

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: Villa Rica Housing Authority      PHA Code: GA107 PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2010				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 141      Number of HCV units: 0				
<b>3.0</b>	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH      HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. <b>Note: See Attachment ga107a01 for information concerning Section 5.0 through 10.0.</b>				
<b>5.1</b>	<b>Mission.</b> 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 for the next five years:  See page 3 of Attachment ga107a01.				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  See page 3 of Attachment ga107a01.				
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.  See pages 3 – 29 of Attachment ga107a01.				
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  See page 29 of Attachment ga107a01.				
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.  See page 30 of Attachment ga107a01.				
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.  See page 30 of Attachment ga107a01.				
<b>8.2</b>	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.  See page 30 of Attachment ga107a01.				

8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>See page 30 of Attachment ga107a01.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>See page 31 of Attachment ga107a01.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>See pages 32 - 33 of Attachment ga107a01.</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>See pages 33 - 34 of Attachment ga107a01.</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide 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 is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

## Instructions form HUD-50075

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### 1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### 2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### 3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### 4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

### 5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers**

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)  
**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

**8.0 Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

**8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

**8.2 Capital Fund Program Five-Year Action Plan**

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

**8.3 Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

# VILLA RICA HOUSING AUTHORITY

## FY2010-FY2014 FIVE-YEAR AGENCY PLAN AND FY2010 ANNUAL UPDATE

### SECTION 5.0 THROUGH 10.0

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## 5.0 Five-Year Plan

### 5.1 Mission Statement

The Villa Rica Housing Authority is committed to achieving excellence in providing safe, clean and modern housing assistance while promoting self-sufficiency and upward mobility opportunities to its residents.

### 5.2 Goals and Objectives

Goal: Improve the quality of assisted housing

*Objectives:*

- Improve public housing management: (PHAS score)
- Increase customer satisfaction:
- Renovate or modernize public housing units:

Goal: Increase the supply of affordable housing in Villa Rica

*Objective:*

- Evaluate opportunities available to provide affordable housing for seniors and special needs residents through an independent senior complex including an assisted living complex and nursing home.

Goal: Ensure equal opportunity and affirmatively further fair housing

*Objective:*

- Continue to follow HUD regulations pertaining to the admission to and occupancy of public housing.

## 6.0 PHA Plan Update

- (a) **Identify specifically which plan elements have been revised since the PHA's prior plan submission.**

All plan elements have been revised since the prior plan submission.

- (b) **Identify where the 5-Year and Annual Plan may be obtained by the public.**

The FY2010-FY2014 Five-Year Agency Plan and FY2010 Annual Plan will be available for review during the 45-day Public Hearing Notice period at the Villa Rica Housing Authority's Main Office which is located at 35 Walnut Drive in Villa Rica, Georgia.

**1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures**

**Public Housing**

*Eligibility*

1. The Housing Authority shall use the guidelines and procedures prescribed by HUD at the time of applicant processing to make a final determination of household eligibility.
2. All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:
  - a. The applicant family must qualify as a family as defined by HUD.
  - b. The single person applicant must qualify as a single person as defined by HUD.
  - c. The applicant's Annual Income as defined in Section B (HUD Secretary's definition) must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the County of PHA jurisdiction.
  - d. The applicant family must conform to the Occupancy Standards contained in this policy regarding unit size and type.
  - e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained the PHA shall take into consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.
    - Applicants shall not have a history (over the past two years) of habitual late rent payments, as defined by eight (8) or more late payments during one calendar year;
    - Applicants shall not have been sued more than two (2) times over the past two (2) years for habitual late rent payments;
    - Applicants shall not have been sued more than four (4) times during the entire tenancy for habitual late rent payments;
    - Applicants shall not have been evicted for non-payment of rent over the past two years.

- f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Housing and Urban Development (HUD) from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs. Section 214 programs include: Public Housing, Section 8 Rental Certificate Program and Section 8 Rental Voucher Program.
- g. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity shall not be eligible for federally assisted housing during the 3-year period beginning the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by the Housing Authority, and/or if the circumstances leading to eviction no longer exists.
- h. The Housing Authority shall prohibit admission for any household member who the Housing Authority determines is illegally using a controlled substance, or determines that a household member's illegal use, or pattern of illegal use, of a controlled substance, or abuse, or pattern of abuse, of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining whether to deny admission to the Housing Authority any household based on a pattern of abuse of alcohol by a household member, the Housing Authority may consider whether such a household member:

- (i) Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
  - (ii) Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of controlled substance or abuse of alcohol (as applicable); or
  - (iii) Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- i. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household who the Housing Authority determines is or was, during a reasonable time preceding the date when the applicant household would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.

- j. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household who has been convicted of a felony.
- k. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household who the Housing Authority determines is subject to a lifetime registration requirement under a state sex offender registration program.
- l. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history which may be reasonably expected to adversely affect:
  - (i) The health, safety, or welfare of other residents;
  - (ii) The peaceful enjoyment of the neighborhood by other residents; or
  - (iii) The physical environment and fiscal stability of the neighborhood.
- m. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case where a qualified agency is working with the applicant family to improve its housekeeping and the agency reports that the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Executive Director or his designee. This category does not include applicant families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.
- n. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age, handicap, etc. In determining the applicant family's capacity to discharge all lease obligations the HA must consider the family's ability to secure outside assistance in meeting those obligations.
- o. If the applicant is a former resident of public housing or Section 8 housing programs administered by an agency, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former resident who owes a move out balance to the Housing Authority will not be considered for re-admission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet his or her rent obligations.

- p. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residences, such as providing shelter to unauthorized persons, keeping pets or other acts in violation of rules and regulations, and painting or decorating without permission of the owner.
  - Any applicant who has been evicted from a public housing program or terminated from a Section 8 Rental Program shall not be eligible to receive any type of housing assistance for three (3) years.
- q. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.
- r. Other factors affecting a final determination of eligibility include:
  - (i) Household has no outstanding indebtedness to HA or any other federal housing program;
  - (ii) Family will occupy unit as their sole place of residence.
- 3. Substance abuse as described in this policy and drug-related criminal activity as described in this policy shall include, but not be limited to, the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).
- 4. Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in accordance with Part C; Verification, and placed in the applicant's file. Such documentation may include reports of interviews, letters or written summaries of telephone conversations with reliable sources. At a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received.
- 5. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
  - a. Evidence of rehabilitation.

- b. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
  - c. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
  - d. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or Live-In caretakers.
6. An otherwise ineligible handicapped applicant shall be eligible for admission if the problem resulting in the ineligibility can be addressed through reasonable accommodations.
  7. Tenancy at properties for elderly and/or handicapped persons will be based upon the applicant's ability to live independently or to live independently with limited supportive services.
  8. The Housing Authority will not unnecessarily segregate individuals with handicaps to particular areas or developments. The Housing Authority will provide assistance to enable all individuals with handicaps to meet legal requirements; for example, the Housing Authority will provide interpreters, Braille or taped versions of leases, recertifications and other legal documents.
  9. In the event an individual is refused housing based on one or more of the above screening criteria, he/she may request an informal hearing or appeal to the Executive Director in writing.

*Selection*

1. Applicant Ranking

Applications will be filed and selected by unit type and size; by preference; and by date and time of application. If an applicant claims a preference, they are considered to be a priority applicant. Applicants who claim no preference are considered to be non-priority applicants.

2. Preferences

- a. Local Preference: Local preference first to applicants who live in the city limits of Villa Rica (either Carroll or Douglas counties), then to other residents of Carroll County, then to others.

Employment Preference: Applicants whose head of household is employed. The employment income must be countable under HUD's definition of annual income. This preference shall be given to applicants whose head of household, spouse, or sole member is 62 years or older, or is

receiving social security disability, supplemental security income disability benefits, or any other payments based on the individual's inability to work. There is no minimum income requirement.

For an applicant to receive a preference for employment, he/she must provide proof of employment. Such proof shall be Third Party Verification from the employer; and proof that the employer is withholding FICA and FED/STATE income taxes. If the Housing Authority is not provided with this information, the applicant will not receive the employment preference.

b. Denial of Preference

A preference shall not be given to an applicant if any member of the family is a person who has been evicted from housing assisted under a 1937 Housing Act program due to drug related criminal activity.

However, a preference may be given if:

- (i) The applicant or family member evicted has successfully completed a drug rehabilitation program; or,
- (ii) The applicant or family member clearly did not participate; or,
- (iii) The Housing Authority determines that the applicant or family member no longer participates in any drug related criminal activity.

3. Waiting List

a. Housing Authority-Wide Waiting List

The Housing Authority-wide waiting list will be ordered as follows:

- (i) By unit type (regular, elderly, special handicapped) and in unit size by bedrooms.
- (ii) By preference only.
- (iii) Within the priorities above, by date and time of application.
- (iv) Families who claim no preference will be notified by the Housing Authority that their names will be retained on the waiting list as non-priority applicants. If at some future time, their status changes in regards to a preference, they will be entitled to claim the preference, and be added to the priority waiting list.

4. Waiting List Skipping

The Housing Authority may skip a higher-income eligible applicant family to the top of the waiting list (either Authority-wide or site based waiting lists) if a

dwelling unit in a development becomes vacant and the development requires a higher income family to meet the Housing Authority's income targeting goals.

The Housing Authority may also skip a lower-income eligible applicant family to the top of the waiting list (either Authority-wide or site based waiting lists) if a dwelling unit in a development becomes vacant and the development requires a lower income family to meet the Housing Authority's income targeting goals.

5. Updating of the Waiting List

Procedure for updating the waiting list is at the PHA discretion, however the waiting list must be purged at least once every 12 months.

The Housing Authority shall update the waiting list every ninety (90) days in order to maintain the most current information. Applicants will be requested to provide the Housing Authority with updated information through writing. Applicants who do not respond to the request to update shall be removed from the waiting list. If the applicant's failure to respond was due to the applicant's disability, the Housing Authority shall provide reasonable accommodations to give the applicant an opportunity to respond.

6. Applicant Selection and Assignment

The PHA will select applicants for participation without discrimination based on race, color, sex, creed, or national origin nor deny any family or individuals the opportunity to apply for assistance under the Low-Rent Housing Program. Neither will the PHA discriminate because of religion, age, physical handicap, pregnancy, parenthood, nor marital or veteran status.

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulation and applicable Fair Housing and Equal Opportunity Requirements.

7. Special Use Dwelling Units

a. When a unit that meets specific need (e.g., a unit designed to accommodate a handicapped tenant requiring the use of a wheelchair) becomes available, that unit will be offered first to a current occupant of another unit managed by the Housing Authority having handicaps and requiring the accessibility features of the vacant unit. If no such occupant exists, the unit will be offered to the next eligible applicant on the waiting list requiring that special unit. If there are no applicants on the waiting list needing a specially designed unit, the unit will then be offered to those eligible qualified applicants in their normal sequence.

b. Elderly applicants will be given preference for units designed specifically for elderly occupancy. Near Elderly Single Persons will be given preference over Non-Elderly Single Persons for units designed specifically for elderly occupancy.

- c. Dwelling units in designated midrise and highrise elevator structures shall not be provided for non-elderly families, or for families (elderly or non-elderly families) with minor dependent children under eighteen (18) years of age, except with the written permission of the Executive Director.

9. Dwelling Unit Offers

**One unit offer:** The PHA can make a unit offer in any development. If this unit is rejected, the applicant goes to the bottom of the waiting list. However, the PHA can define “bottom of the waiting list”.

When the applicant is matched to the specific 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 Housing Authority 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, etc.
- b. Upon availability for occupancy, an applicant will be offered a unit.
- c. Upon offer of an apartment, the applicant shall have five (5) days to accept or reject the apartment. An additional business day may be granted if necessary to allow the applicant to inspect the apartment. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.
- d. 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 HQS unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

10. Unit Refusals

- a. Family's will be made one (1) offer of a unit of appropriate size and type. Should the family reject the offer, the family will be placed at the bottom of the waiting list. An applicant rejecting the offer shall be denied any preferences for a period of three (3) months.
- b. Upon return to the top of the waiting list, such an applicant would be made an offer in accordance with the provisions of this policy. Upon refusal of one such offer, including any in neighborhoods previously refused, the application shall again be placed at the bottom of the waiting list.

- c. When an applicant refuses an offer of an apartment, his/her application shall be returned to the bottom of the waiting list, unless the applicant can document that a move at that time would create an undue hardship on the family which is NOT related to race, creed, sex, national origin, religion, handicap or familial status.
- d. Applicants not responding to an offer of housing by the PHA shall be ruled ineligible and their application will be removed to the inactive/ineligible file and so documented.
- e. An applicant will have five (5) working days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.

