. The MHA may also evict an individual perpetrator for acts of domestic violence and continue to allow the victim or other household members to remain in the dwelling unit.

The MHA may initiate eviction of a resident if an actual and imminent threat to other residents or those employed at or providing services to the property can be demonstrated. The MHA may also initiate eviction upon discovery of evidence that an individual alleging domestic violence fails to take necessary steps to support MHA action to protect the individual or other residents or employees of the MHA.

### C. Certification

The MHA may request that an individual claiming relief under VAWA certify that the individual is a victim of domestic violence, dating violence, sexual assault, or stalking. Should the MHA request certification, the individual or resident shall respond as follows:

- (1) Resident shall submit on a HUD- approved certification form, signed under penalty of perjury, a statement by an employee, agent, or volunteer of a victim service provider, an attorney, a member of the clergy, a medical professional, or any other professional from whom the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or the effects of abuse; (or)
- (2) Resident shall sign a HUD-approved certification form under penalty of perjury and provide a Federal, State, or local police or court record concerning the incident or incidents of domestic violence.

A HUD- approved certification form may be obtained in either the office of the RSC of the resident's neighborhood or the central office. Should the resident fail to provide the certification form within 14 business days of the request by Management, the MHA may seek eviction.

#### **D. Confidentiality**

All information provided by a resident or individual to the MHA, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking, shall be retained in confidence by the MHA, and shall not be entered into any shared database, or provided to any related housing agency, assisted housing provider, owner, or manager, except to the extent that disclosure is either requested or consented to by the individual in writing; or otherwise required by applicable law.

#### **E. Notification**

The MHA shall provide notice to tenants of their rights under this section, including their right to confidentiality and the limits thereof, and to owners and managers of their rights and obligations under this section.

### **III. SECTION 8**

The following sections are excerpts from MHA's Administrative Plan, as amended to comply with VAWA.

#### **Administrative Plan – Section 2-8:**

#### **P. Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking**

The Violence Against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

## **Notification and Victim Documentation**

### MHA Policy

MHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under MHA's policies. Therefore, if MHA makes a determination to deny admission to an applicant family, MHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and:

**One** of the following:

1. A police or court record documenting the actual or threatened abuse, **OR**
2. A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal review or must request an extension in writing at that time. If the applicant so requests, and at MHA's discretion, MHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant MHA determines the family is eligible for assistance, no informal review will be scheduled and MHA will proceed with admission of the applicant family.

## **Perpetrator Removal or Documentation of Rehabilitation**

### MHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, MHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

### **PHA Confidentiality Requirements**

All information provided to MHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.

### **Administrative Plan – Section 15-11:**

#### **I. Terminating the Assistance of Domestic Violence, Dating Violence, or Stalking Victims and Perpetrators [Pub.L. 109-162, Pub.L. 109-271]**

The Violence Against Women Reauthorization Act of 2005 (VAWA) provides that “criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control shall not be a cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that domestic violence, dating violence, or stalking.”

VAWA also gives MHA the authority to “terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.”

VAWA does not limit the authority of MHA to terminate the assistance of any participant if the PHA “can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant is not evicted or terminated from assistance.”

### **Victim Documentation**

#### **MHA Policy**

When a participant family is facing assistance termination because of the actions of a participant, household member, guest, or other person under the participant’s control and a participant or immediate family member of the participant’s family claims that she or he is the victim of such actions and that the actions are related to domestic violence, dating violence, or stalking, MHA will require the individual to submit documentation affirming that claim.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and

**One** of the following:

1. A police or court record documenting the actual or threatened abuse, **OR**
2. A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The required certification and supporting documentation must be submitted to MHA within 14 business days after MHA issues a written request. The 14-day deadline may be extended at MHA's sole discretion. If the individual does not provide the required certification and supporting documentation within 14 business days, or the approved extension period, MHA may proceed with assistance termination.

If MHA can demonstrate an actual and imminent threat to other participants or those employed at or providing service to the property if the participant's tenancy is not terminated, MHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

### **Terminating the Assistance of a Domestic Violence Perpetrator**

Although VAWA provides assistance termination protection for victims of domestic violence, it does not provide protection for perpetrators. VAWA gives MHA the explicit authority to "terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others...without terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." This authority supersedes any local, state, or other federal law to the contrary. However, if MHA chooses to exercise this authority, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law regarding termination of assistance in compliance with Pub.L. 109-271.

#### MHA Policy

When the actions of a participant or other family member result in MHA's decision to terminate the family's assistance and another family member claims that the actions involve criminal acts of physical violence against family members or others, MHA will request that the victim submit the above required certification and supporting documentation in accordance with the stated time frame. If the certification and supporting documentation are submitted within the required time frame, or any approved extension period, MHA will terminate the perpetrator's assistance. If the victim does not provide the certification and supporting documentation, as required, MHA will proceed with termination of the family's assistance.

If MHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the participant's tenancy is not terminated, MHA will bypass the standard process and proceed with the immediate termination of the family's assistance.

**MHA Confidentiality Requirements**

All information provided to MHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared data base nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.