*Wait List*

All admissions to public housing shall be made on the basis of a personal interview where an application is completed by the applicant family and Housing Authority personnel. The Housing Authority will conduct interviews when the application process is open. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Housing Authority's determinations of eligibility status, priority status, rent, and size of unit for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

- 1. Applications for the public housing program will be completed during a one on one interview between the applicant family and Housing Authority personnel and shall be maintained on the Housing Authority's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Housing Authority reserves the right to require the signature of any or all adult members of the applicant household.
- 2. Applicants will be required to submit verification documentation as part of the application process. Applicants will be given a list of required verifications at the time of their interview with designated PHA personnel for the purpose of determining eligibility.
- 3. Should applicants fail to provide required verification documentation within time frame established by the PHA, their case will be placed in an inactive status and will be required to reapply during the next enrollment period.
- 4. The Housing Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.

5. The Housing Authority will normally take applications from a central location which will allow for processing by staff persons knowledgeable of the rules and regulations governing resident selection and assignment, but reserves the right to establish satellite locations for application taking, so long as all processing is done in a central location.
6. The Housing Authority reserves the right to establish times for taking applications, including by appointment. The Housing Authority staff may at its discretion provide for application interviews outside normal hours when necessary for hardship reasons.
7. Insofar as possible, application interviews shall be conducted in private.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.
9. All active applications will be purged no less than once each 12 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the PHA whenever there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the PHA if he/she no longer desires consideration for public housing.
10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Low-Rent Public Housing Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other PHA waiting list should they make an application for "Low-Rent". This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other PHA program.
11. The Housing Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.

## 2. Financial Resources

The table below lists the Villa Rica Housing Authority's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Authority, as well as tenant rents and other income available to support public housing in Fiscal Year 2010. The Capital Fund and ARRA amounts for FY2008 and FY2009 are the unobligated amounts as of 12/31/2009.

<b>Funding Source</b>	<b>Amount</b>	<b>Use</b>
FY2010 PH Operating Fund	\$475,000	Operations
FY2010 Capital Fund Program	\$217,300	Modernization
FY2009 Capital Fund Program	\$217,300	Modernization
FY2008 Capital Fund Program	\$174,134	Modernization
FY2009 ARRA Grant	\$275,524	Modernization
Public Housing Dwelling Rent	\$283,344	Operations
Interest	\$2,300	Operations
Other Income	\$5,400	Operations
<b>Total</b>	<b>\$1,650,302</b>	

## 3. Rent Determination

### Public Housing

1. Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982, shall be the higher of the following (provided that it does not exceed the applicable ceiling rent or flat rent for the unit being occupied), rounded to the nearest dollar:
  - a. 30 percent of monthly Adjusted Income; or
  - b. 10 percent of Monthly Income;
  - c. If the family receives Welfare Assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the monthly portion of such payments which is so designated. If the family's Welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this subsection shall be the amount resulting from one application of the percentage.
  - d. A minimum amount of \$50.

2. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

#### **4. Operation and Management**

The Housing Authority employs a maintenance staff which is responsible for completing the majority of repairs. Residents are encouraged call in and place a work order so that the problem may be fixed promptly. The Authority also contracts with outside companies on a limited basis to take care of major repairs outside of the maintenance staff's area of expertise.

Pest control is contracted to an outside company. All units are treated once a month for pests. Units that have a problem with pests are retreated on an as needed basis.

Through the years, the Board of Commissioners has adopted various operational policies and procedures to help the staff operate the Authority in an efficient and consistent manner. Some of the policies adopted by the Board are listed below:

- Admissions and Continued Occupancy Policy
- Pet Policy
- Procurement Policy
- Community Service Policy
- One Strike Policy
- Personnel Policy
- Grievance Policy

All policies are updated as needed to address issues that may arise over time.

#### **5. Grievance Procedures**

##### **PURPOSE**

This grievance procedure has been adopted to provide a forum and procedure for residents to seek the just, effective and efficient settlement of grievances against the Villa Rica Housing Authority (VRHA).

##### **GOVERNING LAW**

The law governing this procedure is section 6(k) of the U.S. Housing Act of 1937 (42 U.S.C. sec. 1437 d(k) as amended) and (24 CFR secs. 966.50-966.57).

##### **APPLICABILITY**

- a. HUD has issued a due process determination that the applicable laws of the State of Georgia require that residents be given the opportunity for a hearing in court which provides the basic elements of due process (as defined in Section IV) below), before eviction from a dwelling unit. Therefore, VRHA has elected to determine that this grievance procedure shall not be applicable to any termination of tenancy or eviction that involves:

- (i) Any activity that threatens the health, safety or right to peaceful enjoyment of VRHA's premises by other residents or other employees of VRHA,
  - (ii) Any drug-related criminal activity on or off such premises.
- b. VRHA's grievance procedure shall not be applicable to disputes between tenants not involving VRHA or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and VRHA's Board of Commissioners.

#### DEFINITIONS

- a. **CFR** is the Code of Federal Regulations, which contains the federal regulation governing this grievance procedure.
- b. **Complainant** is defined as any VRHA tenant whose rights, duties, welfare or status are, or may be, adversely affected by VRHA's action or failure to act and who files a grievance or complaint with VRHA with respect to such action or failure to act.
- c. **Grievance** or **Complaint** is defined as any dispute with respect to VRHA's action or failure to act in accordance with Lease requirements, or any VRHA action or failure to act involving interpretation or application of VRHA's regulations, policies, or procedures which adversely affects the rights, duties, welfare or status of the complainant.
- d. **Drug-related activity** is defined as the illegal manufacture, sale, distribution, use of possession with intent to manufacture, sale, distribute, or use of a controlled substance (as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. sec 802), as from time to time amended.
- e. **Elements of due process:** The following procedural safeguards are required to be followed in an eviction action or a termination of tenancy in a state or local court:
  - (i) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
  - (ii) Right of the resident to be represented by counsel;
  - (iii) Opportunity for the resident to refute the evidence presented by VRHA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
  - (iv) A decision on the merits.
- f. **Hearing Officer** is defined as an impartial person selected in accordance with 24 CFR sec 966.55 and this grievance procedure to hear grievances and render decisions with respect thereto.

- g. **Hearing Panel** is defined as a three-member panel composed of impartial persons, selected in accordance with 24 CFR sec. 966.55 and this procedure to hear grievances and render decisions with respect thereto.
- h. **HUD** is the United States Department of Housing and Urban Development.
- i. **VRHA** is The Villa Rica Housing Authority, Georgia (VRHA), a public body corporate and politic organized and existing under the laws of the State of Georgia.
- j. **Notice** as used herein, the term notice shall unless otherwise specifically provided, mean written notice.
- k. **Resident organization** is defined as an organization of residents, which includes any resident management corporation.
- l. **Resident** shall mean the adult person (or persons) other than a live-in aid:
  - (i) Who resides in the unit and who executed the lease with VRHA as lessee of the dwelling unit, or, if no such person resides in the unit; or
  - (ii) The person who resides in the unit, and who is the remaining head of the household of the resident family residing in the dwelling unit.

#### **INCORPORATION IN LEASES**

This grievance procedure shall be incorporated by reference in all leases between residents and VRHA, whether or not so specifically provided in such leases.

#### **INFORMAL SETTLEMENT OF GRIEVANCES**

- a. Any grievance shall be personally presented in writing, to the VRHA's management office within seven (7) days after the occurrence of the event giving rise to the grievance. One copy of the grievance shall be given to the tenant and one retained in VRHA's tenant file. Grievances shall be reviewed by the person responsible for management of the complex in which the Complainant resides. As soon as the grievance is received, it shall be reviewed by the management of VRHA to determine whether the exclusions in Section 3 above applies to the grievance. Should one of the exclusions apply, the Complainant will be notified in writing that the matter raised is not subject to VRHA's grievance procedure, with the reason therefor.
- b. If the grievance is not determined by VRHA to fall within one of the two exclusions mentioned in Section 3 above, then VRHA will, within ten (10) business days after the initial presentation of the grievance, informally discuss the grievance with the Complainant or his representatives in an attempt to settle the grievance without the necessity of a formal hearing. If the informal settlement conference cannot occur at the time the grievance is initially presented

by the Complainant, then the Complainant will be promptly notified in writing of the time and place for the informal settlement conference.

- c. Within ten (10) business days after the informal settlement conference, a summary of the informal discussion shall be prepared by VRHA and a copy thereof shall be provided to the Complainant. The summary shall be in writing and specify the names of the participants in the discussion, the date of the discussion, the nature of the proposed disposition of the grievance, and the specific reasons for such disposition. This written summary will also specify the procedures by which the Complainant may obtain a formal hearing if not satisfied by the proposed disposition of the grievance. A copy of the written summary shall also be placed in Complainant's resident file.

### **FORMAL GRIEVANCE HEARING**

The following procedures apply to the request for a formal grievance hearing under this grievance procedure:

- a. If the Complainant is not satisfied with the results of the informal settlement conference, the Complainant must submit a written request for a formal hearing to the Central office of VRHA or the property office of resident's complex no later than five (5) business days after the date Complainant receives the summary of discussion delivered as required under Section VI above. Complainant's written request for a formal hearing must specify:
  - (i) The reasons for the grievance; and
  - (ii) The action or relief sought by the Complainant; and
  - (iii) If the Complainant so desires, a statement setting forth the times at which the Complainant will be available for a hearing during the next ten (10) business days; and
  - (iv) If the Complainant has failed to attend an informal discussion conference, a request that the hearing officer waive this requirement.
- b. If the Complainant fails to request a hearing within five (5) business days after receiving the written summary of the informal settlement conference, VRHA's decision rendered at the informal hearing becomes final and VRHA shall not thereafter be obligated to offer the Complainant a formal hearing, unless the Complainant can show good cause, in VRHA's sole discretion, why he/she failed to proceed in accordance with this procedure.

### **SELECTION OF HEARING OFFICER**

- a. All grievance hearings shall be conducted by an impartial officer selected by the Authority and resident in the manner described below:
  - (i) VRHA will select Hearing Officer from a posted list (in the PHA office) of PHA approved individuals that may conduct formal hearings. The list will be updated at least annually and may be updated throughout the year. The PHA will notify the Resident Advisory Board of the individuals chosen by VRHA. Any

resident may recommend a person for the list. VRHA will determine if the individual is qualified.

#### **SCHEDULING OF HEARING**

- a. A Complainant does not have a right to a formal grievance hearing unless the Complainant has satisfied the following prerequisites to such a hearing:
  - (i) The Complainant has requested a hearing in writing.
  - (ii) The Complainant has completed the informal settlement conference procedure or has requested a waiver for good cause.
  - (iii) If the matter involves the amount of rent which VRHA claims is due under the Complainant's lease, the Complainant shall have paid to VRHA an amount equal to the amount due and payable as of the first of the month preceding the month in which the complained of act or failure to act took place. And, in the case of situations in which hearings are, for any reason delayed, the Complainant shall thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer. Unless waived by VRHA in writing, no waiver will be given by VRHA except in cases of extreme and undue hardship to the Complainant, determined in at the sole discretion of VRHA.
- b. Upon Complainant's compliance with the prerequisites to hearing set forth above, a formal grievance hearing shall be scheduled by the hearing officer promptly for a time and place reasonably convenient to both the Complainant and VRHA, no later than the tenth (10th) business day after Complainant has completed such compliance.

A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the Complainant and the appropriate VRHA official, who, unless otherwise designated, shall be the Executive Director of VRHA.

#### **PROCEDURES GOVERNING HEARINGS**

- a. The formal grievance hearings shall be held before a hearing officer as described above. The Complainant shall be afforded a fair hearing, which shall include:
  - (i) The opportunity to examine before the hearing any VRHA documents in VRHA's possession and in the presence of a VRHA employee, including records and regulations that are directly relevant to the hearing. The Complainant will be allowed to copy any such documents at the Complainant's expense. If VRHA does not make the document available for examination upon request by the Complainant, VRHA may not rely on such document at the grievance hearing.

- (ii) The right to be represented by counsel or other person chosen as the Complainant's representatives and to have such person make statements on the Complainant's behalf.
  - (iii) The right to a private hearing unless the Complainant requests a public hearing. The right to present evidence and arguments in support of the Complainant's complaint, to controvert evidence relied on by VRHA and to confront and cross examine all witnesses upon whose testimony or information the VRHA or its management relies; and
  - (iv) A decision solely and exclusively upon the facts presented at the hearing.
- b. The hearing officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.
  - c. If the Complainant or VRHA fails to appear at a scheduled hearing, the hearing officer may make a determination that the party failing to attend has waived the right to a hearing. In such event, the hearing officer shall notify the Complainant and VRHA of the determination.
  - d. At the hearing, the Complainant must first make a showing of an entitlement to the relief sought and thereafter VRHA must sustain the burden of justifying VRHA's action or failure to act against which the complaint is directed.
  - e. The hearing shall be conducted informally by the hearing officer, and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceeding.
  - f. The hearing officer shall require VRHA, the Complainant, counsel, and other participants or spectators, to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interest of the disorderly party and granting or denial of the relief sought, as appropriate.
  - g. The Complainant or the VRHA may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.
  - h. VRHA must provide reasonable accommodations for persons with disabilities to participate in grievance hearings. Reasonable accommodations may include qualified sign language interpreters, reader, accessible locations, or attendants.

**DECISION OF THE HEARING OFFICER**

At or subsequent to the completion of the formal grievance hearing, the hearing officer shall make a determination as to the merits of the grievance and the following provisions shall govern:

- a. The hearing officer shall prepare a written decision, together with the reasons for the decision within ten (10) business days after the completion of hearing
  - (i) A copy of the decision shall be sent to the Complainant and VRHA. VRHA shall retain a copy of the decision in the Complainant's resident file.
  - (ii) A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by VRHA and made available for inspection by any prospective Complainant, his representative, or the hearing officer.
  
- b. The written decision of the hearing officer shall be binding upon VRHA, which shall take all action, or refrain from any actions, necessary to carry out the decision unless VRHA's Board of Commissioners determines, within ten (10) business days, and properly notified the Complainant of its determination, that
  - (i) the grievance does not concern VRHA action or failure to act in accordance or involving the Complainant's lease, or VRHA's regulations, which adversely affect the Complainant's rights, duties, welfare or status, or
  - (ii) the decision of the hearing officer is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and VRHA.
  
- c. A decision by the hearing officer or Board of Commissioners in favor of VRHA or which denies the relief requested by the Complainant, in whole or in part, shall not constitute a waiver of, nor affect in any way the rights of the Complainant to a trial or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

**NOTICES**

All notices under this grievance procedure shall be deemed delivered:

- (i) upon personal service thereof upon the Complainant or an adult member of the Complainant's household;
- (ii) upon the date received for or refused by the addressee, in the case of certified or registered U.S. Mail; or
- (iii) on the second day after the deposit thereof for mailing, postage prepared, with the U.S. Postal Service, if mailed by first class mail other than certified mail other than certified or registered mail.

**MODIFICATION**

This grievance procedure may not be amended or modified except by approval of the Board of Commissioners of VRHA, present at a regular meeting or a special meeting

called for such purposes. Further, in addition to the foregoing, any changes proposed to be made to this grievance procedure must provide for at least thirty (30) days advance notice to residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. The comments submitted shall be considered by VRHA, before final adoption of any amendments hereto.

#### **MISCELLANEOUS**

- a. Captions or paragraph headings set forth in this grievance procedure are for convenience of references only and shall not be construed or interpreted to affect the substance of the paragraphs or sections so captioned.
- b. If a resident has filed a request for grievance hearing hereunder in a case involving VRHA's notice of termination of tenancy, the Complainant should be aware that the notice to vacate required by the laws of the State of Georgia and the notice of termination of tenancy required under Federal law run concurrently. Therefore, if the hearing officer upholds VRHA's action to terminate the tenancy, VRHA may commence an eviction action in court upon the sooner of, the expiration of the date for termination of tenancy and vacation of premises stated in the notice of termination delivered to Complainant, or the delivery of the report of decision of the officer to the Complainant.

### **6. Designated Housing for Elderly and Disabled Families**

At this time, the Authority has not designated any public housing for the occupancy only by elderly and/or disabled families. The Authority does not plan to designate any public housing for the occupancy only by elderly and/or disabled families in the upcoming Fiscal Year. The Authority does have units that have been modified to meet the needs of families with disabilities.

Due to the recent population growth in and around Villa Rica, the number of senior citizens in the area has increased. Due to this growth, the Housing Authority has recognized a lack of availability of affordable housing for elderly persons and persons with disabilities and other special needs in Villa Rica.

The Georgia Department of Community Affairs encourages new and renovated developments for affordable housing for seniors and special needs residents through its' low-income housing tax credit and bond programs. The Villa Rica Housing Authority is in the process of evaluating the opportunities available to pursue this objective. The Housing Authority's Board of Commissioners has authorized the Executive Director to enter into an engagement contract with the Reznick Group. The Reznick Group will provide strategic planning and financial forecasting. They will also provide assistance with the selection of a development team, debt and equity, and application services.

### **7. Community Service and Self-Sufficiency**

Based on the limited size of the staff, the Authority does not currently offer any self-sufficiency programs to the residents of public housing. The Executive director will continue to research available programs to determine if adding a program is feasible.

The Authority has implemented the Community Service Policy which states that any resident over the age of 18 that is not currently employed will perform 8 hours of community service each month that they are a resident of public housing. All elderly and disabled residents are exempt from the requirement. The staff tracks the hours each non-exempt resident performs to ensure compliance.

## **8. Safety and Crime Prevention**

In general, Villa Rica's public housing developments do not have a crime and safety problem. On a limited basis there have been crimes committed on public housing property. Most always, these crimes are committed by a non-resident. A list of people banned from public housing is kept by the Authority's staff. When someone on this list is seen on the property, the Villa Rica Police are called and that person is arrested for trespassing.

Staff has a good working relationship with the City's Police Department and the officers respond in a timely manner.

## **9. Pets**

### Purpose

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, the Villa Rica Housing Authority will permit residents to own and keep common household pets in their apartment. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all tenants to clean, quiet, and safe surroundings.

### Common Household Pets are Defined as Follows:

**Birds:** Including canary, parakeet, finch and other species that are normally kept caged; birds of prey and domestic fowl are not permitted.

**Fish:** Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

**Dogs:** Not to exceed twenty (20) pounds or twenty (20) inches. All dogs must be neutered or spayed.

**Cats:** All cats must be neutered/spayed and declawed.

**Other:** Upon approval of the Executive Director

At no time will the Villa Rica Housing Authority approve of exotic pets such as snakes, monkeys, rodents, etc.

### Registration

Every pet must be registered with the Villa Rica Housing Authority's management prior to moving into the building and updated annually thereafter at the time of reexamination. The pet owner must be a member of the resident's household. The resident's file shall include the following documents (said documents shall be filed along with the resident's lease as they are part of the lease by reference):

- a. Pet owners registration form completely filled out and signed by the pet owner and witnessed by a representative of the Authority.
- b. A copy of these pet rules signed by the pet owner and witnessed by a VRHA representative and properly dated.
- c. A certificate signed by a licensed veterinarian, State and local authority, stating that the pet has received all inoculations required by the State and local law, if applicable (dogs, cats).
- d. Proof of current license, if applicable (dogs, cats).
- e. Identification tag bearing the owner's name, address, and phone number (dogs, cats.)
- f. Proof of neutering/spaying and/or declawing, if applicable (dogs, cats.)
- g. Photograph (no smaller than 3x5) of pet or aquarium.
- h. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- i. Fish-size of tank or aquarium.

### Density of Pets

Only one (1) four-legged, warm-blooded pet will be allowed per apartment. Only two (2) birds will be allowed per apartment. The Villa Rica Housing Authority only will give final approval on type and density of pets.

### Visitors and Guests

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or House a Pet that does not fully comply with this policy.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

### Pet Restraints

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than six (6) feet.
- b. Cats must be in a caged container when taken out of the owner's apartment.
- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.
- d. Any city, county or state rules governing the leashing of animals shall also apply.

### Sanitary Standards and Waste Disposal

- a. Covered litter boxes must be provided for cats with use of odor-reducing chemicals.
- b. Dogs must be provided with a pet bed or box.
- c. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.
- d. Dogs and cats shall not excrete anywhere within the building.
- e. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
  - 1. All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage dumpster outside of the building.
  - 2. Tenants with litter boxes must clean them at a minimum once per week. Noncompliance may result in removal of the pet. The Housing Authority reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage dumpster.
  - 3. Pet owners are never to dispose of pet waste in the trash chutes in the buildings.
- f. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.

### General Rules

The resident agrees to comply with the following rules imposed by the Villa Rica Housing Authority:

- a. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time. Pets shall be confined to the yard area that makes up the pet owners yard for exercise and deposit of waste, except, when routes to and from pet owners yard or apartment shall be on a sidewalk that has an area between the sidewalk and the street and any area adjacent to said sidewalk and street that does not have an apartment that belongs to another tenant, such area shall be known as community area.
- b. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- c. Dog houses are not allowed on Authority property.
- d. When outside, all pets must be accompanied by the resident owner of his/her designee.

### No Pet Areas

At no time will pets be allowed in any public area such as community buildings, laundry rooms, sitting rooms, etc. Pets should only be in the lobby when entering or leaving the building.

### Pet Rule Violation and Pet Removal

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the Villa Rica Housing Authority shall serve a notice of pet rule violation on the pet owner. Violation of this policy will be considered as a violation of the lease agreement and the resident will be subject to such actions as prescribed in the lease agreement or violations of said agreement.
- b. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents, owner will remove the pet from premises upon request of management within forty-eight (48) hours. Nuisance complaints regarding pets are subject to immediate inspections.
- c. If a pet poses a threat to the health or safety of other residents, the owner will remove the pet from the premises upon request of management within twenty-four (24) hours.
- d. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, after, said twenty-four (24) hour limitation. The Villa Rica Housing Authority can officially remove the pet. The Authority accepts no responsibility for pets so removed.

### Owners Responsibilities

- a. Pet owners shall assume full responsibility for any vicious or destructive act by the pet.
- b. Pet owners shall be responsible for abiding by all federal, state and local laws and regulations as they may be changed from time to time.
- c. Pet owners agree to immediately remove an animal which has been determined to be vicious by Management until such time as a decision may be reached by agreement of by a grievance hearing.

### Grievance

Management and tenant agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between tenant and management regarding a pet.

### Damage Deposit

A "Pet Damage Deposit" will be required for dogs and cats only, however, all pet owners must comply with registration rules for all other pets. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including, but not limited to, the cost of repairs and replacements to, and fumigation of, the tenant's dwelling unit. The amount of the "Pet Damage Deposit" will be \$200 for elderly, handicapped, and disabled residents and \$300 for all other residents.

### Non-Commercial Provisions

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

### Exceptions

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development exclusively for the elderly or persons with disabilities, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Authority shall maintain a list of agencies who provide and/or train animals to give assistance to individuals with disabilities.

### Federal, State and Local Laws

Pet Policy of the Villa Rica Housing Authority includes by reference all applicable State and Local Laws.

**10. Civil Rights**

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

**11. Fiscal Audit**

The Fiscal Audit for the Year ended June 30, 2008 is attached to the Agency Plan as attachment ga107i01. The Fiscal Audit for the Year ended June 30, 2009 is in the process of being completed.

**12. Asset Management**

Because the Authority has less than 450 units of public housing, conversion to Asset Management is not required. Although Asset Management is not required, staff continually monitors each property for improvements related to modernization or maintenance.

**13. Violence Against Women Act**

The Villa Rica Housing Authority is striving to fully comply with all requirements related to public housing authorities in the Violence Against Women Act (VAWA). The list below includes policies that the Authority has put in place to be in accordance with VAWA.

- Admission will not be denied to an applicant who has been a victim of domestic violence, dating violence, or stalking and complies with or meets all other admission requirements.
- Assistance will not be terminated to a victim of domestic violence, dating violence, or stalking based solely on an incident or threat of such activity. The Authority still retains the right to terminate assistance for other criminal activity or good cause.
- All information provided by an applicant or tenant regarding VAWA will be held in strict confidence and will not be shared with any other parties, unless required by law.

At this time, the Housing Authority does not intend to put a victim of domestic violence admissions preference in place. The Executive Director will periodically review the need for such preference and may add an admissions preference for victims of domestic violence if a need is determined.

To make sure all applicants are aware of the Violence Against Women Act, the Housing Authority notifies all applicants of the information included in the Act during the application process.

## **7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers**

### **(a) Hope VI or Mixed Finance Modernization or Development**

The Authority does not plan to apply for a HOPE VI or Mixed Finance Modernization or Development Grant in the upcoming Fiscal year.

### **(b) Demolition and/or Disposition**

The Authority plans to submit an application to the U. S. Department of Housing and Urban Development's Special Applications Center requesting the demolish of all 141 public housing units within the 2010 Fiscal Year.

### **(c) Conversion of Public Housing**

The Authority does not plan to convert any public housing units to tenant-based vouchers in the upcoming Fiscal Year.

### **(d) Homeownership**

The Authority does not plan to offer any public housing units for homeownership in the upcoming Fiscal Year.

### **(e) Project-Based Vouchers**

The Authority does not plan to use the project-based voucher program in the upcoming Fiscal Year.

## **8.0 Capital Improvements**

### **8.1 Capital Fund Annual Statement/Performance and Evaluation Report**

See attachments:

ga107b01 – FY2010 CFP Annual Statement  
ga107d01 – FY2009 CFP Performance and Evaluation Report  
ga107e01 – FY2009 ARRA Performance and Evaluation Report  
ga107g01 – FY2008 CFP Performance and Evaluation Report  
ga107h01 – FY2007 CFP Performance and Evaluation Report

## 8.2 Capital Fund Program Five-Year Plan

See attachment:

ga107c01 – FY2010-2014 CFP Five-Year Plan

## 8.3 Capital Fund Financing Program (CFFP)

At this time, the Authority has no plans to use the Capital Fund Financing Program.

## 9.0 Housing Needs

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ibility	Size	Loca- tion
Income <= 30% of AMI	105	5	5	5	4	3	3
Income >30% but <=50% of AMI	69	4	4	4	4	3	3
Income >50% but <80% of AMI	24	3	3	3	3	3	3
Elderly	52	4	4	4	4	3	3
Families with Disabilities	70	3	3	3	5	3	3
Black	35	3	3	3	3	3	3
White	179	3	3	3	3	3	3
Hispanic	10	3	3	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## 9.1 Strategy for Addressing Housing Needs

### 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:**

- 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
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Adopt rent policies to support and encourage work

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

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

- Adopt rent policies to support and encourage work

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

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

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

**Reasons for Selecting Strategies**

- Funding constraints
- Staffing constraints
- 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 residents and the Resident Advisory Board

**10.0 Additional Information**

**(a) Progress in Meeting Goals and Objectives**

The Villa Rica Housing Authority's performance on meeting prior year goals and objectives are as follows:

**Goal: Improve the quality of assisted housing**

*Objectives:*

- Improve public housing management: (PHAS score)

Progress: Although the complete PHAS score has not been received, the Authority scored 97 out of 100 on the Physical Condition of its' properties which makes up 30% of the overall PHAS score.

- Increase customer satisfaction:

Progress: On a daily basis, the Authority’s staff strives to provide great service to each resident or potential resident who comes by the office or calls with a questions.

- Renovate or modernize public housing units:

Progress: The Capital Fund Program is used on an on-going basis to renovate the properties. The work items for the FY2010 CFP are included as an attachment to the Agency Plan along with performance reports for previous grants.

Goal: Increase the supply of affordable housing in Villa Rica

*Objective:*

- Evaluate opportunities available to provide affordable housing for seniors and special needs residents through an independent senior complex including an assisted living complex and nursing home.

Progress: The Authority has decided to form a LLC in order to partner with developers to achieve this goal. Various development options will be considered including 221 programs, tax credits, or other methods. The Authority will also consider arrangements with existing multi-family affordable housing complexes.

Goal: Ensure equal opportunity and affirmatively further fair housing

*Objective:*

- Continue to follow HUD regulations pertaining to the admission to and occupancy of public housing.

Progress: Staff continually strives to follow HUD regulations pertaining to the admission to and occupancy of public housing.

**(b) Significant Amendment and Substantial Deviation/Modification**

A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.

A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items in excess of \$25,000 of the total Capital Fund Program budget(items not included in the current Annual Statement or 5-

Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.

- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

**(c) Memorandum of Agreement**

The Housing Authority does not have a Memorandum of Agreement with the United States Department of Housing and Urban Development at this time.

**(d) Resident Advisory Board Comments**

A Resident Advisory Board meeting was held on April 12, 2010 at the Nunley Homes Community Center in which the FY2010 Agency Plan was discussed. The majority of the comments and questions concerned the proposed construction of the Affordable Housing Complex for seniors. In general, the comments were very supportive.

**(e) Challenged Elements**

No elements of the FY2010 Five-Year Agency Plan were challenged.

<b>Part I: Summary</b>						
PHA Name: Villa Rica Housing Authority		Grant Type and Number Capital Fund Program Grant No: GA06P10750110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010 FFY of Grant Approval: 2010	
Type of Grant <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	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$7,300.00				
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	\$105,000.00				
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment	\$105,000.00				
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$217,300.00				
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>					
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750110 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2010 <b>FFY of Grant Approval:</b> 2010
Type of Grant <input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>	
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750110 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2010		
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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
GA107-1	Operations	1406	LS	\$7,300.00				
	<b>Subtotal 1406</b>			<b>\$7,300.00</b>				
	<b><u>Site Improvements</u></b>							
GA107-1	Install new sidewalks including grading, filling, and concrete work	1450	LS	\$105,000.00				
	<b>Subtotal 1450</b>			<b>\$105,000.00</b>				
	<b><u>Non-Dwelling Equipment</u></b>							
GA107-1	Install video surveillance system at all sites to increase tenant safety	1475	LS	\$105,000.00				
	<b>Subtotal 1475</b>			<b>\$105,000.00</b>				
	<b>CFP Total</b>			<b>\$217,300.00</b>				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name/Number: Villa Rica, GA/GA107		Locality (Villa Rica/Carroll Co., Georgia)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	\$210,000.00	\$0.00	\$210,200.00	\$167,300.00
C.	Management Improvements		\$0.00	\$0.00	\$0.00	\$0.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$50,000.00
E.	Administration		\$0.00	\$0.00	\$0.00	\$0.00
F.	Other		\$0.00	\$0.00	\$0.00	\$0.00
G.	Operations		\$7,300.00	\$2,300.00	\$7,100.00	\$0.00
H.	Demolition		\$0.00	\$215,000.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$217,300.00	\$217,300.00	\$217,300.00	\$217,300.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$217,300.00	\$217,300.00	\$217,300.00	\$217,300.00

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number: Villa Rica, GA/GA107		Locality (Villa Rica/Carroll Co./Georgia)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
	PHA-Wide	<b>Annual Statement</b>	\$97,300.00	\$217,300.00	\$22,300.00	\$100,000.00
	GA107-1		\$120,000.00	\$0.00	\$65,000.00	\$0.00
	GA107-2		\$0.00	\$0.00	\$27,500.00	\$0.00
	GA107-3		\$0.00	\$0.00	\$102,500.00	\$0.00
	GA107-4		\$0.00	\$0.00	\$0.00	\$0.00
	GA107-5		\$0.00	\$0.00	\$0.00	\$117,300.00





<b>Part I: Summary</b>						
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009 <b>FFY of Grant Approval:</b> 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$43,460.00	\$2,781.00	\$0.00	\$0.00	
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$17,840.00	\$0.00	\$0.00	\$0.00	
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures	\$0.00	\$132,000.00			
13	1475 Nondwelling Equipment	\$156,000.00	\$82,519.00	\$0.00	\$0.00	
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$217,300.00	\$217,300.00	\$0.00	\$0.00	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>						
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009 <b>FFY of Grant Approval:</b> 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>		
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>	
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$43,460.00	\$2,781.00	\$0.00	\$0.00	
	<b>Subtotal 1406</b>			<b>\$43,460.00</b>	<b>\$2,781.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Dwelling Structures</u></b>							
GA107-3A	Cover fascia with soffit	1460	18 Bldgs.	\$17,840.00	\$0.00	\$0.00	\$0.00	
	<b>Subtotal 1460</b>			<b>\$17,840.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Non-Dwelling Structures</u></b>							
PHA-Wide	Complete construction of new office building started with 2008 CFP	1470	LS	\$0.00	\$132,000.00	\$0.00	\$0.00	
	<b>Subtotal 1470</b>			<b>\$0.00</b>	<b>\$132,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Non-Dwelling Equipment</u></b>							
PHA-Wide	Purchase maintenance trucks	1475	3	\$74,000.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Purchase office vehicle	1475	1	\$28,000.00	\$28,519.00	\$0.00	\$0.00	
PHA-Wide	Purchase office equipment and furniture	1475	LS	\$17,000.00	\$17,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase computers and software	1475	LS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	
PHA-Wide	Purchase lawn care equipment	1475	5	\$22,000.00	\$22,000.00	\$0.00	\$0.00	
	<b>Subtotal 1475</b>			<b>\$156,000.00</b>	<b>\$82,519.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$217,300.00</b>	<b>\$217,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



<b>Part I: Summary</b>						
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06S10750109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009 <b>FFY of Grant Approval:</b> 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)	\$10,524.00	\$24,045.00	\$0.00	\$0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement	\$195,000.00	\$174,994.00	\$0.00	\$0.00	
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures	\$70,000.00	\$76,485.00	\$0.00	\$0.00	
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$275,524.00	\$275,524.00	\$0.00	\$0.00	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>						
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06S10750109 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2009 <b>FFY of Grant Approval:</b> 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>		
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>	
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06S10750109 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Administration</u></b>							
PHA-Wide	Contract administration monitoring for ARRA Grant	1410	LS	\$24,045.00		\$0.00	\$0.00	
	<b>Subtotal 1410</b>			<b>\$24,045.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Site Improvement</u></b>							
PHA-Wide	Replace existing sidewalks with new including grading, fill dirt, and sod	1450	LS.	\$174,994.00		\$0.00	\$0.00	
	<b>Subtotal 1450</b>			<b>\$174,994.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Non-Dwelling Structures</u></b>							
PHA-Wide	Construct maintenance building	1470	LS	\$76,485.00		\$0.00	\$0.00	
	<b>Subtotal 1470</b>			<b>\$76,485.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total ARRA Grant</b>			<b>\$275,524.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



<b>Part I: Summary</b>						
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750108 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2008 <b>FFY of Grant Approval:</b> 2008	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$43,534.00		\$43,534.00	\$0.00	
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$0.00		\$0.00	\$0.00	
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures	\$174,134.00		\$0.00	\$0.00	
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$217,300.00		\$43,534.00	\$0.00	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>					
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750108 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2008 <b>FFY of Grant Approval:</b> 2008
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost <sup>1</sup></b>	
		<b>Original</b>	<b>Revised <sup>2</sup></b>	<b>Obligated</b>	<b>Expended</b>
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750108 CFFP (Yes/No): N Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> 2008		
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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$43,534.00		\$43,534.00	\$0.00	
	<b>Subtotal 1406</b>			<b>\$43,534.00</b>		<b>\$43,534.00</b>	<b>\$0.00</b>	
	<b><u>Dwelling Structures</u></b>							
GA107-1	Replace roofing - metal	1460	2 Bldgs.	\$0.00		\$0.00	\$0.00	
GA107-2	Replace roofing - metal	1460	3 Bldgs.	\$0.00		\$0.00	\$0.00	
GA107-3A	Replace roofing - metal	1460	5 Bldgs.	\$0.00		\$0.00	\$0.00	
GA107-3B	Replace roofing - metal	1460	4 Bldgs.	\$0.00		\$0.00	\$0.00	
GA107-5	Add ceiling insulation	1460	23 Bldgs.	\$0.00		\$0.00	\$0.00	
	<b>Subtotal 1460</b>			<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b><u>Non-Dwelling Structures</u></b>							
PHA-Wide	Begin construction of new office building	1470	LS	\$174,134.00		\$0.00	\$0.00	
	<b>Subtotal 1470</b>			<b>\$174,134.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$217,668.00</b>		<b>\$43,534.00</b>	<b>\$0.00</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



<b>Part I: Summary</b>						
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750107 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2007 <b>FFY of Grant Approval:</b> 2007	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	\$155,647.00		\$155,647.00	\$155,647.00	
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	\$50,585.00		\$50,585.00	\$45,526.50	
11	1465.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of line 2- 19)	\$206,232.00		\$206,232.00	\$201,173.50	
21	Amount of Line 20 Related to LBP Activities					
22	Amount of Line 20 Related to Section 504 Activities					
23	Amount of Line 20 Related to Security - Soft Costs					
24	Amount of Line 20 Related to Security - Hard Costs					
25	Amount of Line 20 Related to Energy Conservation Measures					

<b>Part I: Summary</b>						
<b>PHA Name:</b> Villa Rica Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750107 Replacement Housing Factor Grant No: Date of CFFP: _____:			<b>FFY of Grant:</b> 2007 <b>FFY of Grant Approval:</b> 2007	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report						
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b> <sup>1</sup>		
		<b>Original</b>	<b>Revised</b> <sup>2</sup>	<b>Obligated</b>	<b>Expended</b>	
	<b>Signature of Executive Director</b>	<b>Date</b>		<b>Signature of Public Housing Director</b>	<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Villa Rica Housing Authority			<b>Grant Type and Number</b> Capital Fund Program Grant No: GA06P10750107 CFFP (Yes/No): N Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2007		
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 <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b><u>Operations</u></b>							
PHA-Wide	Operations	1406	LS	\$155,647.00		\$155,647.00	\$155,647.00	
	<b>Subtotal 1406</b>			<b>\$155,647.00</b>		<b>\$155,647.00</b>	<b>\$155,647.00</b>	
	<b><u>Dwelling Structures</u></b>							
GA107-1	Add ceiling insulation	1460	12 Bldgs.	\$10,280.00		\$10,280.00	\$9,252.00	
GA107-2	Add ceiling insulation	1460	3 Bldgs.	\$2,590.00		\$2,590.00	\$2,331.00	
GA107-3A	Add ceiling insulation	1460	18 Bldgs.	\$12,425.00		\$12,425.00	\$11,182.50	
GA107-3B	Add ceiling insulation	1460	5 Bldgs.	\$3,065.00		\$3,065.00	\$2,758.50	
GA107-4	Add ceiling insulation	1460	12 Bldgs.	\$9,675.00		\$9,675.00	\$8,707.50	
GA107-4	Replace roofing	1460	12 Bldgs.	\$0.00		\$0.00	\$0.00	
GA107-5	Add ceiling insulation	1460	23 Bldgs.	\$12,550.00		\$12,550.00	\$11,295.00	
	<b>Subtotal 1460</b>			<b>\$50,585.00</b>		<b>\$50,585.00</b>	<b>\$45,526.50</b>	
	<b><u>Non-Dwelling Structures</u></b>							
PHA-Wide	Construct new office building	1470	LS	\$174,134.00		\$0.00	\$0.00	
	<b>Subtotal 1470</b>			<b>\$174,134.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Total CFP</b>			<b>\$217,668.00</b>		<b>\$217,668.00</b>	<b>\$201,173.50</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report



**HOUSING AUTHORITY OF THE  
CITY OF VILLA RICA  
Villa Rica, Georgia**

**REPORT ON EXAMINATION  
OF FINANCIAL STATEMENTS  
AND SUPPLEMENTAL INFORMATION**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2008**

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**HOUSING AUTHORITY OF THE  
CITY OF VILLA RICA  
Villa Rica, Georgia**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
AND AUDITED FINANCIAL STATEMENTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2008**



## INDEPENDENT AUDITOR'S REPORT

Board of Commissioners  
Housing Authority  
of the City of Villa Rica  
Villa Rica, Georgia 30180

Atlanta Regional Office  
Public Housing Division  
40 Marietta Street  
Five Points Plaza  
Atlanta, GA 30303-2806

We have audited the accompanying financial statements of the Housing Authority of the City of Villa Rica as of and for the year ended June 30, 2008, as listed in the table of contents. These financial statements are the responsibility of the Housing Authority's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of the City of Villa Rica, as of June 30, 2008, and the changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 16, 2009 on our consideration of the Housing Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

*Management's Discussion and Analysis* is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements of the Housing Authority of the City of Villa Rica. The accompanying Financial Data Schedule as required by the U.S. Department of Housing and Urban Development is presented for purposes of additional analysis and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion; the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Rector, Lindsay & Reeder, P.C.  
Certified Public Accountants

Snellville, Georgia  
March 16, 2009

**HOUSING AUTHORITY OF THE  
CITY OF VILLA RICA  
Villa Rica, Georgia**

**MANAGEMENT'S DISCUSSION & ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2008**

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FYE: JUNE 30, 2008**

**Management's Discussion and Analysis**

The management of the Housing Authority of the City of Villa Rica offers the readers of the Authority's financial statements this narrative overview and analysis of the Authority's financial activities for the year ended June 30, 2008. This discussion and analysis is designed to assist the reader in focusing on significant financial issues, provide an overview of the Authority's financial activities, identify changes in the Authority's financial position, and identify individual fund issues or concerns. Readers should consider the information presented here in conjunction with the Authority's financial statements to obtain a full understanding of its financial position.

This management discussion and analysis is presented in accordance with the requirements of the Governmental Accounting Standards Board Statement No. 34 (GASB 34). We have made every effort to provide prior year data that allows the reader to gain an adequate understanding of the Authority's annual operating results and financial position as of June 30, 2008.

Questions concerning the information provided in this discussion or requests for additional information should be addressed to the Authority's Executive Director.

**Financial Highlights**

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$2,437,526 (net assets) as opposed to \$2,470,344 for the prior fiscal year.
- The Authority's unrestricted cash balance and investments as of June 30, 2008 was \$313,931 representing an increase of \$128,278 from June 30, 2007.
- The Authority had total revenues of \$761,102 and total expenses of \$793,920 for the year ended June 30, 2008.
- The Authority operates 141 public housing units.

## **Overview of the Financial Reports**

The following outline describes the integral parts of this financial presentation and is a guideline for understanding its components:

- I. Management's Discussion and Analysis (MD&A)  
Serves as an introduction to the Authority's basic financial statements
- II. Basic Financial Statements  
Authority-wide financial statements  
Notes to financial statements
- III. Other Required Supplementary Information (RSI)

The financial statements in this report are those of a special purpose government entity engaged in a business type activity. The following statements are included:

- Statement of Net Assets (Balance Sheet) – presents information about the Authority's assets and liabilities and is similar to a balance sheet. The Statement of Net Assets reports all financial and capital resources of the Authority. The statement is presented in the format where assets, minus liabilities, equal "Net Assets," formerly known as equity. Assets and liabilities are presented in order of liquidity and are classified as "current" (convertible to cash within one year), and "non-current." Increases or decreases in net assets will serve as a useful indicator of whether the financial position of the Authority is improving or not improving.
- Statement of Revenues, Expenses and Changes in Net Assets – reports the Authority's revenues by source and type and its expenses by category to provide the change in net assets for the fiscal year.
- Statement of Cash Flows – discloses net cash provided by, or used for operating activities, non-capital financing activities, capital and related financing activities, and investing activities.

Our analysis of the Authority as a whole follows with the most important question, "Has the Authority's financial health improved or not improved as a result of the year's activities?" The following analysis of entity-wide net assets, revenues, and expenses is provided to assist with answering the above question. This analysis includes all assets and liabilities using the accrual method of accounting, which recognizes revenues when earned and expenses when incurred regardless of when cash is received or paid.

**Analysis of Authority-wide Net Assets (Statement of Net Assets)**

	<u>2008</u>	<u>2007</u>	<u>Change</u>
<b>ASSETS</b>			
Cash and Investments	\$ 313,931	\$ 185,653	\$ 128,278
Other Current Assets	23,882	31,158	(7,276)
Capital Assets	<u>2,182,577</u>	<u>2,325,942</u>	<u>(143,365)</u>
Total Assets	<u><u>2,520,390</u></u>	<u><u>2,542,753</u></u>	<u><u>(22,363)</u></u>
<b>LIABILITIES</b>			
Current Liabilities	64,897	57,164	7,733
Non-Current Liabilities	<u>17,967</u>	<u>15,245</u>	<u>2,722</u>
Total Liabilities	<u><u>82,864</u></u>	<u><u>72,409</u></u>	<u><u>10,455</u></u>
<b>NET ASSETS</b>			
Invested in Capital Assets	2,182,577	2,325,942	(143,365)
Unrestricted Assets	<u>254,949</u>	<u>144,402</u>	<u>110,547</u>
Total Net Assets	2,437,526	2,470,344	(32,818)
Total Liabilities and Net Assets	<u><u>\$ 2,520,390</u></u>	<u><u>\$ 2,542,753</u></u>	<u><u>\$ (22,363)</u></u>

Cash and Investments increased \$128,278 from last year due to operations as illustrated in the Statement of Cash Flows. Other Current Assets decreased by \$7,276 primarily due to a decrease in receivables from HUD at year-end. Capital Assets decreased to \$2,182,577, a decrease of \$143,365 which is the result of depreciation expense in the amount of \$148,643 exceeding capital expenditures of \$5,278.

The increase in liabilities of \$10,455 is attributable primarily to an increase in payment in lieu of taxes payable and compensated absences.

Net assets decreased by \$32,818, which is outlined in detail on the Statement of Revenues, Expenses and Changes in Fund Net Assets.

**Analysis of Entity-Wide Revenue and Expenses (Statement of Activities)**

The federal government continued its historic under-funding of operating subsidy and completely eliminated the Public Housing Drug Elimination Program. With no signs of improvement in federal funding or economic conditions in the foreseeable future, the Authority is now using proactive measures to control expenses in future years by adopting a plan to review staff responsibilities and implementing cost management strategies. The Authority continuously looks for new ways to improve operations, control costs, maximize effectiveness, and demonstrate accountability.

The following table illustrates changes in revenue from FY 2007 to FY 2008.

	<u>2008</u>	<u>2007</u>	<u>Change</u>
<b>REVENUE</b>			
Tenant Revenue	\$ 303,791	\$ 322,236	\$ (18,445)
HUD Operating Grants	446,073	335,777	110,296
HUD Capital Grants	-	158,075	(158,075)
Investment Income	4,659	3,617	1,042
Other Revenue	<u>6,579</u>	<u>32,593</u>	<u>(26,014)</u>
<b>Total Revenues</b>	<u>\$ 761,102</u>	<u>\$ 852,298</u>	<u>\$ (91,196)</u>

Total Revenue decreased by \$91,196 from FY2007. This was primarily due to a funding decrease in HUD capital grants of \$158,075 with a net decrease in HUD funding of \$47,779. This is a timing difference on the Capital Fund Program funding. Tenant revenue decreased by \$18,445 as a result of increased utility allowance. This decrease is offset by a decrease in utility expense noted below. The PHA actually experienced an increase in the units leased. Other revenue decrease by \$26,014 due to a decrease in maintenance charges and other fees charged to tenants.

The following table illustrates changes in expenses from FY 2007 to FY 2008.

	<u>2008</u>	<u>2007</u>	<u>Change</u>
<b>EXPENSES</b>			
Administration	\$ 176,417	\$ 163,148	\$ 13,269
Tenant Services	-	285	(285)
Utilities	96,593	153,540	(56,947)
Ordinary Maintenance	311,581	284,211	27,370
General Expenses	<u>60,686</u>	<u>52,291</u>	<u>8,395</u>
<b>Total Operating Expenses</b>	<u>645,277</u>	<u>653,475</u>	<u>(8,198)</u>
Depreciation Expense	148,643	105,949	42,694
<b>Total Non-Operating Expense</b>	<u>148,643</u>	<u>105,949</u>	<u>42,694</u>
<b>Total Expenses</b>	<u>\$ 793,920</u>	<u>\$ 759,424</u>	<u>\$ 34,496</u>

Total expenses for all Authority programs increased \$34,496 from FY 2007 to FY 2008. Administrative expenses increased by \$13,269 due to increased salary costs and sundry administrative costs. Utilities expenses decreased primarily due to switching to tenant paid gas. Ordinary maintenance increased by \$27,370 due to increases in maintenance staff for FY 2008 as opposed to FY 2007.

## Capital Assets and Debt Administration

	<u>2008</u>	<u>2007</u>	<u>Change</u>
Land	\$ 109,745	\$ 109,745	\$ -
Buildings and Improvements	4,391,965	4,391,965	-
Equipment	163,838	137,378	26,460
Construction in Progress	-	21,182	(21,182)
Accumulated Depreciation	<u>(2,482,971)</u>	<u>(2,334,328)</u>	<u>(148,643)</u>
Total Revenues	<u>\$ 2,182,577</u>	<u>\$ 2,325,942</u>	<u>\$ (143,365)</u>

Capital Assets decreased during the year to \$2,182,577, a decrease of \$143,365, which was the result of current year depreciation expense of \$148,643 less capital expenditures of \$5,278.

### Debt Outstanding

There is no debt outstanding.

### Comparison Budget vs. Actual – Low Income Public Housing

The Authority adopts an annual budget of its Low Rent program through approval by its Board of Commissioners. The budget is based upon a format prescribed by the U.S. Department of Housing and Urban Development that differs in some respects from GAAP (Generally Accepted Accounting Principles) with regard to capital expenditures and extraordinary maintenance expenditures that result in capital improvements. Under GAAP, these items are recorded as assets rather than expenses, while the HUD format dictates that they are shown as expenses. Consequently, Results of Operations (the “bottom line”) as reflected under the HUD format show an operating deficit rather than a net increase in assets. However, the reader should note that the Authority significantly outperformed the Board approved spending plan.

The following is an actual to budget comparison for the Low Rent and business activity programs for the fiscal year ended June 30, 2008:

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Tenant Rental Income	\$ 346,452	\$ 303,791	\$ (42,661)
Interest Income	1,300	4,659	3,359
Other Operating Receipts	<u>50,246</u>	<u>6,579</u>	<u>(43,667)</u>
<b>Total Operating Income</b>	<b><u>397,998</u></b>	<b><u>315,029</u></b>	<b><u>(82,969)</u></b>
HUD Operating Subsidy	<u>347,665</u>	<u>446,073</u>	<u>98,408</u>
<b>Total Revenue</b>	<b><u>745,663</u></b>	<b><u>761,102</u></b>	<b><u>15,439</u></b>
Administration	184,569	176,417	8,152
Tenant Services	350	-	350
Utilities	168,250	96,593	71,657
Ordinary Maintenance	318,179	311,581	6,598
General Expenses	<u>57,058</u>	<u>60,686</u>	<u>(3,628)</u>
<b>Total Operating Expenses</b>	<b><u>728,406</u></b>	<b><u>645,277</u></b>	<b><u>83,129</u></b>
<b>Operating Surplus (Deficit)</b>	<b><u>\$ 17,257</u></b>	<b><u>\$ 115,825</u></b>	<b><u>\$ 98,568</u></b>

### **Economic Factors**

Several significant economic factors are present that may impact the Authority in the future.

- The Department of Housing and Urban Development has historically underestimated the subsidy needs of public housing authorities. We do not expect this trend to change.
- A significant change in the funding system for low rent public housing is imminent as required by the 1998 Housing Act. Harvard University recently completed a congressionally mandated study of the costs necessary to operate a well-run public housing authority. The Harvard Cost Study predicts these costs through a statistical model based upon the costs of administering similarly situated Federal Housing Administration properties. While the effects of the Study are quantifiable, it is unclear how the Department of Housing and Urban Development will implement Harvard's recommendations.
- Budget deficits and funding for the Departments of Defense and Homeland Security and the war in Iraq will probably result in reduced appropriations for domestic program spending.
- Health care and other insurance costs are expected to increase dramatically over the next several years.

**Financial Contact**

Questions concerning any of the information provided in this Management's Discussion & Analysis should be addressed to:

Mr. Richard Chambers  
Executive Director  
Housing Authority of the City of Villa Rica  
P.O. Box 665  
Villa Rica, Georgia 30180  
770 - 459 - 3112

**HOUSING AUTHORITY OF THE  
CITY OF VILLA RICA  
Villa Rica, Georgia**

**AUDITED FINANCIAL STATEMENTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2008**

**LIABILITIES & NET ASSETS**

	<u>2008</u>
<b><u>Current Liabilities</u></b>	
Accounts payable	\$ 31,474
Accrued expenses	6,729
Unearned revenue	2,020
Other current liabilities	-
Tenant security deposits/escrow deposits	<u>24,674</u>
 Total Current Liabilities	 <u>64,897</u>
<b><u>Noncurrent Liabilities</u></b>	
Accrued compensated absences	17,967
Trust deposit liabilities	<u>-</u>
 Total Noncurrent Liabilities	 <u>17,967</u>
 TOTAL LIABILITIES	 <u>82,864</u>
 <b><u>NET ASSETS</u></b>	
Invested in capital assets, net of related debt	2,182,577
Unrestricted net assets	<u>254,949</u>
 TOTAL NET ASSETS	 <u>2,437,526</u>
 TOTAL LIABILITIES & NET ASSETS	 \$ <u><u>2,520,390</u></u>

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

**Operating Revenues**

Dwelling rent	\$	303,791
Governmental grants & subsidy		446,073
Other income		6,579
<b>Total Operating Revenues</b>		<b>756,443</b>

**Operating Expenses**

Administration		176,417
Tenant services		-
Utilities		96,593
Maintenance & operations		311,581
General expense		60,686
Depreciation expense		148,643
<b>Total Operating Expense</b>		<b>793,920</b>

**Net Operating Income/(Loss)** (37,477)

**Nonoperating Revenues/(Expenses)**

Investment income		4,659
<b>Net Nonoperating Revenues/(Expenses)</b>		<b>4,659</b>

**Net Income/(Loss) before capital contributions** (32,818)

Capital grants -

**Increase/(Decrease) in Net Assets** (32,818)

Total Net Assets - beginning 2,470,344

Prior period adjustments -

Total Net Assets - ending \$ 2,437,526

The accompanying notes are an integral part of the financial statements.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from customers and users	\$ 310,370
Governmental grants & subsidy - operations	446,073
Payments to suppliers	(289,013)
Payments to employees	(338,533)

NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES 128,897

**CASH FLOWS FROM INVESTING ACTIVITIES**

Interest received	<u>4,659</u>
-------------------	--------------

NET CASH PROVIDED/(USED) FROM INVESTING ACTIVITIES 4,659

**CASH FLOWS FROM CAPITAL AND  
AND RELATED FINANCING ACTIVITIES**

Grant revenue - capital grants	-
Acquisition of capital assets - capital grants	-
Purchase of equipment - public housing	(5,278)

NET CASH PROVIDED/(USED) BY CAPITAL AND  
RELATED FINANCING ACTIVITIES (5,278)

NET INCREASE/(DECREASE) IN CASH 128,278  
CASH AT BEGINNING OF PERIOD 185,653

CASH AT END OF PERIOD \$ 313,931

The accompanying notes are an integral part of the financial statements.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Net Income/(Loss) from operations	\$	(37,477)
Adjustments to reconcile net loss to net cash provided by operating activities:		
Depreciation		148,643
Decrease (Increase) in accounts receivable		6,064
Decrease (Increase) in prepaid expenses		127
Decrease (Increase) in inventory		1,085
Increase (Decrease) in accounts payable		5,347
Increase (Decrease) in accrued expenses		4,230
Increase (Decrease) in unearned revenue		(712)
Increase (Decrease) in other current liabilities		-
Increase (Decrease) in security/trust deposits		<u>1,590</u>
 NET CASH PROVIDED/(USED) FROM OPERATING ACTIVITIES	 \$	 <u><u>128,897</u></u>

The accompanying notes are an integral part of the financial statements.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY:**

Introduction - The financial statements of the Authority have been prepared in conformity with generally accepted accounting principles (GAAP). As permitted by GAAP, the Authority has elected pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that use Proprietary Accounting*, to apply all relevant Government Accounting Standards Board (GASB) pronouncements and only applicable Financial Accounting Standards Board (FASB) pronouncements issued on or after November 30, 1989 that do not contradict GASB pronouncements in the preparation of the financial statements. The more significant of the government's accounting policies are described below:

Organization - The Housing Authority of the City of Villa Rica ("The Authority") is a Quasi governmental corporation which was organized under the laws of the State of Georgia to provide low rent housing for qualified individuals in accordance with the rules and regulations prescribed by the Department of Housing and Urban Development and other Federal Agencies.

Reporting Entity - In determining how to define the reporting entity, management has considered all potential component units. The decision to include a component unit in the reporting entity was made by applying the criteria set forth in Section 2100 and 2600 of the Government Accounting Standards Board Codification and GASB Statement No. 14., *The Financial Reporting Entity*. These criteria include: financial accountability; appointment of a voting majority; imposition of will; financial benefit to or burden on a primary organization; financial accountability as a result of fiscal dependency; potential for dual inclusion; and organizations included in the reporting entity although the primary organization is not financially accountable.

Based upon the above criteria all the operations of the PHA are included in these financial statements and there are no operations or component units that have been excluded in this report.

**Basis of Presentation, Basis of Accounting and Measurement Focus:**

Basis of Accounting – The Authority uses the post-GASB 34 full accrual basis of accounting in the proprietary funds. Under this method, revenues are recorded when earned, and expenses are recorded when liabilities are incurred, regardless of when the related cash flow takes place.

Basis of Presentation – The financial statements of the Authority are presented from a fund perspective. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain Authority functions. The fund is a separate accounting entity with a self-balancing set of accounts. The accounting and financial reporting method applied by a fund is determined by the fund's measurement focus. The accounting objectives are determination of net income, financial position and cash flows. All assets and liabilities associated with the Proprietary Fund's activities are included on the statement of net assets. The Authority uses the following fund:

**Proprietary Fund:**

Enterprise Fund – This type of fund is reported using an economic resources measurement focus. Additionally, it is used to account for operations that are financed and operated in a manner similar to private businesses where a fee is charged to external users for services provided.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**1. Cash and Investments:**

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Authority.

Investments are stated at cost, which approximates fair value.

**2. Revenues and Expenditures/Expenses:**

Revenues and expenses are recognized in essentially the same manner as used in commercial accounting. Revenues relating to the Authority's operating activities including rental related income, interest income and other sources of revenues are recognized in the accounting period in which they are earned. Other major sources of revenues include the operating subsidy from HUD and other HUD funding for capital and operating expenses.

**3. Encumbrances:**

Encumbrances represent commitments related to unperformed contracts for goods or services. The Authority does not utilize encumbrance accounting.

**4. Budgets:**

The Authority is required by its HUD Annual Contributions Contract to adopt an annual budget for the Low Rent Housing Program included in the General Fund. Annual budgets are not required for capital projects funds as their budgets are approved for the length of the project. Both annual and project length budgets require grantor approval.

Appropriations are authorized at the function level. Management may transfer budget authorizations between functions except that increases for administration and capital expenditures categories must be approved by HUD. All appropriations which are not used lapse at year end. Budgeted amounts are as originally adopted or as amended by the Board and approved by HUD.

**5. Capital Assets and Depreciation:**

Capital assets are stated at historical cost. Donated capital assets are stated at their fair value on the date donated. This includes site acquisition and improvement, structures and equipment. Depreciation of exhaustible capital assets used by proprietary funds is charged as an expense against operations, and accumulated depreciation is normally reported on the statement of net assets.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**5. Capital Assets and Depreciation: (Cont'd)**

The estimated useful lives for each major class of depreciable capital assets are as follows:

Buildings	15 - 30 years
Furniture, fixtures & equipment	5 - 7 years
Vehicles	7 years

**6. Collection Losses:**

Collection losses on accounts receivable are expensed, in the appropriate Fund, on the specific write-off method.

**7. Income Taxes:**

The Housing Authority of the City of Villa Rica is a Quasi governmental entity. The Authority is not subject to Federal or State income taxes.

**8. Use of Estimates:**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**9. Compensation for Future Absences:**

Compensated absences are absences for which employees will be paid, i.e., sick leave, vacation, and other approved leaves. In accordance with GASB Statement No.16, *Accounting for Compensated Absences*, the Authority accrues the liability for those absences that the employee has earned the rights to the benefits. Accrued amounts are based on the current salary rates. Full-time, permanent employees are granted vacation and sick leave benefits in varying amounts to specified maximums depending on tenure with the Authority. Vacation and sick pay is recorded as an expense and related liability in the year earned by employees.

**10. Operating Revenue:**

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority are charges to customers for rents. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE A - SUMMARY OF ORGANIZATION, SIGNIFICANT ACCOUNTING POLICIES AND REPORTING ENTITY: (Cont'd)**

**10. Operating Revenue: (Cont'd)**

Subsidies received from HUD or other grantor agencies, for operating purposes, are recorded as operating revenue in the operating statement while capital grant funds are added to the net assets below the non operating revenue and expense.

**11. The terms of the Board are as follows:**

Edmund Sauls, Chairman	May 01, 2013
Janice Frasier, Vice Chairman	May 01, 2012
Richard Thomas	May 01, 2009
Vickie Hudson	May 01, 2010
Jackie Schwarzkolf	May 01, 2011
Samuel Bailey, Resident Commissioner	May 01, 2009

In addition to the above Commissioners, the Administrator of the Housing Authority is Richard Chambers, who serves on the Board as Secretary and is the Executive Director. Based upon the above criteria all the operations of the PHA are included in these financial statements and there are no operations or component units that have been excluded from this report.

**NOTE B - CASH AND CASH EQUIVALENTS:**

All the deposits of the Housing Authority of the City of Villa Rica are either insured or collateralized by using the Dedicated Method whereby all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Authority's agents in these units' names. The Housing Authority of the City of Villa Rica has no policy regarding custodial credit risk for deposits.

At June 30, 2008, the Authority's cash deposits had a carrying amount of \$313,881 and bank balances of \$315,029. Of the bank balances held in various financial institutions, \$100,000 was covered by federal depository insurance and the remainder was covered by collateral held under the dedicated method. At June 30, 2008, the Authority's petty cash/change funds totaled \$50.

At June 30, 2008, the Authority's investment balances were as follows:

Investment Type	Market Value	Maturity	Rating
Certificate of Deposit	\$ 100,863	Various	N/A
Total:	\$ 100,863		

**Interest rate risk-** As a means of limiting its exposure to fair value losses arising from rising interest rates, the Authority's typically limits its investment portfolio to maturities of 12 months or less.

**Credit risk** - The Authority has no policy regarding credit risk.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE B - CASH AND CASH EQUIVALENTS: (Cont'd)**

**Custodial credit risk** - For an investment, the custodial risk is the risk that in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. All cash balances are in the First National Bank of Georgia and are fully collateralized at 100% and pledged securities are in the custody of SunTrust Bank. The Authority has no policy on custodial credit risk.

**Concentration of credit risk** - The Authority places no limit on the amount that it may invest in certificates of deposits. The Authority has no policy regarding credit risk.

Checking accounts	\$ 213,018
Certificates of deposit	100,863
Petty cash	<u>50</u>
<b>Totals</b>	<b><u>\$ 313,931</u></b>

Note: These amounts are included in cash and investments listed above.

**Collateralization:**

As of June 30, 2008 the following securities were pledged as collateral to secure the deposits of the Housing Authority of the City of Villa Rica:

**FIRST NATIONAL BANK OF GEORGIA**

<u>Security</u>	<u>Cusip</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Market Value</u>
Floyd Cnty School District	343580CX2	9/01/2012	4.40%	\$ 206,606
FNMA	31372LZ27	6/01/2009	5.00%	7,302
Dekalb County Dev. Auth.	24045KAQ5	12/01/2016	7.50%	64,359
SBA Pass Thru	83164DTU3	2/25/2021	Variable	<u>3,848</u>
<b>Totals</b>				<b><u>\$ 282,115</u></b>

**NOTE C - ACCOUNTS RECEIVABLE:**

Accounts receivable at June 30, 2008, consisted of the following:

Tenants – net of allowance of \$164	\$ 1,472
Accrued Interest	<u>513</u>
	<b><u>\$ 1,985</u></b>

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE D - DEFERRED CHARGES:**

Deferred charges at June 30, 2008, consisted of the following:

Prepaid Insurance	<u>\$ 21,897</u>
-------------------	------------------

**NOTE E- CAPITAL ASSETS:**

The following was a summary of changes in the Capital Assets during the fiscal year ended June 30, 2008:

	Balance at July 1, 2007	Additions	Depreciation & Adjustments	Balance at June 30, 2008
Land	\$ 109,745	\$ 0	\$ 0	\$ 109,745
Buildings & Improvement	4,391,965	0	0	4,391,965
Furniture & Equip	137,378	5,278	21,182	163,838
Accumulated Depreciation	(2,334,328)	0	(148,643)	(2,482,971)
Construction in Progress	<u>21,182</u>	<u>0</u>	<u>(21,182)</u>	<u>0</u>
<b>Total</b>	<u>\$ 2,325,942</u>	<u>\$ 5,278</u>	<u>\$ (148,643)</u>	<u>\$ 2,182,577</u>

**NOTE F - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES:**

Accounts payable at June 30, 2008, consisted of the following:

Tenant security deposits	\$ 24,674
Accounts payable – vendors	10,754
Payment in lieu of taxes-City	20,720
Compensated absences-current	5,989
Prepaid rents	2,020
Payroll Taxes	<u>740</u>
	<u>\$ 64,897</u>

**NOTE G - LONG-TERM LIABILITIES:**

Long-term liabilities consisted of accrued compensated absences of \$17,967 which is not considered to be currently payable. The balance of long-term accrued compensated absences at June 30, 2007 was \$15,245. This represents an increase of \$2,722.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE H - PENSION PLAN:**

**Pension Disclosures in Employer Financial Reports:**

The following information is provided to assist the plan sponsor in the development of notes to plan financial statements prepared in accordance with Statement No. 25 and to its financial statements prepared in accordance with Statement No. 27 of the Government Accounting Standards Board.

**Significant Actuarial Assumptions:**

The significant actuarial assumptions used to compute the actuarial accrued liability and the annual recommended contribution of the plan meet the Actuarial Standard of Practice No. 4, Measuring Pension Obligations, establishing generally accepted actuarial principles and practices.

The significant actuarial assumptions used in the current valuation are:

◆ Rate of return on investment	8.0% per year
◆ Projected salary increases for	
◆ inflation	5.0% per year
◆ merit or seniority	0.5% per year
◆ Post-retirement benefit increases	Not applicable

**Funding policy and annual contributions**

The funding policy for the plan is to contribute an amount equal to the recommended contribution in each year. The recommended contribution meets the guidelines for calculating an annual required contribution set forth in Paragraphs 9-10 of Statement No. 27. These contributions are determined under the projected unit credit actuarial cost method and the asset valuation method for developing the actuarial value of assets. The period, and related method, for amortizing the initial unfunded actuarial accrued liability is over 30 years from 1990 and current changes in the unfunded actuarial accrued liability over 15 years for actuarial gains and losses, 20 years for plan provisions and 30 years for actuarial assumptions and cost methods as a level dollar amount. These amortization periods, if applicable, are closed for this plan year.

The required contribution rate, if any, of active plan members is stated in the Summary of Plan Provisions section at the end of this report.

**Funded Status:**

The table below sets forth required supplemental information to be disclosed in the schedule of funding progress. The items presented are based on the September 1, 2008 actuarial valuation:

◆ Actuarial value of assets	\$ 193,485
◆ Actuarial accrued liability	317,354
◆ Funded ratio	60.97%
◆ Total unfunded actuarial liability (funding excess)	123,869
◆ Annual covered payroll	225,748
◆ Ratio of unfunded (excess) to annual covered payroll	54.87%

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008 (Continued)**

**NOTE H - PENSION PLAN: (Cont'd)**

**Effect of plan changes on the actuarial accrued liability**

The effect on the actuarial accrued liability of any current-year changes in actuarial assumptions or benefit provisions is:

The effect of the change in plan provisions will be provided upon request. The actuarial assumptions are the same as those used in the preceding valuation.

**Effect of plan changes on recommended contributions**

The effort on the recommended contributions of any current-year changes in actuarial assumptions, benefit provisions or actuarial funding method is:

The effect of the change in plan provision will be provided upon request. The actuarial assumptions and cost methods are the same as those used to determine the contribution requirement for the preceding year.

**Actuarial Assumptions and Methods**

**Economic Assumptions**

Interest Rate	
On-going plan basis	8.0%
Plan termination basis	4.46%
Annual Rates of increase in:	
Salaries	5.5
Future Social Security Wage Bases	5.5
Cost of living adjustment	Not applicable

**Demographic Assumptions**

Mortality													
On-going plan basis	1983 GAM Table												
Plan termination basis	1994 GAR Unisex Table												
Termination	<table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Age</u></th> <th style="text-align: center;"><u>Rate</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">20</td> <td style="text-align: center;">.2580</td> </tr> <tr> <td style="text-align: center;">30</td> <td style="text-align: center;">.1560</td> </tr> <tr> <td style="text-align: center;">40</td> <td style="text-align: center;">.0945</td> </tr> <tr> <td style="text-align: center;">50</td> <td style="text-align: center;">.0585</td> </tr> <tr> <td style="text-align: center;">60</td> <td style="text-align: center;">---</td> </tr> </tbody> </table>	<u>Age</u>	<u>Rate</u>	20	.2580	30	.1560	40	.0945	50	.0585	60	---
<u>Age</u>	<u>Rate</u>												
20	.2580												
30	.1560												
40	.0945												
50	.0585												
60	---												
Disability	50% of 1975 SSA study												
Retirement	Employees: 65 with 5 years of service.												
Form of Payment	Life annuity												
Administrative Expenses	\$2,500 plus \$45 per active participant, \$82 per retired participant and \$82 per terminated vested participant.												

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE H - PENSION PLAN: (Cont'd)**

**Actuarial Methods**

Normal Cost and Actuarial  
Accrued Liability

Projected Unit Credit

Actuarial Value of Assets

Calculate Expected Actuarial Value of Assets by rolling forward prior year's Actuarial Value with contributions, disbursements, and expected return on investments. Preliminary Actuarial Value of Assets is Expected Actuarial Value of Assets plus (minus) 10% of the amount that Market Value of Assets exceeds (is less than) Expected Actuarial Value of Assets. In addition, the Actuarial Value of Assets will not be less than 60% or greater than 140% of the Market Value of Assets. This 40% corridor will be reduced by 5% each year until 2007. After which time the Actuarial Value of Assets will not be less than 80% or greater than 120% of the Market Value of Assets.

**Asset Data**

GMEBS has supplied all asset data used in the valuation. The market value of assets is based on current values as of two months preceding the valuation date and is assumed to be current through that date.

**Participant Data**

The primary source of participant data for the current valuation is a census of all participants which was prepared by the employer through GMEBS. The data are typically collected by the employer two months prior to valuation date and assumed to be current through that date.

**GEORGIA MUNICIPAL EMPLOYEES BENEFIT SYSTEM**  
**SUMMARY OF RETIREMENT PLAN FEATURES FOR 9/01/2008 VALUATION**

EMPLOYER	Villa Rica Housing Authority
SOCIAL SECURITY	Yes
PARTICIPANT CONTRIBUTIONS	Noncontributory
EFFECTIVE DATE	08/01/89
ELIGIBILITY REQUIREMENTS	Employees: 1 year (20 hours) Officials: not covered
NORMAL RETIREMENT AGE	65+5

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA  
Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2008  
(Continued)**

**NOTE H - PENSION PLAN: (Cont'd)**

EARLY RETIREMENT	55+10 (non-standard factors)
BENEFIT FORMULA	1.25% - 2.0% dynamic break point applies to all employees Term vested Auto A death benefit effective 01/01/03*
OFFICIALS' BENEFITS	---
VESTING	10 years
DEATH BENEFITS	Actuarial Reserve
DISABILITY MINIMUM	20%
COST-OF-LIVING	---
PENSION STATEMENTS	Yes
OTHER	Changes in plan features since last valuation effective 10/1/05*

**EARLY RETIREMENT REDUCTION TABLE (effective 8/01/2004)  
(Interpolate for whole numbers)**

<u>Number of years before Normal Retirement</u>	<u>Percentage of Normal Retirement Benefit</u>
0	1.00
1	.980
2	.960
3	.940
4	.920
5	.900
6	.880
7	.860
8	.840
9	.820
10	.800

**NOTE I- RELATED PARTY TRANSACTIONS:**

There were no related party transactions to be reported for the fiscal year ended June 30, 2008.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2008**  
(Continued)

**NOTE J - RISK MANAGEMENT:**

The Authority is exposed to various risks of losses related to torts; theft or, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Claims liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. There were no claims in excess of commercial coverage during the previous three years. These losses include an estimate of claims that have been incurred but not reported. At June 30, 2008 there were no liabilities to be reported.

**NOTE K - CONTINGENCIES:**

The entity is subject to possible examinations made by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refunds by the entity to federal grantors and/or program beneficiaries.

**NOTE L - IMPAIRMENT OF CAPITAL ASSETS:**

In accordance with new financial reporting standards issued by the Government Accounting Standards Board's, "Statement No. 42, "Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries" requires certain note disclosures. During the fiscal year ended June 30, 2008, the Housing Authority of the City of Villa Rica experienced no impairments.

**NOTE M - ECONOMIC DEPENDENCY:**

The PHA Owned Housing Program and the Capital Fund Program are economically dependent on annual contributions grants from HUD. These program operate at a loss prior to receiving the contributions and grants.

**NOTE N- SUPPLEMENTAL INFORMATION:**

The supplemental information has been included in order to show the financial statements of the Housing Authority on the GAAP basis of accounting but in the format of the HUD Handbook 7476.3, *Audit Guide*. This is due to the fact that some supplemental information is reviewed by the field office and provides greater detail concerning the operations of the Housing Authority.

**HOUSING AUTHORITY OF THE  
CITY OF VILLA RICA  
Villa Rica, Georgia**

**SUPPLEMENTAL INFORMATION**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2008**



**ACCOUNTANT'S REPORT ON COMPLIANCE AND ON INTERNAL CONTROL STRUCTURE OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
Housing Authority  
of the City of Villa Rica  
Villa Rica, Georgia 30180

Atlanta Regional Office  
Public Housing Division  
40 Marietta Street  
Five Points Plaza  
Atlanta, GA 30303-2806

We have audited the financial statements of the Housing Authority of the City of Villa Rica, as of and for the year ended June 30, 2008, and have issued our report thereon dated March 16, 2009. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Housing Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Housing Authority's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Housing Authority's financial statements that is more than inconsequential will not be prevented or detected by the Housing Authority's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Housing Authority's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Villa Rica's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Housing Authority of the City of Villa Rica, the State of Georgia, HUD and other federal audit agencies, and is not intended to be and should not be used by anyone other than these specified parties.

Rector, Lindsay & Reeder, P.C.  
Certified Public Accountants

Snellville, Georgia  
March 16, 2009

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA  
Villa Rica, Georgia**

**STATUS OF PRIOR AUDIT FINDINGS**

The prior audit report for the period ended June 30, 2007 contained no formal audit findings:

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Section I – Summary of Auditor’s Results:**

***Financial Statements***

Type of report issued on the financial statements:	<b>Unqualified</b>
Internal control over financial reporting:	
Material weakness(es) identified?	<b>No</b>
Significant Deficiency(ies) identified not considered to be material weaknesses?	<b>No</b>
Noncompliance material to the financial statements noted?	<b>No</b>

***Federal Awards***

Internal controls over major programs:	
Material weakness(es) identified?	<b>N/A</b>
Significant Deficiency(ies) identified not considered to be material weaknesses?	<b>N/A</b>
Type of report issued on the compliance for major programs:	<b>N/A</b>
Any audit findings disclosed that are required to be reported in Accordance with Circular A-133, Section .510(a)?	<b>N/A</b>
Identification of major programs:	<b>N/A</b>
Dollar threshold used to distinguish between Type A and Type B programs:	<b>\$300,000</b>
Did the Authority qualify as a low-risk auditee?	<b>Yes</b>

**Section II – Financial Statement Findings**

***Findings related to financial statements in accordance with GAGAS:***

NONE REPORTED

**Section III – Federal Award Findings and Questioned Costs**

***Findings and questioned costs for Federal Awards as defined in Section .510:***

N/A

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**FINANCIAL DATA SUBMISSION SUMMARY**  
**NET ASSET ACCOUNTS**  
**June 30, 2008**

<u>Account Description</u>	<u>Business Activities</u>	<u>Low-Rent Public Hsg 14.850</u>	<u>Capital Fund Program 14.872</u>	<u>TOTAL</u>
<b>ASSETS:</b>				
<b>CURRENT ASSETS:</b>				
Cash:				
Cash - unrestricted	\$ 63,512	\$ 124,882	\$ 0	\$ 188,394
Cash - restricted	0	0	0	0
Cash - tenant security deposits	0	24,674	0	24,674
<b>Total Cash</b>	<u>63,512</u>	<u>149,556</u>	<u>0</u>	<u>213,068</u>
Accounts and notes receivables:				
Accounts receivable - HUD	0	0	0	0
Accounts receivable - other government	0	0	0	0
Accounts receivable - miscellaneous	0	0	0	0
Accounts receivable - tenants rents	0	1,636	0	1,636
Allowance for doubtful accounts-tenants	0	(164)	0	(164)
Allowance for doubtful accounts-other	0	0	0	0
Accrued interest receivable	0	513	0	513
<b>Total receivables - net</b>	<u>0</u>	<u>1,985</u>	<u>0</u>	<u>1,985</u>
Current investments				
Investments - unrestricted	0	100,863	0	100,863
Prepaid expenses and other assets	0	21,897	0	21,897
Inventories	0	0	0	0
Allowance for obsolete inventories	0	0	0	0
Interprogram due from	0	0	0	0
<b>TOTAL CURRENT ASSETS</b>	<u>63,512</u>	<u>274,301</u>	<u>0</u>	<u>337,813</u>
<b>NONCURRENT ASSETS:</b>				
Capital Assets:				
Land	0	109,745	0	109,745
Buildings	0	4,374,304	0	4,374,304
Furniture & equipment	0	163,838	0	163,838
Improvements	0	17,661	0	17,661
Work in process	0	0	0	0
Accumulated depreciation	0	(2,482,971)	0	(2,482,971)
<b>Total capital assets - net</b>	<u>0</u>	<u>2,182,577</u>	<u>0</u>	<u>2,182,577</u>
Notes receivable - noncurrent	0	0	0	0
Investment in joint ventures	0	0	0	0
<b>TOTAL NONCURRENT ASSETS</b>	<u>0</u>	<u>2,182,577</u>	<u>0</u>	<u>2,182,577</u>
<b>TOTAL ASSETS</b>	<u>\$ 63,512</u>	<u>\$ 2,456,878</u>	<u>\$ 0</u>	<u>\$ 2,520,390</u>

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**FINANCIAL DATA SUBMISSION SUMMARY**  
**NET ASSET ACCOUNTS**  
**June 30, 2008**

<u>Account Description</u>	<u>Business Activities</u>	<u>Low-Rent Public Hsg 14.850</u>	<u>Capital Fund Program 14.872</u>	<u>TOTAL</u>
<b>LIABILITIES AND NET ASSETS:</b>				
<b>LIABILITIES:</b>				
<b>CURRENT LIABILITIES</b>				
Cash overdraft	\$ 0	\$ 0	\$ 0	\$ 0
Accounts payable < 90 days	0	10,754	0	10,754
Accrued salaries/payroll withholding	0	740	0	740
Accrued compensated absences	0	5,989	0	5,989
Accrued interest payable	0	0	0	0
Accounts payable - HUD PHA programs	0	0	0	0
Accounts payable - other gov.	0	20,720	0	20,720
Tenant security deposits	0	24,674	0	24,674
Unearned revenue	0	2,020	0	2,020
Current portion of L-T debt - capital projects	0	0	0	0
Other current liabilities	0	0	0	0
Interprogram (due to)	0	0	0	0
<b>TOTAL CURRENT LIABILITIES</b>	<u>0</u>	<u>64,897</u>	<u>0</u>	<u>64,897</u>
<b>NONCURRENT LIABILITIES</b>				
Long-term debt, net of current - capital projects	0	0	0	0
Accrued comp. Absences - long term	0	17,967	0	17,967
Noncurrent liabilities - other	0	0	0	0
<b>TOTAL NONCURRENT LIABILITIES</b>	<u>0</u>	<u>17,967</u>	<u>0</u>	<u>17,967</u>
<b>TOTAL LIABILITIES</b>	<u>0</u>	<u>82,864</u>	<u>0</u>	<u>82,864</u>
<b>NET ASSETS:</b>				
Capital assets net of related debt	0	2,182,577	0	2,182,577
Restricted - Net Assets	0	0	0	0
Unrestricted - Net Assets	63,512	191,437	0	254,949
<b>TOTAL NET ASSETS</b>	<u>63,512</u>	<u>2,374,014</u>	<u>0</u>	<u>2,437,526</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 63,512</u>	<u>\$ 2,456,878</u>	<u>\$ 0</u>	<u>\$ 2,520,390</u>

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**FINANCIAL DATA SUBMISSION SUMMARY**  
**REVENUES, EXPENSES AND CHANGE IN FUND NET ASSET ACCOUNTS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

<u>Account Description</u>	<u>Business Activities</u>	<u>Low-Rent Public Hsg 14.850</u>	<u>Capital Fund Program 14.872</u>	<u>TOTAL</u>
<b>REVENUES:</b>				
Net tenant rental revenue	\$ 0	\$ 303,791	0	\$ 303,791
Tenant revenue - other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total tenant revenue	0	303,791	0	303,791
HUD PHA grants - operating	0	401,085	44,988	446,073
HUD PHA grants - capital	0	0	0	0
Management fee	0	0	0	0
Asset management fee	0	0	0	0
Bookkeeping fee	0	0	0	0
Front line service fee	0	0	0	0
Other government grants	0	0	0	0
Investment income - unrestricted	2,022	2,637	0	4,659
Mortgage interest income	0	0	0	0
Proceeds from disposition of assets	0	0	0	0
Fraud income	0	0	0	0
Other revenue	0	6,579	0	6,579
Investment income - restricted	0	0	0	0
Gain/(loss) on disposition	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUES</b>	<b>\$ 2,022</b>	<b>\$ 714,092</b>	<b>44,988</b>	<b>\$ 761,102</b>
<b>EXPENSES:</b>				
Administrative				
Administrative salaries	\$ 0	\$ 87,205	0	\$ 87,205
Compensated absences	0	4,440	0	4,440
Auditing fees	0	0	0	0
Management fees	0	0	0	0
Bookkeeping fees	0	0	0	0
Advertising & marketing	0	0	0	0
Employee benefits - administrative	0	37,064	0	37,064
Office expense	0	18,699	0	18,699
Legal expense	0	0	0	0
Travel expense	0	4,647	0	4,647
Other operating - administrative	<u>5,000</u>	<u>19,362</u>	<u>0</u>	<u>24,362</u>
Total Administrative Expense	<u>5,000</u>	<u>171,417</u>	<u>0</u>	<u>176,417</u>
Asset management fee	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**FINANCIAL DATA SUBMISSION SUMMARY**  
**REVENUES, EXPENSES AND CHANGE IN FUND NET ASSET ACCOUNTS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

<u>Account Description</u>	<u>Business Activities</u>	<u>Low-Rent Public Hsg 14.850</u>	<u>Capital Fund Program 14.872</u>	<u>TOTAL</u>
<b>Tennat services</b>				
Tenant services - salaries	0	0	0	0
Relocation costs	0	0	0	0
Employee benefits - tenant services	0	0	0	0
Other tenant services	0	0	0	0
<b>Total Tenant Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Utilities</b>				
Water	0	21,144	0	21,144
Electricity	0	3,144	0	3,144
Gas	0	50,049	0	50,049
Sewer	0	22,256	0	22,256
Other utilities	0	0	0	0
Employee benefits - utilities	0	0	0	0
<b>Total Utilities Expense</b>	<b>0</b>	<b>96,593</b>	<b>0</b>	<b>96,593</b>
<b>Ordinary Maintenance &amp; Operation</b>				
Labor	0	132,627	0	132,627
Materials	0	56,937	0	56,937
Employee benefit contributions	0	81,637	0	81,637
Garbage & trash removal contracts	0	28,606	0	28,606
Heating & cooling contracts	0	0	0	0
Snow Removal contracts	0	0	0	0
Elevator maintenance contracts	0	0	0	0
Landscape & grounds contracts	0	0	0	0
Unit turnaround contracts	0	0	0	0
Electrical contracts	0	0	0	0
Plumbing contracts	0	0	0	0
Extermination contracts	0	1,424	0	1,424
Janitorial contracts	0	0	0	0
Contract costs - other	0	10,350	0	10,350
<b>Total Ordinary Maintenance &amp; Operation</b>	<b>0</b>	<b>311,581</b>	<b>0</b>	<b>311,581</b>
<b>Protective services</b>				
Protective services - salaries	0	0	0	0
Employee benefits - protective services	0	0	0	0
Other protective services	0	0	0	0
<b>Total Protective Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA**  
**Villa Rica, Georgia**

**FINANCIAL DATA SUBMISSION SUMMARY**  
**REVENUES, EXPENSES AND CHANGE IN FUND NET ASSET ACCOUNTS**  
**FOR THE YEAR ENDED JUNE 30, 2008**

<u>Account Description</u>	<u>Business Activities</u>	<u>Low-Rent Public Hsg 14.850</u>	<u>Capital Fund Program 14.872</u>	<u>TOTAL</u>
<b>General Expenses</b>				
Property insurance	0	20,911	0	20,911
Liability insurance	0	0	0	0
Workmen's compensation	0	9,337	0	9,337
Insurance - other	0	400	0	400
Compensated absences	0	3,629	0	3,629
Payments in lieu of taxes	0	20,720	0	20,720
Bad debt - tenant rents	0	5,689	0	5,689
Bad debt - mortgages	0	0	0	0
Serverance expense	0	0	0	0
<b>Total General Expenses</b>	<b>0</b>	<b>60,686</b>	<b>0</b>	<b>60,686</b>
<b>Financial Expenses</b>				
Interest expense - Mortgage Payable	0	0	0	0
Interest expense - Notes Payable	0	0	0	0
Amortization - issuance costs	0	0	0	0
<b>Total Financial Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL OPERATING EXPENSE</b>	<b>5,000</b>	<b>640,277</b>	<b>0</b>	<b>645,277</b>
<b>EXCESS OPERATING REVENUE</b>	<b>(2,978)</b>	<b>73,815</b>	<b>44,988</b>	<b>115,825</b>
<b>Other Expenses</b>				
Extraordinary maintenance	0	0	0	0
Casualty losses	0	0	0	0
Depreciation expense	0	148,643	0	148,643
<b>Total Other Expenses</b>	<b>0</b>	<b>148,643</b>	<b>0</b>	<b>148,643</b>
<b>TOTAL EXPENSES</b>	<b>\$ 5,000</b>	<b>\$ 788,920</b>	<b>0</b>	<b>\$ 793,920</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ (2,978)</b>	<b>\$ (74,828)</b>	<b>44,988</b>	<b>\$ (32,818)</b>
Transfer of funds	0	44,988	(44,988)	0
Transfer of equity	0	0	0	0
Prior period adjustments	0	0	0	0
<b>Beginning Net Assets</b>	<b>66,490</b>	<b>2,403,854</b>	<b>0</b>	<b>2,470,344</b>
<b>Ending Net Assets</b>	<b>\$ 63,512</b>	<b>\$ 2,374,014</b>	<b>0</b>	<b>\$ 2,437,526</b>
<b>Units Available</b>	<b>-</b>	<b>1,681</b>	<b>-</b>	<b>1,681</b>
<b>Units Leased</b>	<b>-</b>	<b>1,645</b>	<b>-</b>	<b>1,645</b>

**HOUSING AUTHORITY OF THE  
CITY OF VILLA RICA  
Villa Rica, Georgia**

**SUPPLEMENTAL INFORMATION  
SPECIAL REPORTS**

**FOR THE FISCAL YEAR ENDED JUNE 30, 2008**

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA  
Villa Rica, Georgia**

**SCHEDULE AND CERTIFICATION OF ACTUAL CAPITAL FUND GRANT COSTS  
JUNE 30, 2008**

**Annual Contributions Contract A-3141**

**PHASE 502-03**

1 The Actual Modernization Costs of Phase 502-03 were:

Funds Approved	\$ 39,605
Funds Expended	<u>39,605</u>
Excess of Funds Approved	<u>\$ -</u>
Funds Advanced	\$ 39,605
Funds Expended	<u>39,605</u>
Excess of Funds Advanced	<u>\$ -</u>

2 Audit period additions were \$3,742, and accordingly, were audited by Rector, Lindsay & Reeder, P.C.

3 The distribution of costs by major cost accounts as shown on the Final Performance and Evaluation Report dated March 2, 2009, accompanying the Actual Modernization Cost Certificate submitted to HUD for approval is in agreement with the PHA's records.

4 All modernization costs have been paid and all related liabilities have been discharged through payment.

**HOUSING AUTHORITY OF THE CITY OF VILLA RICA  
Villa Rica, Georgia**

**SCHEDULE OF CAPITAL FUND GRANT COSTS-UNCOMPLETED  
JUNE 30, 2008**

**ANNUAL CONTRIBUTIONS CONTRACT A-3141**

	<b>Phase</b>	
	<b>501-06</b>	<b>501-07</b>
Funds Approved	\$ 212,251	\$ 206,232
Funds Expended	42,446	41,246
Excess of Funds Approved	\$ 169,805	\$ 164,986
Funds Advanced	\$ 42,446	\$ 41,246
Funds Expended	42,446	41,246
Excess (Deficiency) of Funds Advanced	\$ -	\$ -
Costs expended in the current fiscal year and audited by Rector, Lindsay & Reeder, P.C.	\$ 0	\$ 41,246